



Produced By:	CGD / JHY
Responsible Gov Committee:	HSP
Last Amended	June 2017
Date approved by FGB	<i>November 2017</i>
Date for Review:	November 2019

## HEALTH AND SAFETY POLICY

### Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

## **Index (October 2017)**

- A
  - [Accident](#)
  - [Accident/Incident Reporting and Investigation Procedure \(Inc HSE Reporting\)](#)
  - [Accident Forms](#)
  - [Asbestos](#)
  - [Appendices](#)
- B
  - [Blood Borne Infections & Body Fluids](#)
  - [Boilers](#)
- C
  - [COSHH](#)
  - [Cleaning](#)
  - [Contractors](#)
  - Critical incident – See Emergency Plan in Staff Handbook
- D
  - [Disability Discrimination Act](#)
  - [Display Screen Equipment](#)
- E
  - [Electrical Equipment](#)
  - [Emergency Planning](#)
  - [Expectant Mothers](#)
- F
  - [Fire](#)
  - [First aid](#)
- G
  - [General Equipment](#)
  - [Glazing](#)
- H
  - [Hazard reporting Procedure](#)
  - [Hazardous Substances](#)
  - [Housekeeping](#)
  - [Hot surfaces & hot water protection](#)
  - [Hot work](#)
- I
  - [Icy Conditions](#)
  - [Induction](#)
  - [Induction Pro-Forma](#)
  - [Investigation](#)
  - [Inspections and Monitoring](#)
- J
- K
  - Kitchen (subject to separate Health and Safety Policy from EC3S the HCC Business Unit.
- L
  - [Ladders](#)
  - [Legionella](#)
  - [Lock Down](#)
  - [Lone Working](#)
- M
  - [Maintenance](#)
  - [Managing Work related Stress](#)
  - [Manual Handling](#)
  - [Medicines](#)
  - [Minibuses](#)
  - [Mobile Gas Heaters](#)
  - [Monitoring](#)
- N
- O
  - [Off Site Activities](#)
- P
  - [Permit to Work](#)
  - [Physical Intervention](#)
  - [Pond](#)
  - [Provision of Information](#)
- Q
- R
  - [Risk Assessment](#)
  - [Risk Assessment Methodology](#) - Appendices
  - [Risk Assessment Pro-Forma](#)
- S
  - [Security](#)
  - Step ladders (See Work at Height)
  - [Smoking](#)
  - [Supplementary policies](#)
- T
  - [Traffic Movement](#)

U [Training](#)  
V [Violence](#)  
[Visitors](#)  
W [Work at Height](#)

XYZ

## **Appendices**

- **Appendix A Risk Assessment Methodology**
- **Appendix B Accident report forms and guidance**
- **Appendix C Induction pro-forma**
- **Appendix D Health and Safety policy for ALL staff in a science laboratory.**
- **Appendix E Health and Safety Police – Design and Technology**

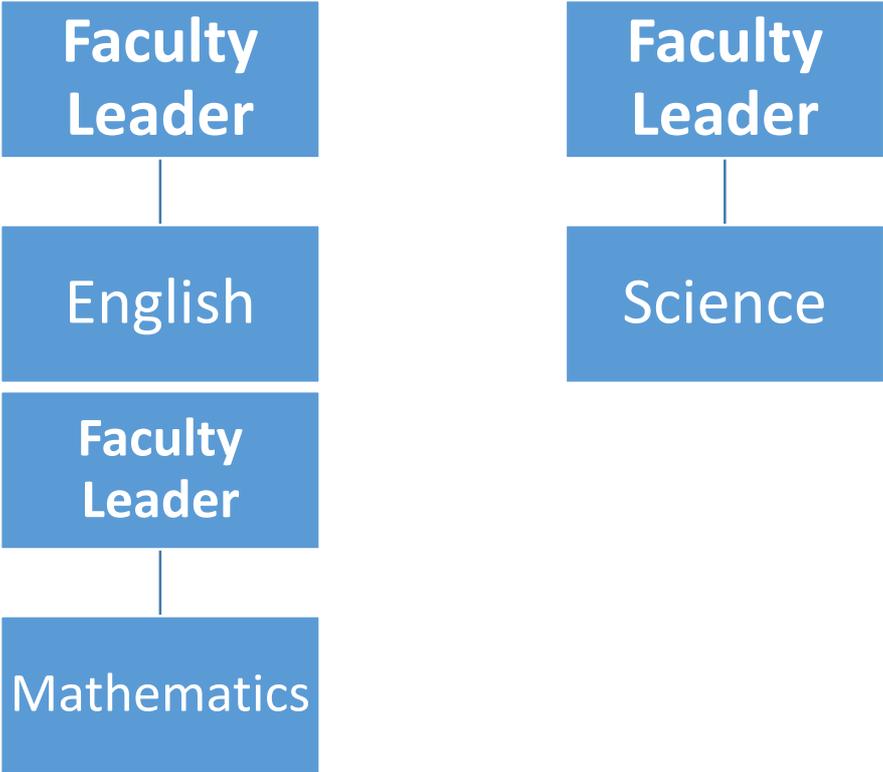
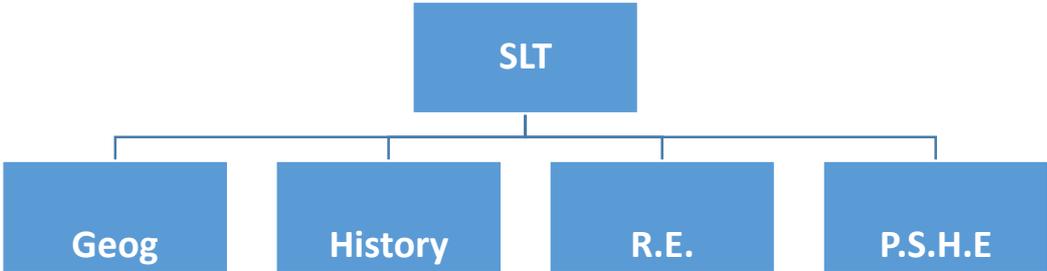
## **Organisation for Health and Safety**

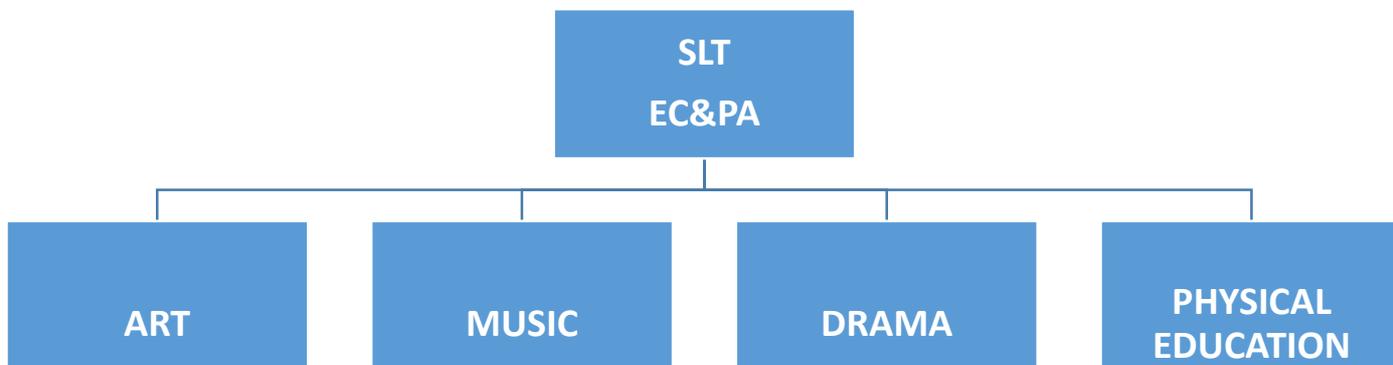
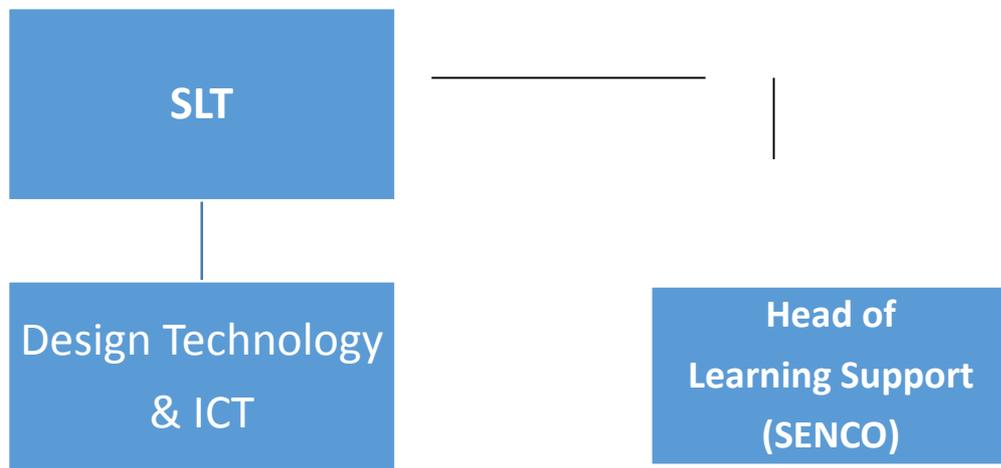
- 1.1 The school safety policy forms an integral part of school life and applies to all staff and students.
- 1.2 The school Health and Safety Officer is responsible for and accountable to the **Governing Body** who has overall responsibility for Health & Safety and for the formulation and implementation of the school Health and Safety Policy. **The Governing body monitors and approves the policy annually.**
- 1.3 The Health, Safety & Premises Committee (Governors sub-committee) monitors the policy and performance of H & S activities recommending any improvements of shortfalls as may be required.
- 1.4 Responsibility for the implementation of the school policy is delegated as follows:

	<b><u>Area/Activity</u></b>	<b><u>Responsibility</u></b>
1.	Day to day school activity	Headteacher
2.	Overall Co-ordination	Operations Director
3.	Administration	Senior Site Manager
4.	Facilities / Premises	Senior Site manager
5.	Catering	Catering Manager (HC3S)
6.	Fire safety Co-ordinator	Senior Site Manager
7.	Asbestos management	Headteacher/Senior Site Manager
8.	Legionella management	Senior Site Manager

[Back to index](#)

9. School Curriculum Activities





[Back to index](#)

## **Levels of Responsibility**

Employer Responsibility – Governing Body:

The overall responsibility for health and safety at **CROFTON SCHOOL** is held by the ***Governing Body*** who shall, so far as is reasonably practicable:

- Ensure that health and safety has a high profile
- Ensure compliance with all legal requirements
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements and arrangements
- Periodically monitor and review local health and safety arrangements

## **Governing Body Health, Safety & Premises Committee**

The purpose of the safety committee is to assist in the assessment of safety related matters and provide appropriate support to the Headteacher. The safety committee

Health and Safety Policy approved 29.11.2017

Adapted from the Hampshire County Council Model policy

is to periodically meet to monitor and discuss on-site health and safety performance and recommend any actions necessary should this performance appear or prove to be unsatisfactory. Safety committee staff will be kept informed of all changes in practices and procedures, new guidance, accidents, incidents and risk related matters.

The safety committee consists of **HEADTEACHER, OPERATIONS DIRECTOR, SENIOR SITE MANAGER, GOVERNOR REPRESENTATIVES (QUORUM OF THREE) and they meet at least THREE TIMES PER YEAR**

The Headteacher shall:

- Develop a safety culture throughout the school
- Consult staff and provide information, training and instruction so that personnel are able to perform their various tasks safely and effectively
- Assess and control risk as part of the day-to-day management of the school
- Ensure staff are aware of their responsibilities and that all employees, pupils and visitors receive adequate information, instruction, training and supervision, both within the school and on school strips as appropriate.
- Ensure a safe, healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and suitable arrangements are made to remove or reduce the risks
- Ensure staff are aware of their health and safety responsibilities and to ensure that the use of safe working practices is in place, and, where necessary, draw up and communicate written codes of practice for safe working and teaching.
- Ensure suitable and appropriate protective clothing is provided for staff and pupils who require it, and that it is worn when necessary.
- Ensure adequate First Aid treatment is available by the provision of a First-Aider or appointed person and that First Aid boxes are kept adequately stocked.
- Update governing bodies/partners
- Produce, monitor and review local safety policies and procedures
- Monitor and review the health and safety policy periodically and as required

The Operations Director and Health and Safety Officer are responsible for the development and management of the Health and Safety Policy within the school.

- The Health and Safety Officer shall have access to all documentation pertaining to the management of Health and Safety.
- The Health and Safety Officer will maintain the relevant records and registers as required by regulations, including those pertaining to accidents within the school. The Health and Safety Officer and Operations Director will act as a member of any accident investigation teams.
- The Health and Safety Officer will act as adviser on all Health and Safety matters and consult with all statutory bodies.
- The Health and Safety Officer will act as the Fire Safety Co-ordinator and is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual. He/she is to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety

manual. The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

- The Health and Safety Officer is the nominated competent person for Legionella on the premises and acts on behalf of the responsible manager/headteacher to provide the necessary competence to enable Legionella to be managed safely. He/she is to annually complete the Legionella e-learning course and all training records are to be retained. The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. He/she will advise the responsible manager/headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.
- The Health and Safety Officer is the nominated responsible person for asbestos on the premises and acts on behalf of the responsible manager/headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure. The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. He/she is to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. He/she will advise the responsible manager/headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. He/she is to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

Faculty Leaders, Heads of Departments, Operations Director, Senior Site Manager and Catering Manager will, so far as is reasonably practicable:

- Implement and support the school safety policy.
- Ensure that staff are aware of their responsibilities and duties, and that they follow the relevant codes of practice where applicable.
- Ensure that safe working procedures are established and maintained, including day-to-day fire precautions and housekeeping.
- Communicate matters of health and safety to line managers or Safety Officer.
- Promote and maintain an interest in health and safety amongst the staff.

All employees (including volunteers) of the school have a duty:

- Implement and support the school Health and Safety policy
- To take reasonable care of themselves and others.
- To co-operate with the school authorities enabling them to comply with the duties imposed. Use any safety appliances provided as necessary.
- Not to interfere or misuse anything provided in the interest of Health and Safety.
- To report any hazards or defects they may observe.

Observing the safe working practices, combined with a common sense approach, will maintain and promote the health and safety of all staff, students and visitors.

**Please note that as employees, you have a responsibility to comply with any control measures instigated by the school.**

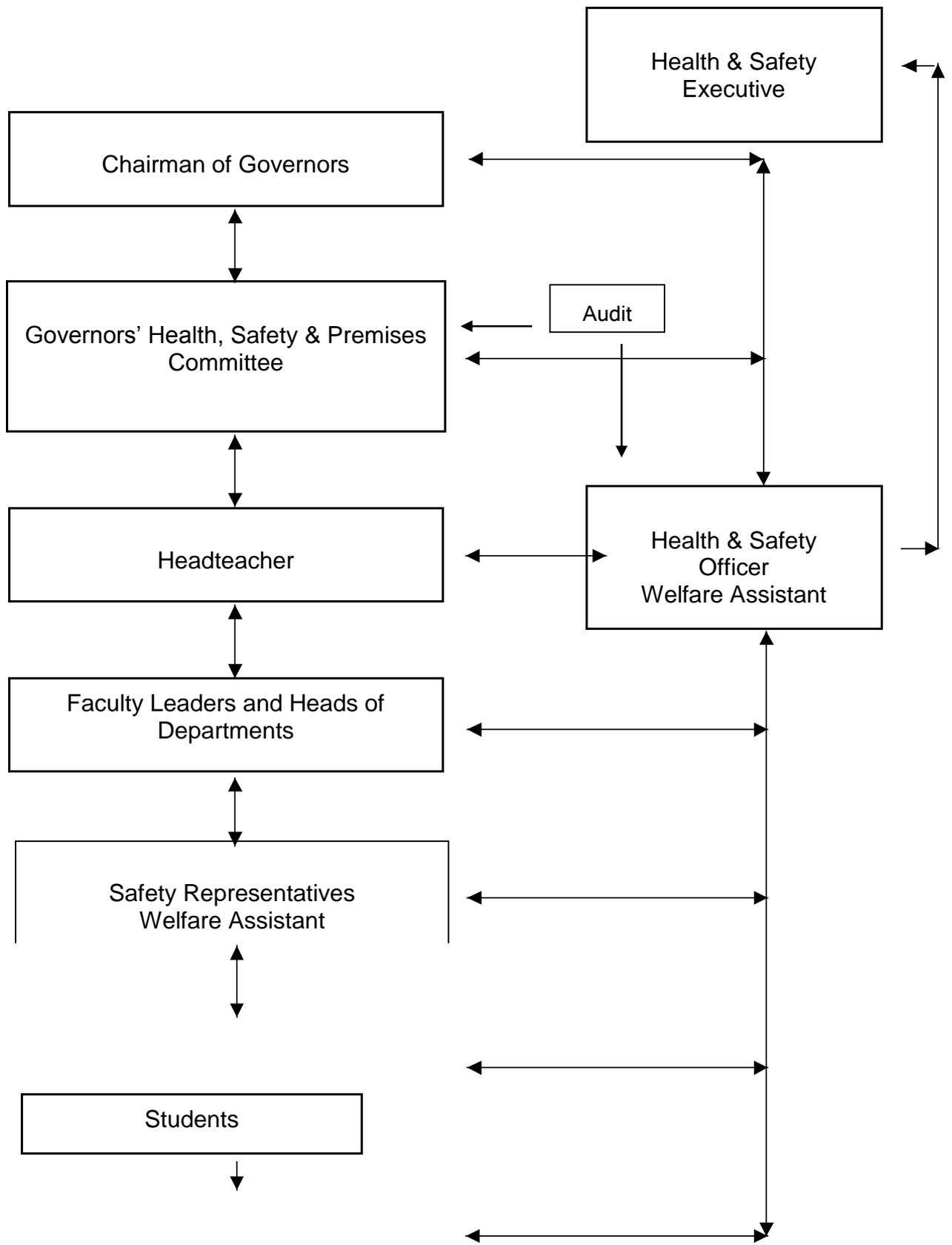
### **Students**

All students must:

- Comply with all school policies and regulations
- Co-operate with all school staff on Health and Safety Matter
- Not interfere with anything provided to safeguard their own Health and Safety
- Take reasonable care of their own safety and health
- Report all Health and Safety concerns to a Teacher or other adult.

### **Levels of Responsibility Diagram**





## Arrangements

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Crofton School and are to be used alongside other current unit/centre/school/premises procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

### Action in the Event of an Accident / First aid (see First Aid policy)

All staff and students should report any illness or injury that has been sustained on the school site, and which requires treatment, to the Welfare Assistant or appointed person so that appropriate treatment can be given. If the Welfare Assistant is unavailable, a First Aider should be contacted.

If the injured person has been directed to the Medical Room, it will be necessary to ensure that a responsible escort accompanies them.

In an emergency the Welfare Assistant/Appointed Person should be called without delay.

On arrival at the scene, the Welfare Assistant/Appointed Person will assume responsibility and decide upon the appropriate action to be taken - e.g. call an ambulance etc.

Medical assistance can be obtained by calling one of the following internal extensions:

Welfare Assistant	6825
Switchboard	6820

Should an incident occur off the school site whilst on school business, the person responsible for the off site activity should ensure that the appropriate First Aid is given.

**NB First Aid means treatment given for the purpose of preserving life and minimising the consequences of injury and illness until help is available; and for the treatment of minor injuries which would otherwise receive no treatment, and which do not need the help of a nurse or medical practitioner.**

First Aid box Location:

1. Technical Workshop
2. Main PE Office
3. Science Prep upper & lower Rooms
4. Welfare room
5. Site Office
6. Cleaners' Rooms

The Welfare Assistant should check the contents of all First Aid boxes at least once per term.

[Back to index](#)

## **Accident/Incident Reporting and Investigation Procedure**

All accidents to staff, students and visitors must be recorded in the Accident Report Book BI 510 (held in the Welfare Room) and on an Accident/Incident Report Form (See [Appendix B](#) for forms and guidance).

The Accident/Incident Form must be completed at the earliest opportunity after the accident/incident, and forwarded to the Welfare Assistant. If the injured person is taken off site e.g. to hospital or home, the Welfare Assistant or person in charge should notify the Headteacher or his deputy as soon as possible. **The Welfare Assistant shall notify the Health & Safety Executive of the more serious accidents notifiable accidents.**

All significant accidents, incidents and near-misses are to be immediately reported to the Headteacher. **The trained accident investigator (SBM) should always conduct a documented investigation into more serious incidents.** The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The HCC online accident investigation report tool is to be used for the recording/reporting of investigations.

***“It is the Headteacher’s responsibility to inform the Chair of the Governors of any serious accidents. The Chair of the Governors will then report as required to the Responsible Officer”.***

**Please Note:**

**After the injured party has left the scene of a serious accident, the member of staff at the scene must close off the area, leaving it untouched until otherwise informed by the Headteacher or Deputy Headteacher.**

[Back to index](#)

## **Asbestos**

The **Senior Site Manager** will manage the Asbestos register for Crofton School in partnership with HCC. He acts as the Asbestos Nominated Responsible Person.

Asbestos is contained within the buildings at various locations. The school has an asbestos register produced and maintained by Hants County Council Property Services department. All site staff team members are to be shown and sign the register upon induction or when changes occur.

**All** contractors must be shown and sign the register before work commences. Any work that may be affected by the presence of asbestos must not be carried out until a survey has been conducted and clearance given by Hampshire Scientific Services.

[Back to index](#)

## **Blood Borne Infections & Body Fluids**

Dealing with spillages of blood or body fluids (vomit, urine, faeces etc) may carry a risk of exposure to blood-borne viruses or other pathogens. The risks may be minimised by following the recommendations in this policy, including the correct use of personal protective measures and clean up procedures.

Spillages of body fluids should be dealt with promptly, only by staff members who have received appropriate training.

The primary risks arising in the working environment are: -

- Accidental inoculation or contamination of a cut or abrasion with the blood or other body fluids of an infected person.
- Splashes onto broken skin surface: existing cuts, scratch, burn, dermatitis or other skin conditions.
- Splashes into eyes or mouth.

The majority of employees will not be exposed to such risks in the course of their normal duties. The following have been identified by [risk assessment](#) at a higher level of risk than the majority of staff within Crofton School.

- First aiders
- Site Team members
- Technicians
- Duty staff (at a lesser risk than those above)

To minimise/reduce the risk of contamination it is essential that any cuts, abrasions, burns or openings in the skin are covered during your working day, in particular for those staff members listed above. (Medical plasters).

The following link [Procedure for clean up of Body Fluids spills](#) should be followed for all matters involving spillages of blood or body fluids.

Health & safety executive publication [Blood-borne viruses in the workplace \(INDG342\)](#) should be consulted for further information.

[Back to index](#)

## **Boilers**

The operation of the boilers and heating system will be carried out by the Site Team. Any maintenance or repair is only to be carried out by a competent person. (HCC term contractor)

[Back to index](#)

## **Cleaning**

Cleaning of the school is carried out by the school's cleaners on a daily basis through term time with deep cleans during the Easter and summer recess. Cleaning standards are to

British Institute of Cleaning Science (BICS) [Guidance for cleaning](#) activities are contained in the Site Team handbook kept in the Site Office.

[Back to index](#)

## **Control of Substances Hazardous to Health (Control of Substances Hazardous to Health Regulations 2002. COSHH)**

Heads of Departments are responsible for ensuring the effective implementation and management of the COSHH arrangements within their departments. All departments should adopt the system outlined in CLEAPSS. A copy of this document is held in the Science Department, who will act as the School's Authority and point of reference on all COSHH matters.

[Back to index](#)

## **Confined space permit to work authority**

It is envisaged that work of this nature will generally be under the control of the Site Manager / Team who are familiar with all permits and controls required.

[Back to index](#)

## **Contractors**

All contractors must sign in at the Main Reception and be issued with a visitors' pass. Members of staff are to direct any unidentified person to reception. In most situations it will be appropriate to accompany the person to reception for signing in.

The host will be responsible for the contractor for the duration of the visit. All visitors must be informed of the **fire alarm** and **evacuation** procedures, and any conditions pertaining to their activities whilst on site.

These include:

### **Contractors**

- Contractors are to report to the reception upon arrival and departure
- Contractors are to be provided with a fire safety brief immediately upon arriving, prior to them commencing their work
- Contractors must comply with the school's safety policies and safe working procedures
- If there are any breaches of safety, then these must be reported to the school head at the earliest opportunity
- All contractors are to be appropriately supervised at all times
- Contractor risk assessments and safe working systems are inspected prior to work commencing by the Site Manager or Operations Director.
- Appropriate supervision will need to be determined dependent upon the type of work, levels of perceived risk and length of time that the work will take to complete

**N.B. See policy document held in Site Office prior to engaging contractors**

[Back to index](#)

## **Disability Discrimination Act (DDA)**

Crofton School takes every effort to comply with all reasonable requirements of the DDA throughout its undertaking. The link below provides further information

<http://www3.hants.gov.uk/propertyservices/accessteam/access-schools.htm>

[Back to index](#)

## **Display Screen Equipment**

All users must complete the display screen e-learning course annually without exception. All users must complete workstation assessments periodically (3 yearly) any actions will be addressed by line managers.

## **Electrical Equipment**

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Defective equipment is to be reported and immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested at intervals appropriate to the risk associated with the item.
- Equipment testing/inspection can only be carried out by a competent person.
- The competent person to be used is **Mr Mark Dyer**
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management and it has been tested
- New equipment must be advised to **Mr Mark Dyer** in order that it can be added to future PAT testing schedules

*Any defective or suspected defective equipment, systems of work, fittings etc must be reported to **Mr Mark Dyer** and attended to as soon as possible.*

Disposal of electrical equipment must be via the Site Team

[Back to index](#)

## **Emergency Procedures**

General emergency evacuation will be as the fire evacuation and in accordance with the emergency plan. Personal Emergency Evacuation Plans are to be completed and practiced for any vulnerable persons. (See separate Emergency Plan in staff handbook)

## **Expectant & New Mothers**

Definition: (within the scope of the Health & Safety at Work Act) New and expectant mothers are workers who are pregnant, who have given birth within the previous six months or who are breast feeding. 'Giving birth' is defined as having delivered a living child, or after twenty-four weeks of pregnancy, a stillborn child.

Risk assessments are to be carried out on all work activities conducted by expectant and new mothers. The assessment will be carried out by the person's line manager. Advice can be sought from the Health & Safety Officer and by consultation with suitably competent members of Senior Management. A pro-forma for the risk assessment is available from the HSO.

To enable Crofton School to comply with its duties, workers becoming pregnant/new mothers must confirm the situation in writing. Further information on legislation relevant to new and expectant mothers is available from the HSO.

[Back to index](#)

## **Fire Regulations**

**A comprehensive risk assessment is contained in the Fire Safety Manual held by the Senior Site Manager.**

**Action in the event of fire will be in accordance with the instructions given in the Staff Handbook.**

The school's fire alarm will sound as a warbling siren.

The Headteacher and is responsible for the co-ordination of fire evacuation activities. He will ensure the following:

1. All areas have an up to date instructions prominently displayed.
2. Evacuation drills are practised and checked for effectiveness at least once per term.

The School Site Manager is responsible for the maintenance of the school's fixed and portable fire prevention appliances and systems.

The alarm system will be checked by the activation of call points in a strict rota on a weekly basis. Site Department personnel will control alarm operation. Alarms will not be tested during examination times.

All tests and drills will be logged in the Fire Manual held in the Site Office.

All employees should ensure that they practice a 'good housekeeping policy' within the school site, especially in their own working area thus reducing the risk of fire and also maintain clear access/exit at all workstations.

The list below gives some pointers to good housekeeping

- Keep corridors and passageways free from obstruction
- Do not obstruct emergency exits
- Rubbish & litter to be cleaned & removed each day
- Ensure store rooms kept tidy and shelves not overloaded
- Keep heavy items on lower shelves
- Keep floors clean and dry
- Keep supplies stored in the correct location

[Back to index](#)

## **First aid (see [First Aid policy](#))**

**First Aid means treatment given for the purpose of preserving life and minimising the consequences of injury and illness until help is available; and for the treatment of minor injuries which would otherwise receive no treatment, and which do not need the help of a nurse or medical practitioner.**

First Aid box Location:

1. Technical Workshop
2. Main PE Office
3. Science Prep upper & lower Rooms
4. Welfare room
5. Site Office
6. Cleaners Room

The Welfare Assistant should check the contents of all First Aid boxes at least once per term.

[Back to index](#)

## **General Equipment**

All general equipment requiring statutory inspection and/or testing on site (*eg. boilers, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus*) will be inspected by appropriate competent contractors as provided by the term contractor under PBRS arrangements, or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported and immediately taken out of use until repairs can be carried out.

[Back to index](#)

## **Glazing**

Glazing throughout the site is subject to [risk assessment](#). Replacement is with laminated materials with some elevations protected by the addition of safety film.

[Back to index](#)

## **Hazardous Substances**

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor. The premises COSHH assessors acting on behalf of the Headteacher are the Site Manager and Cleaning Manager

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which is at **T5 & T6, Science Block & Site Workshop** for these premises. These are to remain locked at all times.

[Back to index](#)

## **Hazard Reporting Procedure**

The reporting of hazards will normally be by phone to either the reception or the site team direct (6820 and 6835 respectfully). Radio contact is available via the reception for urgent contact.

It should be stressed that in the normal course of events, general wear and tear items should not require reporting as a hazard, but should be reported By e-mail to [siteteam@croftonschool.co.uk](mailto:siteteam@croftonschool.co.uk)

[Back to index](#)

## **Housekeeping**

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

[Back to index](#)

## **Hot surfaces & hot water protection**

See linked HCC guidance [SGP No: 14/07](#)

## **Hot Work - permit to work authority**

It is envisaged that work of this nature will generally be under the control of the site team who are familiar with all permits and controls required.

[Back to index](#)

## **Icy Weather**

Icy weather will cause footpaths, entrances and steps to become slippery. Treatment by salting/gritting will be required on all occasions.

[Back to index](#)

## **Induction of New Staff**

All new members of staff will be introduced to the school Health and Safety Policy and its arrangements as soon as possible subsequent to their joining the school.

The purpose of the induction will be to introduce the Policy and to highlight the main points:

- 1 Fire Alarm and Evacuation Procedures.
- 2 Procedures to be followed in the event of an accident.
- 3 Line management of health and safety.
- 4 The responsibilities of the individual.
- 5 Security and individual roles.

Existing staff members will be informed of health and safety arrangements through the line management structure/bulletins as necessary.

The induction check sheet at [appendix C](#) is to be used for all induction sessions.

[Back to index](#)

## **Inspections and Monitoring**

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately reported to the Site Team

Monitoring and inspections of individual departments will be carried out by Heads of Department and/or the subject teachers as nominated by the Head of Department.

Routine documented inspections of the premises will be carried out at least half-termly in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to the Site Manager. Any identified high level risks or safety management concerns are to be actioned **IMMEDIATELY**

Periodic detailed inspections of the premises' safety management system will be carried out every year by the School Business Manager / Site Manager and a responsible governor. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted CSAF-004/CSAF-011 Annual H&S Inspection Checklist.

## **Investigation Procedure**

All significant accidents, incidents and near-misses are to be immediately reported to the Headteacher. **The trained accident investigator (Operations Director/Senior Site Manager) is always to conduct a documented investigation into more serious incidents.** The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

The HCC online accident investigation report tool is to be used for the recording/reporting of investigations.

***The Headteacher will ensure that the governing body is appropriately informed of all incidents of a serious nature.***

### **Please Note:**

**After the injured party has left the scene of a serious accident, the member of staff at the scene must close off the area, leaving it untouched until otherwise informed by the Headteacher or Deputy Headteacher.**

[Back to index](#)

## **Ladders & Working at Height**

**Working at heights Definition** – includes any work activity where a person could fall from the workplace and could suffer an injury or be killed. This includes working in or on vehicles, but does not include staircases in buildings. This includes getting to and from the workplace that is at a height. The risks involved are not related to the distance that could be fallen alone, although a fall of 2 or more meters is known to have a greatly increased risk of serious injury or death. Working at heights of less than 2 meters will also need to be risk assessed to take into account the possible result of any fall from that location, e.g. a fall of less than 2 meters into water or onto machinery may have unacceptably high risks unless additional precautions are taken.

When using access equipment, such as **ladders** or **stepladders**, the correct equipment is always to be used for the job to be undertaken. ***Under no circumstances are tables, chairs or other items of furniture etc to be used as access/work at height equipment.***

The equipment selection must always be underpinned by a risk assessment ([work at height generic risk assessment](#)) and it must be used in accordance with the training provided. Contractors are to be advised of all access points within and around the building. These should include fire safety advice in the roof void and the locations of the external ladder fixing brackets. Contractors working at height are to be appropriately supervised.

**No person is to use access equipment, tower scaffolds, ladders, step ladders, or kick stools unless they have received appropriate training.**

Only Site Team members will be required to use tower scaffolds or ladders and will receive specialist training before use of such equipment.

All other staff that may need to use stepladders or kick stools ***must not do so*** until they have received appropriate training.

The content, delivery and format should include the following minimum content:

- The premises/school work at height policy requirements and reference to [HCC guidance policy. No 23/08](#)
- Any generic premises/school safe working procedures for work at height
- Any specific work at height assessment for work involving stepladders
- A shown or briefed training presentation using the **Stepladders & Steps Safety – Users Training Presentation (CSH&STeam)** – on the Children’s Services Health & Safety website
- A physical demonstration of safe use of the stepladder(s) that will be used on site

**Step stool** training should cover the following:

- The premises/school work at height policy requirements
- Any generic premises/school safe working procedures for work at height
- Any specific work at height assessment for work involving step stools
- Common sense precautions before and during use of the step stool including:
  - A pre-use check of step stool by the user for any defects
  - Sensible positioning (eg. on flat surface) and safe location of step stool
  - Use of sensible and flat footwear
  - Practical clothing that will not cause a trip hazard
  - Importance of not carrying items that are too bulky or heavy

- Importance of not over-reaching
- Ensuring an understanding that if the user feels at all unsafe they should stop work and inform the management team of their safety concerns

**Training is offered annually and can be delivered by members of the Site Team**

[Back to index](#)

## **Legionella Management**

Legionella management will be in accordance with the policy attached to the risk assessment. Records will be held in the Site Office and managed by the Site Manager.

[Legionella risk assessment](#)

[Back to index](#)

## **Lockdown Procedures**

In the event of

- external emergencies,
- intruders causing concern,
- any similar occurrence

Immediate steps should be taken to secure all students, staff and any visitors inside the buildings in line with the following procedures:

- Any incident should be brought to the Headteacher's attention immediately
- The Headteacher will instigate the sounding of the school bell **TEN** times as a warning and switch the system to manual
- All students and adults will go inside the buildings; students and teachers will stay in classrooms where registers will be taken
- Close all doors and windows, draw down blinds, keep everyone away from windows.
- The Headteacher will nominate staff members to stand near the main entrance to the main building.
- The school is now in 'lockdown'. Everyone stays inside; movement around the premises is kept to a minimum.
- If anyone, including parents/carers, arrives at school they are not allowed into the buildings after 'Lockdown'.
- Depending on circumstances when the 'all clear' is advised to the Headteacher, the Business Manager will sound the school bell **FIVE** times and switch the system back to automatic.

**REMEMBER: 'GO IN, STAY IN and WAIT**

Also refer to Emergency Response Plan

[Back to index](#)

## **Lone Workers and lone working**

Lone workers, by definition are people who work by themselves in situations where there is no close or direct supervision. Within Crofton School there are instances where members of staff work alone or in isolation; a situation that for some is largely unavoidable. Examples of staff who fall into this category on a regular basis are; Site Team, Administrators, Technicians. On occasions teachers will work late or out of hours in isolated situations.

Members of staff who are required to undertake Lone Work should be medically fit and suitable to work alone. Consideration needs to be given to both routine work and emergencies that may impose additional physical and mental burdens on the individual.

Lone workers should not be at more risk than other employees and, to ensure this, the following guidance should be taken into account to reduce the risks as appropriate; (this list is not exhaustive, individual assessments should be undertaken for any member of your department who may work alone).

- Whenever practical lock external doors securing you in the building.
- Close curtains/blinds to hide the fact that you are on your own.
- Avoid being alone at vulnerable times i.e. leave the building with the group that hires the facility.
- Arrange with supervisor/organiser of letting that you will be doing rounds at regular intervals and check in with them.
- Inform people at home of expected arrival time or changes to it, make them aware of emergency contact numbers.
- Vary your routine i.e. alter rounds route, change times that you bank cash.
- Avoid dark areas, carry/use torch, stay in illuminated areas, use lights in stairways, corridors and dark rooms.
- Plan outside work for when other staff are on site.
- Utilise the mobile phone.
- Know contact numbers to call in the event of an emergency or threatening situation.
- Staff members who are called out to attend a potential break-in must be aware not to take excessive risks e.g. do not enter the building without Police support. When awaiting an alarms engineer, lock yourself into a building where you can see people approaching the school and check credentials before allowing entry.
- First aid facilities are provided at various locations around the site (see section 2.2) available for use by lone workers. Injury or illness will need to be assessed and should relief of duty be necessary another member of staff must be contacted as appropriate.
- Park cars/vehicles close to access/exit as possible.

See [Lone Working Risk Assessment](#)

[Back to index](#)

## **Maintenance**

Any maintenance requests should be forwarded via using the e-mail address listed below [maintenance@crofton.hants.sch.uk](mailto:maintenance@crofton.hants.sch.uk) or by using request forms in the Staff room.

## **Managing work - related stress.**

There is no such thing as a 'pressure-free' job. Every job brings its own set of tasks, responsibilities and day-to-day problems, and the pressures and demands these place on us are an unavoidable part of working life. We are, after all, paid to work and to work hard, efficiently, and to accept the reasonable pressures that go with that.

Some pressures can, in fact, be a good thing. It is often the tasks and challenges we face at work that provide the structure to our working days, keep us motivated and are the key to a sense of achievement and job satisfaction.

People's ability to deal with pressure is not limitless and varies from person to person. Excessive pressure and the stress to which it can lead can be harmful and undermine the health of all affected.

Eliminating pressure from work may not be possible or desirable but controlling harmful and unnecessary levels of stress will help maintain people's health and consequently be of benefit to all in Crofton School.

The aim of the following guidance is to help understand and recognise excessive stress and what can be done to prevent it.

Understanding stress will require all line managers to recognise and communicate that;

- stress related problems do not indicate a weakness, incompetence or laziness.
- stress and illness can be related.
- excessive pressure can trigger illness.

Recognising stress in people may be apparent by considering the following signs;

- staff attitude and behaviour - loss of motivation and commitment, long hours with diminished output, erratic or poor time keeping.
- sickness absence - increase in overall sickness absence, in particular short periods of absence.
- relationships at work - tension, conflict and possible disciplinary problems.
- work performance - general deterioration, poor decision making and possible errors.
- domestic issues - understanding that home problems can have a detrimental effect upon a person's ability to perform.

In adopting a positive approach to stress reduction it is incumbent on all members of staff to ensure that they conduct their work schedule and target achievement in a manner that considers others and the knock on effect their actions may have upon colleagues, for example, failing to complete reports on time may over burden a colleague. Delay in signing cheques or delivering stores may hinder or even prevent another person's work.

Crofton School practices and develops a general management style and culture that establishes sound lines of communications, sets out the school's objectives, provides appropriate support and training within budget limitations and staff involvement during periods of change. The onus is on all members of staff to ensure this culture continues and as a result aid stress reduction/prevention.

Line managers should, by using risk assessment techniques and Senior Management guidance, ensure that job design, workload and individual capabilities are taken into account when setting targets. Such targets, although they may be demanding, must be achievable and realistic.

The Performance Management process should be used by all parties concerned to discuss and confront any stress related issues, however members of staff are encouraged to adopt an 'open forum' attitude to stress related issues. Discussion with group members can often lead to a suitable and satisfactory solution to a stressful situation.

Stress prevention and control are not the sole prerogative of Senior Management, but a harmonisation of the job, the organisation and the individual with each having its role to perform and ensure they interact successfully and achieve common objectives.

More detailed discussion and strategy documents for dealing with stress at work are available from the Headteacher or Health & Safety Officer.

[Back to index](#)

## **Medicines**

All medicines are administered from the Welfare Office in accordance with the Administration of Medicines Policy

## **Minibuses**

The Operations Director is responsible for the operation and maintenance of minibuses. All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses. The Site Team conduct the weekly check and maintain the weekly check records.

[Back to index](#)

## **Moving & Handling**

Personnel are not to lift, drag push or carry heavy or awkward loads unless they have been trained and a risk assessment carried out. It is most likely that moving and handling will be carried out by the Site Team.

[Back to index](#)

## **Mobile Gas Heaters**

Portable Calor gas heaters are available for use as back-up space heating around the school.

It is envisaged that gas space heaters will generally only be used in the following locations;

- Gymnasium
- Hard materials workshop
- Staffroom

To ensure the safe operation of these potentially dangerous items of plant the following is to be observed;

- **Gas heaters may only be used when a room is occupied if a member of staff is present at all times.**
- **Students are not to operate the heaters.**
- **Heaters may be required to be left on in the main hall or gymnasium when the space is unoccupied. This situation will require the room to be locked when vacated.**
- **Care must be exercised when locating the heaters to avoid combustible materials.**
- **Heaters must be switched off at the regulating valve when not in use.**
- **Persons leaving a room vacant must switch off the heater or contact a member of the site team to undertake the same.**
- **Instruction in the safe use of gas heaters is available from the site team and should be sought if there is any doubt.**

[Back to index](#)

## **Monitoring**

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately reported to the Site Team.

Monitoring and inspections of individual departments will be carried out by Heads of Department and/or the subject teachers as nominated by the Head of Department. The H&S Officer will periodically review departments and report outcomes to the HS&P Committee

Routine documented inspections of the premises will be carried out every **Half term** in accordance with the premises monthly inspection schedule. Inspection findings are to be recorded on the locally adapted CSAF-005/CSAF-010 Monthly Premises Safety Inspection Checklist.

Defects identified during these routine documented inspections are to be immediately reported to **Site Team**. Any identified high level risks or safety management concerns are to be actioned at **Headteacher/H&S Officer/SLT meetings**

**Periodic detailed inspections of the premises' safety management system will be carried out every year by Governing Body Health, Safety & Premises Committee Responsible Officer. These documented inspections will examine all areas of the safety management system and will be carried out using the locally adapted CSAF-004/CSAF-011 Annual H&S Inspection Checklist**

[Back to index](#)

## **Off-site Activities**

Arrangements regarding off-site activities are managed in accordance with the HCC Outdoor Education Services procedures and guidance

## **Permit to work authority**

It is envisaged that work of this nature will generally be under the control of the Site Team / Manager who are familiar with all permits and controls required.

[Back to index](#)

## **Physical Intervention**

Arrangements regarding physical intervention are set out in the [Physical Intervention Policy](#)

## **Pond**

A pond to depth 0.9m is located to the West of the site adjacent to the properties in Harold Road. The purpose of the pond is to enhance curriculum activities and the local wild life habitation.

A [risk assessment](#) for the pond is held in the Site Office.

[Back to index](#)

## **Provision of Information**

Information on Health & Safety issues will be provided by one or a combination of the following methods,

- Email distribution
- Staff meetings
- Department meetings
- Signature receipt of information
- Staff information site on the network
- Health and Safety notice board in Staffroom

Local H&S advice is available from the H&S Manager and Children's Services Team HCC

## **Risk Assessment**

The Management of Health and Safety at Work Regulations 1992 (MHSW Regs) place a specific duty on employers to make a suitable and sufficient assessment of;

- (a) Risks to the health and safety of employees to which they are exposed to whilst at work; and
- (b) Risks to the health and safety of persons not in employment that arise out of or in connection with the employee's undertaking.

Risk Assessment is a careful examination of what, in your work and its environment, could cause harm to people and thus enable you to assess whether you have taken enough precautions to prevent harm and comply with any legal requirements. The MHSW Regs also require that you record your findings.

Heads of Departments are responsible for ensuring that they have assessed their workplace/procedures for risks, taken appropriate measures to control/reduce the risks, record their findings and for reviewing or revising the assessment at regular intervals, or as circumstances change that could affect the existing, or produce new risks.

The Health and Safety Officer will control and monitor the periods between the departmental assessments (i.e. annually). The Head of Department or the Health and Safety Officer as appropriate will instigate all other assessments.

Other regulations made under the Health and Safety at Work Act 1974 which require specific assessment are conducted pertinent to risks associated with the regulation topic matter e.g. The Manual Handling Regulations, Display Screen Equipment Regulations or The Personal Protective Equipment regulations. Guidance on such regulations or their requirements can be obtained from the Health & Safety Officer.

A suggested methodology and pro-forma is detailed at [Appendix A](#).

[Back to index](#)

## **Security**

For security to remain effective within and around Crofton school it is important that all members of staff and students are aware of their responsibilities to this cause. Security enforcement is not the prerogative of another department or person. Ownership for maintaining security must be taken by all.

A security survey which has been conducted following guidance in DfES Guide 4 'Improving Security in Schools' concludes that Crofton School's level of risk can be considered as **low**.

In order to maintain and indeed improve upon this ranking it is important that all members of staff maintain the standards achieved to date, in particular with regards to:

1. Securing personal property.

2. Awareness of people on site/around the school.
3. Reporting any defects/shortcomings in the security measures as soon as practicable.
4. Compliance with 'out of hours' working controls and requirements. Departments with specific security issues must have policies to cover any potential risks, e.g. cash handling, lone working, contractors, etc.

Out of hours access must be controlled by the site team to ensure that correct locking-up procedures are maintained. Priority is to be given to locking the school to a minimum of open entrances at the earliest opportunity.

All members of staff who wish to enter the school out of normal hours must obtain access via the site team and inform them when they leave. To maintain the secure state staff may be locked in whilst working out of normal hours. In the event of an emergency, egress will be available via emergency exits. It is envisaged that the school will usually be locked to a control level by 5.30pm.

A copy of the Out of Hours Duty Policy and DfES Guide 4 is held in the Site Office.

[Back to index](#)

## **Smoking on School Premises**

Crofton School operates a **NO SMOKING** policy throughout the whole site.

[Back to index](#)

## **Supplementary Documents/Policies**

<b>Document</b>	<b>Location</b>
Minibus policy - MIDAS	Operations Director
Work Experience	Wendy Wollaston
Off Site Activities	Assistant Deputy head
Drugs policy (students)	Handbook
Drugs policy (staff)	Discipline policy
Selecting & using a Contractor	Operations Director
Asbestos Register	Site Office / Reception
Fire Safety manual	Senior Site Manager
Risk Assessments (Site)	Site Office
Zurich municipal Security Guide	Operations Director
Portable appliance Testing	Mr M Dyer D&T Workshop
First Aid Policy	Medical Room

[Back to index](#)

## **Traffic Movement**

Crofton shares the through road with Baycroft special school and adopts a one-way system and a speed restriction of 10 miles per hour. Student movement is, in the main, away from the road during the school day. Access and egress is via pavements.

Parking restrictions are in place along the road.

Deliveries are required to be made when student movement is at a minimum. Contracts are to include the restriction i.e. kitchen deliveries. Reversing is to be avoided.

**No vehicles** are to enter the inner school without prior permission and only with constant supervision. Locking posts are in place at the entrance.

[Back to index](#)

## **Training**

Appropriate training is considered to be an important and integral part of the Health and Safety Policy.

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the Staff Health & Safety Induction Checklist.

The Headteacher is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained to ensure health and safety training is effectively managed for all members of staff requiring it.

***All staff will be provided with following as a minimum training provision:***

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements

Training records are held by the Senior Site Manager who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

[Back to index](#)

## **Violence at Work**

The Health & Safety Executive (HSE) has defined violence at work as 'any incident in which a person is abused, threatened or assaulted in circumstances related to work'.

Crofton School views any such incident as wholly unacceptable and stresses that the safety of employees is of the utmost importance.

To enable Crofton School to address this issue, it is essential that any member of staff who has been exposed to violence at work should report the same. Reporting should be via line management or any member of Senior Management.

Crofton has the following thresholds for reporting violent incidents:

- a) Students - any violent incident that requires a medical response outside the school
- b) Staff - as for students + any violent incident that staff affected feel should be logged

Violence at work within Crofton School has a potentially low probability, however the school policy on violence at work will be based around information and training to enable members of staff to be able to recognise potential signs of aggression/hazardous situations and either avoid or cope with them.

Members of staff should make themselves familiar with the school Code of Behaviour and the 'Guidance on the use of Physical Restraint of Students' document contained in the Staff handbook.

Change in circumstances or risk review will determine whether additional action is necessary.

All violent incidents must be recorded, and reported to the Headteacher or other member of SLT

[Back to index](#)

## **Visitors**

**All visitors must report to the main reception where they will be signed in and given the key Health & Safety information to enable them to act in a safe and appropriate manner in the event of an incident, and an official pass.**

- A visitors policy containing detailed procedures to be followed may be accessed via the link.
- Disabled access is available to most ground areas of the school. Visitors should be advised to contact the school in advance.

[Back to index](#)

## **Working at Height**

**Working at Heights Definition** – includes any work activity where a person could fall from the workplace and could suffer an injury or be killed. This includes working in or on vehicles, but does not include staircases in buildings. This includes getting to and from the workplace that is at a height. The risks involved are not related to the distance that could be fallen alone, although a fall of two or more metres is known to have a greatly increased risk of serious injury or death. Working at heights of less than two metres will also need to be risk assessed to take into account the possible result of any fall from that location, eg. A fall of less than two metres into water or onto machinery may have unacceptably high risks unless additional precautions are taken.

When using access equipment, such as **ladders or stepladders**, the correct equipment is always to be used for the job to be undertaken. *Under no circumstances are tables, chairs or other items of furniture etc to be used as access/work at height equipment.*

The equipment selection must always be underpinned by a risk assessment (work at height generic risk assessment) and it must be used in accordance with the training provided. Contractors are to be advised of all access points within and around the building. These should include fire safety advice in the roof void and the locations of the external ladder fixing brackets. Contractors working at height are to be appropriately supervised.

**No person is to use access equipment, Tower scaffolds, Ladders, Step Ladders or Kick Stools unless they have received appropriate training.**

Only Facilities team members will be required to use Tower scaffolds or Ladders and will receive specialist training before use of such equipment.

All other staff that may need to use Stepladders or Kick stools **must not do so** until they have received appropriate training.

The content, delivery and format should include the following minimum content:

- The premises/school work at height policy requirements and reference to HCC guidance policy No 23/08
- Any generic premises/school safe working procedures for work at height
- Any specific work at height assessment for work involving stepladders
- A shown or briefed training presentation using the **Stepladders and Steps Safety – Users Training Presentation (CSH&Steam)** – on the Children’s Services Health and Safety website.
- A physical demonstration of safe use of the stepladder(s) that will be used on site.

**Step stool** training should cover the following:

- The premises/school work at height policy requirements
- Any generic premises/school safe working procedures for work at height
- Any specific work at height assessment for work involving step stools
- Common sense precautions before and during use of the step stool including:
  - A pre-use check of step stool by the user for any defects
  - Sensible positioning (eg. on flat surface) and safe location of step stool
  - Use of sensible and flat footwear
  - Practical clothing that will not cause a trip hazard
  - Importance of not carrying items that are too bulky or heavy
  - Importance of not over-reaching
  - Ensuring an understanding that if the user feels at all unsafe they should stop work and inform the management team of their safety concerns.

It is envisaged that the school will usually be locked to a control level by 5.30pm.

A copy of the Out of Hours Duty Policy and DfES Guide 4 is held in the Facilities Office.

A copy of the Security Policy may be accessed via the link.

## Appendix A

### Risk Assessment Methodology

#### 1. GLOSSARY OF TERMINOLOGY USED

Hazard	anything that is likely to cause harm
Risk	the likelihood that harm will occur
Severity	a measure of how serious the harm could be
Assessor	a person delegated by the responsible manager to carry out a risk assessment
Competent Person	someone possessing the knowledge, skills and experience necessary for lawful, safe and effective practice without direct supervision
Suitable & Sufficient	risk assessments are not required to be perfect or complicated they need to be “suitable” for the hazards and work situation and “sufficient” to enable people to be protected from any significant hazards identified
Vulnerable Person	a person who is or may be in need of social care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation
Significant Risk	above the low level of risk of every day living, or above limits set in legislation or approved codes of practice, requiring action to avoid dangerous situations
So Far As Is Reasonably Practicable	most risks need to be reduced “so far as is reasonably practicable”, which means risks have to be reduced until the cost of achieving further reductions is grossly disproportionate to the amount of risk reduction achieved

A risk assessment should usually involve identifying the hazards present in any undertaking (whether arising from work activities or from other factors e.g. the layout of premises) and then evaluating the extent of the risks involved, taking into account whatever precautions are already being taken.

The important point to be decided is whether a hazard is **significant** or not, and if it has been addressed with satisfactory control measures so that the risk is eliminated or minimised to an acceptable level.

# How to Assess Risks in the Workplace - Methodology

## 1 IDENTIFY HAZARDS

Take a fresh look at your workplace and activities - What could reasonably be expected to cause harm?

Concentrate on the significant hazards that could result in harm or affect several people.

Utilise your staff that may have knowledge of possible problems not immediately obvious to all.

The use of group meetings may prove beneficial to risk identification.

Try not to over complicate your approach to identifying hazards or allow yourself to get bogged down with trivia, remember to concentrate on SIGNIFICANT hazards.

Below is a non-exhaustive list of potential hazard areas that may be helpful in identifying risks;

- Organisational – what and how you do your job
- Mechanical
- Electrical
- Handling/Lifting
- Chemicals
- Biological
- Fire and Explosion
- Access/Egress
- Environmental
- Transport

## 2 EVALUATE THE RISK

Evaluating the risk posed by a hazard will always be subjective; however a general consensus of a group/team assessment will often be of more benefit to risk control than individual opinion.

The following method may be of benefit to those assessing risks and enable controls to be planned within budget limitations by producing a ranking system.

The 5 x 5 method measures each risk identified against the two constituents of risk - hazard severity (seriousness) and probability (likelihood of occurrence), giving a value to each on a scale of 1-5 and multiplying the answers together.

### HAZARD SEVERITY

<u>Seriousness</u>	<u>Score</u>
Fatal or multi-fatal	5

Major injury (e.g. broken bone)	4
Short term absence (Three-day)	3
Minor injury - first-aid only	2
Accident/incident with no injury	1

## PROBABILITY

### Likelihood/frequency

Very likely	or	Daily occurrence	5
Probable		Weekly	4
Possible		Monthly	3
Remote		Quarterly	2
Improbable		Annual	1

From the tables it can be seen the highest rank possible is 25 i.e. 5 for likelihood/frequency and 5 for severity.

It might be appropriate to conclude that a ranking of 20 and over would constitute a very high risk, between 15 and 19 as high, 10 and 14 as medium, 5 and 9 as low with 1 to 4 being not significant.

The advantage of this system is that each risk has its own discrete score, and even within its group i.e. high, each risk has its own numerical value and thus a ranking within that group which will aid prioritising of control action decision planning e.g. immediate, short and long term.

The above values in the table relate to risks to people. The same methodology can be applied to property/plant or other assets by substituting suitable consequences for severity i.e. catastrophic, major damage, severe damage, minor damage and negligible damage. The likelihood constituent can be substituted by terms such as regular, frequent, occasional, rare and remote.

## 3 CONTROL

The control phase of risk assessment will allow the selection and implementation of the most appropriate method of risk reduction. Any existing controls will have been taken into account during the evaluation and ranking process. It is therefore essential that suitable controls are selected and in place to reduce the risk to an acceptable level in addition to those controls already in place.

Control selection should follow a hierarchy of measures and may result in a combination of several. In the following list item 1 is the most effective method of risk control/reduction with item 10 being the least effective.

1. Elimination.
2. Substitution by something less hazardous/risky
3. Enclosure (lock/enclose the risk away)
4. Guarding/segregation of people
5. Safe systems of work
6. Adequate supervision
7. Training

8. Information/instruction (signs, handouts, notices)
9. Personal protective equipment.

Item 9, Personal Protective Equipment, should always be a last resort and may still expose an unacceptable risk should it fail.

As well as the above list being in rank order of effectiveness, it is worth pointing out that the amount of management/supervisory effort needed to maintain the controls is in inverse order. In other words item 9 will take more effort to maintain/monitor than item 1.

During the process of selecting and implementing a control strategy, it may also be appropriate to consider planning the immediate, short and long-term actions necessary to control or eliminate the risk.

In order to show that you have conducted a suitable and sufficient risk assessment you must make a record of the process in a manner that shows how you have arrived at your risk state.

Example 1 shows a simple assessment recorded on a suitable form. Copy pro forma is available from the Health & Safety Officer.

Example 2 offers an alternative form

**Assessments need to be suitable and sufficient, not perfect.**

#### **4 MONITORING AND REVIEW**

To ensure that the measures taken are eliminating or reducing the risk as effectively as intended it is essential that controls be monitored periodically and the assessment reviewed as changes or shortcomings are identified.

It is recommended that assessments be reviewed on an annual basis in the absence of alternative changes/shortcomings.

Monitoring may be as simple as the observation of a work process or as intricate as measuring the air flow rates of dust extraction equipment fitted to a circular saw and as such the competence level necessary to conduct monitoring must be applicable to the complexities involved.

#### **OTHER SPECIFIC RISK ASSESSMENTS.**

Certain regulations made under the Health & Safety at Work Act 1974 require that assessments are conducted specific to their content e.g. Control of Substances Hazardous to Health (COSHH), Display Screen Equipment regulations and the Manual Handling Regulations. Assessments conducted to satisfy compliance with such regulation will almost certainly be sufficient to comply with the requirements of the Management of Health & Safety at Work Regulations 1992.

[Back to index](#)

**EXAMPLE 1.**

**Crofton School Risk Assessment Form**

**DEPARTMENT:** Site Office

**Risk Assessment:** Step-ladder use **Assessment No:** One ( 1 )

**Date:** xx/xx/xx

---

**IDENTIFY HAZARD** (The potential for something to cause harm)

*Fall from step / safety ladder*

**EVALUATE THE RISK** (The probability or likelihood of the harm actually occurring and the severity of its consequences)

*All cleaning and Facilities staff are required to use steps during the course of their duties. Steps will be necessary for any work above normal reach height around the shoulder level i.e. wall washing, light cleaning / maintenance, window frame cleaning.*

*Window frame cleaning has the potential for the most severe outcome in the event of a fall in particular on the first and second floor levels.*

**HAZARD RANKING = 4 ( major injury )**

**LIKELIHOOD = 2 ( remote/bi-annual )**

**RESULTANT RISK = 8 ( low )**

**RISK SIGNIFICANCE** ( Tick as appropriate )

Not significant

Low \*

Moderate

High

Very high

**RISK CONTROL** (Action required/taken)

Already taken:      1.      *Purchase of new steps (date)*  
                             2.      *Training given April (date)*  
                             3.      *Periodic monitoring/observation of safe practices*  
                             4.      *Availability of second person for support as necessary*

Immediate:

*Nil*

Short term:

*Investigate contracting out window frame cleaning by window cleaning contractors. (Estimate cost £ 100.00) Target date xx/xx/xx*

Long term:

Action taken by: ( Name)

*LEAD -            S.F.O.*  
*Monitor -        Senior Site Manager/ Assistant*

**MONITOR/REVIEW PERIOD:**

*Annual - risk review*

**ASSESSMENT UNDERTAKEN BY:**

*S.F.O.*

**HEAD OF DEPARTMENT AUTHORISATION:**

## Example 2. Risk Assessment Pro-forma

### CROFTON SCHOOL

<u>Risk Assessment</u>		
<u>Reference Number</u>	<u>Risk Topic/Issue:</u>	<u>Sheet of</u>
<b>Cross Reference:</b>		
<b>Risks Identified:</b>	<b>Precautions in place</b>	<b>Recommended Improvements</b>
<b>Signature(s)</b>	<b>Name(s)</b>	<b>Date:</b>
<b>Dates for</b>	<b>Recommendation follow up:</b>	<b>Next routine review:</b>

[Back to index](#)

# Appendix B

## Accident report forms and guidance

### **Guidance for the Incident Reporting System**

Hampshire County Council (HCC) has an online system for reporting and recording **all** accidents, near misses, road traffic incidents, dangerous occurrences, occupational ill health, incidents of violent behaviour and near misses. This system can be located via links from our H&S web pages using the link:

<http://intranet.hants.gov.uk/healthandsafety/healthsafetyreport.htm>

There is also a paper version of the reporting form available for those staff in the interim that do not have IT access or the time to complete it online themselves.

The flow chart on the next page can be used to clarify how serious incidents should be reported in schools.

The reporting system has been introduced to enable HCC to maintain visibility of all incidents that are **work related** and enable departmental H&S teams to take ownership of reporting accidents to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).

### **What should be reported?**

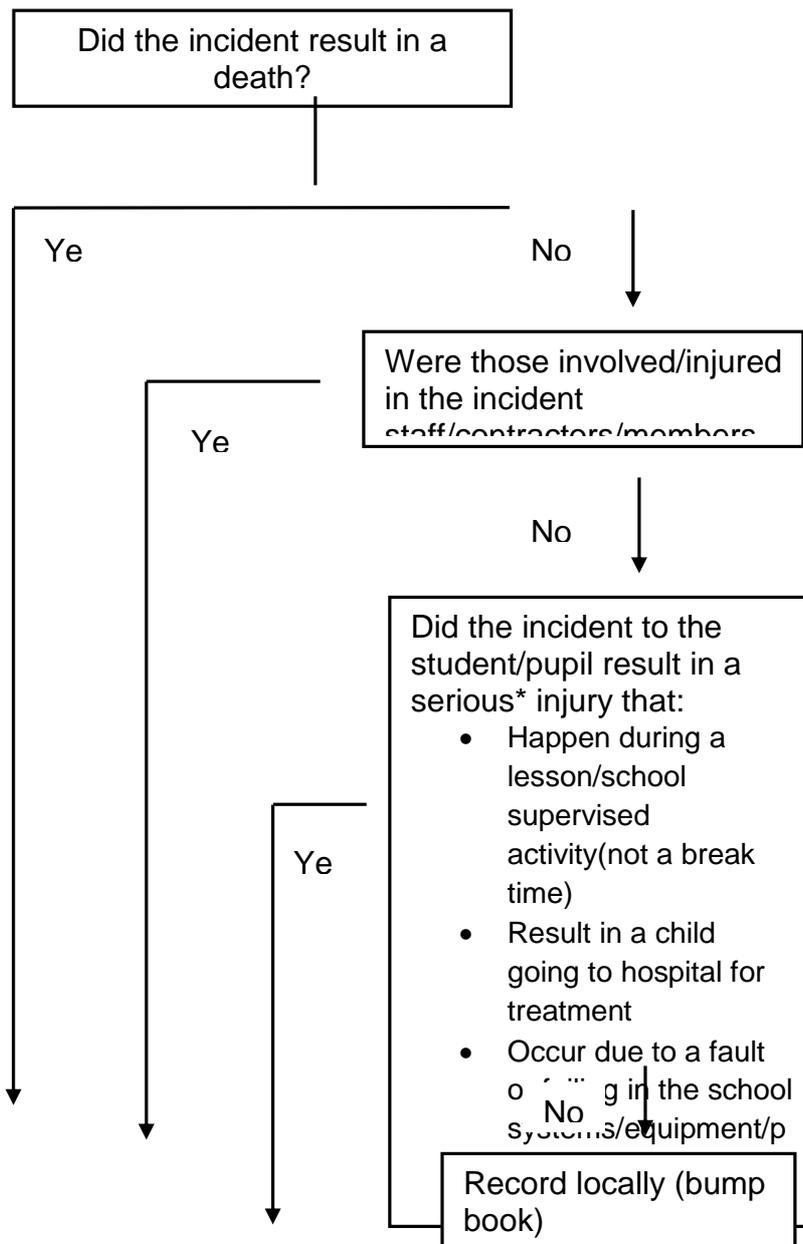
The online system should be used to report accidents that are **work related** and fall into one of the following criteria:

- Accidents – all incidents to staff, contractors, members of the public and any serious incidents to children (it is still expected that schools will use minor bump books for everyday injuries in the playground etc. which will not need to be reported on the online system)
- Road traffic incidents – any road traffic incidents on your site or involving a member of public/staff/student during the course of a work related activity
- Near misses – any near misses on site
- Dangerous Occurrences – these are a particular set of criteria set by the HSE (<http://www.hse.gov.uk/riddor/dangerous-occurrences.htm> )
- Occupational Ill Health - a range of [specific illnesses or diseases](#) that can be caused by work as defined in Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Violent incidents – intentional violent incidents/act towards a member of staff or public in a care related activity.

Once you have reported an incident you will be emailed a copy of the report (please ensure your email address is entered correctly). These then form your record of the incident that can be used to monitor locally for trends.

For some incident reports e.g. accidents, you will be asked to complete an investigation as well. This will record your follow up actions. The investigation request will be sent to the person you have entered in the system on the incident report management section.

## Work related incident in a school



**The incident must be reported on the Online Incident Reporting System.**

\* Schools will still need to use minor bump books for everyday injuries in the playground etc. which will not need to be reported on the online system.

## Accident Report Form- Students

This internal accident report form is in two parts for use by school staff only and is to be completed using the **Guidance Notes** held in the Welfare room. Upon completion, the form is to be retained at the for school auditing and legal purposes.

**Part 1** should be used to record accidents to **Student(s)** (eg. where first aid is administered, where parents are contacted or where a claim/complaint against Crofton School is possible).

**Part 2** is only to be used for the recording of accidents to an employee involving a third party.

Certain accidents must be reported to the Health & Safety Executive (HSE) and where this is the case, the F2508 form is a sufficient record & this form does not need to be completed in addition.

<b>PART 1</b>	<b>INTERNAL REPORT OF ACCIDENT TO PUPIL(S)</b>
---------------	--

<b>Serial Number</b>	
----------------------	--

<b>Injured Students Name</b>	
<b>Injured Students Address</b>	
<b>Age of Injured Students</b>	

<b>Date of Accident</b>		
<b>Time of Accident</b>		
<b>Location of Accident</b>		
<b>Nature of Injury</b>		
<b>Was Activity Permitted</b>	<b>YES</b>	<b>NO</b>

<b>Description of Accident</b>	Insert description of accident & include photos or a plan if appropriate
<p>.....</p> <p>.....</p>	

<b>Post Accident Action</b>	Tick any boxes that reflect the actions taken following the accident
First aid provided	<input type="checkbox"/>
Ambulance called	<input type="checkbox"/>
Parents contacted	<input type="checkbox"/>
Area isolated / Made safe	<input type="checkbox"/>
Equipment taken out of use	<input type="checkbox"/>
Returned to lessons	<input type="checkbox"/>
Accident book completed for staff if also injured (if appropriate)	<input type="checkbox"/>
HSE F2508 form completed (if appropriate)	<input type="checkbox"/>
Risk assessment reviewed (if appropriate)	<input type="checkbox"/>

<b>Accident Consequence</b>	Student absent from school?	<b>YES</b>	<b>NO</b>
-----------------------------	-----------------------------	------------	-----------

<b>Details of Witnesses</b>	Insert names & addresses of key witnesses & statements if available
..... ..... ..... ...	

<b>Additional Information</b>	Insert optional information that may be relative to this accident
..... ..... .....	

<b>Report Completed By</b>	
<b>Signature / Date</b>	
<b>Seen by:</b>	
<b>Headteacher</b>	
<b>H &amp; S Manager</b>	

**Appendix C Induction pro-forma**

**CHILDREN'S SERVICES ASSESSMENT FORM CSAF-017**

**New Staff Health & Safety Induction Checklist**

The following checklist is to be used to formalise, implement and record H&S induction processes for all new staff on your premises. It should be used to help direct your attention to requirements that should be included as part of the H&S induction process. It may be used as part of, or in addition to, local induction handbooks. Its contents should be periodically reviewed as part of the training needs analysis review. This checklist should be adapted (where appropriate) to include any additional induction requirements, as its contents are not exhaustive and may require additional checks to more accurately reflect your own induction process.

<b>INDUCTION TASKS AND TRAINING REQUIREMENTS</b>	<b>DATE OF COMPLETION</b>	<b>COMMENTS/ FURTHER ACTIONS</b>
<b>Tour/walk around of work area</b> <ul style="list-style-type: none"><li>• Show work areas</li><li>• Show where amenities/toilets situated</li><li>• Arrangements for eating meals and taking breaks</li><li>• Changing/locker facilities</li><li>• Hazardous areas</li></ul>		
<b>Health &amp; safety policy and safety procedures</b> <ul style="list-style-type: none"><li>• Read copy of H&amp;S policy</li><li>• Discuss areas within H&amp;S policy</li><li>• Show H&amp;S notice board</li><li>• Show all other appropriate policies</li><li>• Show all other appropriate procedures</li></ul>		
<b>Child protection policy</b> <ul style="list-style-type: none"><li>• Read copy of child protection policy</li><li>• Discuss areas within child protection policy</li></ul>		
<b>Physical intervention policy</b> <ul style="list-style-type: none"><li>• Read copy of physical intervention policy</li><li>• Discuss areas within physical intervention policy</li></ul>		
<b>Action on discovering a fire/bomb warning</b> <ul style="list-style-type: none"><li>• Read fire evacuation procedure</li><li>• Show fire exits/assembly point/fire call points</li><li>• Fire warning system explained</li><li>• Location of fire equipment indicated</li><li>• Introduce to Fire Safety Co-ordinator</li><li>• Introduce to fire marshal (where necessary)</li><li>• Complete PEEP if required</li><li>• Read bomb warning</li><li>• Bomb warning system explained</li></ul>		

INDUCTION TASKS AND TRAINING REQUIREMENTS	DATE OF COMPLETION	COMMENTS/ FURTHER ACTIONS
<b>Security arrangements</b> <ul style="list-style-type: none"> <li>• Open up/lock up procedures</li> <li>• Access identification/codes</li> <li>• Lone working procedures</li> <li>• Key holders list</li> <li>• Visitor procedures</li> </ul>		
<b>First aid provision</b> <ul style="list-style-type: none"> <li>• Local first aid procedures explained</li> <li>• Read first aid policy</li> <li>• Introduction to first aiders</li> <li>• Location of first aid box/room indicated</li> <li>• Local procedures where health care plan required</li> </ul>		
<b>Accident/incident reporting procedures</b> <ul style="list-style-type: none"> <li>• Accident reporting procedure for staff</li> <li>• Accident reporting procedure for children</li> <li>• Introduce to accident investigator</li> <li>• Violent incident reporting procedure</li> </ul>		
<b>E-learning training course requirements</b> <ul style="list-style-type: none"> <li>• Fire safety for responsible managers (as required)</li> <li>• Fire safety induction</li> <li>• Moving and handling</li> </ul>		
<b>Display screen equipment (for DSE users only)</b> <ul style="list-style-type: none"> <li>• Complete DSE e-learning training course</li> <li>• Complete workstation assessment form CSAF-001</li> </ul>		
<b>Additional H&amp;S training requirements</b> <ul style="list-style-type: none"> <li>• Refer to training needs analysis</li> <li>• Consider the role and tasks of new staff member</li> </ul>		

**Following completion of this induction checklist, ensure that it is signed and filed as evidence of completion. Any follow-up action should be planned in bring-up diary and actioned as necessary.**

Name of member of staff	Signature of member of staff	Date

Name of manager/headteacher	Signature of manager/headteacher	Date

### **Appendix D**

### Health and Safety policy for ALL staff in a science laboratory.

This policy is aimed at any staff who may work within a science laboratory. This includes: anyone covering a science teacher's absence, working as TA support, observing/ dropping into lessons, or any other occasions where you might enter a science laboratory.

As per the whole school policy about covering a practical lesson you will not be required to deliver a practical lesson however, science laboratories are dangerous places containing many hazards therefore, it is imperative that these guidelines are followed.

### Summary guidelines for staff

#### **All teachers, technicians and support staff**

1. Teachers, technicians and support staff have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They must cooperate with the employer's instructions, observe the requirements of the full departmental policy (located in upper preroom). They must cooperate with colleagues in their specific health & safety duties. They have a duty to report to local management any failure of equipment that has a health & safety function.
2. **Staff practice must set a good example to pupils and be consistent with pupil laboratory rules, eg, over the wearing of eye protection and shoes covering the entire foot.**
3. Staff must be familiar with emergency drills and with the location in each science room of: the escape route; fire-fighting equipment; the water tap with tubing for eye washing; the main gas cock; the main electricity switch and the nearest spill kit.
4. Laboratories must be left safe. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out.
5. **In general, all gas taps should be completely turned off and all mains-operated apparatus switched off.** If you are covering a lesson you will not be permitted to have the mains gas, water or electricity switched on.
6. **Eating, drinking and the application of cosmetics should not take place in laboratories**, storage areas or preparation rooms. **Pupils should not be allowed to drink from water bottles.**
7. When staff are alone in the science department, nothing should be done which could lead to an accident requiring remedial measures. A teacher or technician must assess risks very carefully before conducting any practical operation in such circumstances.
8. In general, **pupils must not be left unsupervised in a laboratory.** Staff needing to leave a class briefly must assess the risks of doing so, perhaps arranging for temporary supervision by a neighbouring member of staff. Pupils are not permitted to enter a laboratory without a member of staff. Science staff with tutor groups do not permit those pupils to enter the building until five minutes before registration.
9. **Science laboratories, preparation rooms and stores must be locked by staff when not in use.** Special arrangements must be made if access is required to a fire-escape route. Pupils must never be allowed into preparation rooms unless 100% supervision can be guaranteed. Laboratories must only be used by teachers who are not scientists for teaching or registration after they have received special training. Laboratories must be available for teacher-supervised club activities only by special arrangement.

As you may be in a practical lesson you must know and be able to support qualified science staff in the application of the laboratory rules for students.

#### **Laboratory rules for students**

The rules for students during science lessons are as follows and are displayed in each laboratory.

##### Laboratory Rules

The biggest danger in the lab is YOU! You are at risk when you don't understand the hazards or you are careless, or both. The person most likely to suffer from your mistakes is YOU! Report any accident or breakage to your teacher.

1. Only enter a lab when told to do so by a teacher. Never rush about or throw things in the lab. Keep your bench and floor area clear, with bags and coats well out of the way.
2. Follow instructions precisely; check bottle labels carefully and keep tops on bottles except when pouring liquids from them; only touch or use equipment and materials when told to do so by a teacher; never remove anything from the lab without permission.

3. Wear eye protection when told to do so and keep it on from the very start until all practical work is finished and cleared away.
4. When using naked flames (eg, Bunsen or spirit burners or candles), make sure that ties, hair, baggy clothing etc are tied back or tucked away.
5. Always stand up when working with hazardous substances or when heating things so you can quickly move out of the way if you need to.
6. Never taste anything or put anything in your mouth in the laboratory. If you get something in your mouth, spit it out at once and wash your mouth out with lots of water. Tell your teacher.
7. Always wash your hands carefully after handling chemicals, microbes or animal and plant material.
8. If you are burnt or a chemical splashes on your skin, wash the affected part at once with lots of water. Tell your teacher.
9. Never put waste solids in the sink. Put them in the bin unless your teacher instructs you otherwise.
10. Wipe up all small spills and report bigger ones to your teacher.

## **Appendix D**

# **Crofton Science Health & Safety Policy (Model Policy CLEAPSS)**

## **CONTENTS**

### Summary guidelines for staff

1. The role of this policy
2. General aims
3. Health and safety roles
4. Training policy
5. Risk assessments
6. Equipment and resources
7. Activities and procedures
8. Emergency procedures
9. Laboratory rules for students
10. Staff roles and emergency contacts

## Summary guidelines for staff

### All teachers, technicians and support staff

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

### Teachers

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

7. Teachers in charge of courses are responsible for ensuring that technicians are familiar with the appropriate precautions needed to control any hazards which might be encountered in preparing equipment for their lessons and in clearing the equipment away. Class teachers may need to remind technicians of such warnings.

## **1. The role of this policy**

This *Science Department Health & Safety Policy* should be read in conjunction with Hampshire County Council's general health & safety policy, the school's own health and safety policy and the detailed arrangements for implementing that policy in this school, including the publications produced by CLEAPSS which the council has adopted as the baseline advice for the subject. This policy should also be read in conjunction with the general health and safety advice published by the authority on the Hantsweb website. The purpose of this document is to record the arrangements made in the science department to implement the policy.

This document is maintained by the science department. It is made available to all new members of staff, ie, teachers, technicians, trainees, etc working in the department. Staff are expected to sign the list kept by the senior technician to show that they have received important information about the document and how they can view a copy. A reference copy, together with various Appendices, is kept in the H&S folder on the network and the upper preroom, available for consultation by staff and for inspection by visiting HSE inspectors or a representative of Hampshire County Council. A copy of this document has also been lodged in the school office. The school's general health and safety policy will be passed to the governing body for endorsement, or to the school's health and safety committee (or other senior leadership level group for approval and, if necessary, any formal adoption process.

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

## **2. General aims**

Science teaching has an excellent health & safety record and this department is keen to promote practical work as an essential component of good science teaching. It is determined that spurious concerns about health and safety should not be allowed to inhibit good teaching. However, it is the duty of all members of the science staff, ie, teachers, staff who work in the department occasionally, technicians, teaching assistants and other support staff (eg, those with a SEN support role or other diversity related supportive attributes) and trainees:

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

## **3. Health and safety roles**

### **3.1 Duties, functions and tasks**

Crofton School and its Governing Body, has the ultimate duty to ensure the health and safety of employees and others on the site (and hence in this department).

The task of overseeing health and safety on this site has been delegated by Hampshire County Council to the Headteacher. Within the science department, this task is further delegated to the

Head of Faculty who has the particular function of maintaining this policy document. Hampshire County Council may from time to time issue local instructions specific to science and these may be found on the Learning Hub or Hantsweb websites. It is the duty of the Head of Faculty to ensure that these sources of information are monitored periodically (not less than annually) to ensure that staff can be kept up to date with new advice and arrangements.

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

This policy is reviewed annually during the summer term.

### 3.2 Communications

It is acknowledged that communication of health & safety information is of the greatest importance and is the task of the Head of Faculty with the assistance of the Senior Technician.

A reference copy is kept on the Science network drive and the upper preproom together with any appendices.

Any new instructions, restrictions or rescinded (lifted) restrictions made by the Hampshire County Council are communicated to all staff in writing as well as being attached to the reference copy of this policy.

### 3.3 Monitoring and checking

Hampshire County Council requires that arrangements for monitoring the implementation of this policy are established, together with suitable recording arrangements for monitoring undertaken. The Head of Faculty is responsible for initiating action arising from the monitoring work.

Checklists on resources and facilities for daily, termly & annual use by technicians are customised from those suggested in CLEAPSS Guide L248 *Running a Prep Room*. The timetable for such checks is kept with the reference copy of this policy. See Appendix 1.1- 1.3 Records of the checks is kept by the Senior Technician on the network drive.

## 4. Training policy

The person with the task of seeing that training is provided is the Head of Faculty.

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

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

Health & safety aspects of the work of newly-qualified teachers and other new teachers	Faculty Leader
Health and safety of trainees on teaching practice	Science Teacher / Union Rep
Induction of newly-appointed technicians	Senior Technician
Immediate remedial measures and other emergency procedures (spills, bench fires, etc)	Faculty Leader
Training in the use of specialist equipment, chemicals or procedures (in line with CLEAPSS guides L238 and L234, as customised)	Senior Technician
Health & safety training of non-science support staff	Faculty Leader
Health and safety of non-science teachers using laboratories – supply and cover supervisors	Faculty Leader
Manual handling for all staff using laboratories	Site Team

Healthy and safe procedures for laboratory cleaners	Site Team
Regular update training (covering new or changed regulations, new equipment etc)	Faculty Leader / Senior Technician

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

## 5. Risk assessments

Schools must undertake risk assessments before any hazardous activity takes place. (Common hazardous activities carried out in science departments are listed in the publications below.) For practical reasons, Hampshire County Council follows the recommendation of the Health and Safety Commission to adopt published 'model' or 'general' risk assessments which school science departments adapt to their local circumstances.

Hampshire County Council has endorsed the use of the following publications as sources of model (general) risk assessments.

[CLEAPSS<sup>2</sup> publications generally]

[CLEAPSS, *Hazcards*, current edition]

[CLEAPSS, *Laboratory Handbook*, current edition]

[CLEAPSS, *Recipe Cards*, current edition]

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

[ASE, *Safeguards in the School Laboratory*, ASE, 2006 (11<sup>th</sup> Edition), ISBN 978-0-86357-408-5]

[ASE, *Topics in Safety*, ASE, 2001 (3<sup>rd</sup> edition), ISBN 0863573169]

[DfEE, *Safety in Science Education*, HMSO, 1996, ISBN 011270915X]

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are checked against the model risk assessments and significant findings are incorporated into texts in daily use, ie, the scheme of work & technician notes. See section 10 for the member of staff with the task of overseeing this process<sup>3</sup>.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment should be written. It may be obtained from CLEAPSS but where costs may be incurred the head of department may need to authorise the request. In order to assess the risks adequately, the following information is collected.

- Details of the proposed activity.
- The age and ability of the persons likely to do it.
- Details of the room to be used, ie, size, availability of services and whether or not the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health.
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- Class size.
- Any other relevant details, eg, high voltages, heavy masses, etc.

**Once the scheme of work has been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been also checked with the models. We encourage the development of new practical activities (including on open evenings, at science clubs, etc) but these should be undertaken only once a specific risk assessment has been produced.**

<sup>2</sup> Most CLEAPSS publications for secondary schools are on the CLEAPSS *Science Publications CD-ROM*. This is updated annually and issued, free of charge, to all member schools in December/January. Science departments are encouraged to mount it onto school networks and copy it onto stand-alone computers, laptops and teachers' home computers.

<sup>3</sup> See CLEAPSS guide L196, *Managing Risk Assessment in Science* on the latest CLEAPSS *Science Publications CD-ROM*.

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

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

## 6 Equipment and resources

### 6.1 Fume cupboards

The *COSHH Regulations* require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. Testing normally takes place within a 14 month period. The Site Manager has the function of seeing that this happens. Crofton School has arranged a contract with Envirochem. The procedure detailed in CLEAPSS guide L9b, *Monitoring Fume Cupboards*. The DfEE publication, *Fume Cupboards in Schools* (Building Bulletin 88) Appendix B covers the same system and standards. The site team is responsible for maintaining suitable records. Additional checks to ensure the satisfactory performance of mobile fume cupboards is necessary and is carried out over the summer by HCC term contractor.

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

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

No smoking of cigarettes is permitted in the school. However, **demonstrations of a 'smoking machine' are permitted in fume cupboards in designated laboratories**. The efficient mobile fume cupboard could be used, are so situated: S1 & S8

### 6.2 Electrical testing

To meet the requirements of the *Electricity at Work Regulations*, Hampshire County Council requires portable electrical equipment to be inspected and tested regularly. The Senior Technician has the function of seeing that this happens within the science department. Mark Dyer is the PAT tester at Crofton School. Testing must take place at the frequency specified in the British Standard and can be arranged through a county contract – this is normally a whole school responsibility, but where individual departments have separate arrangements for specific sets of equipment, the head of department will ensure that the same standard of testing and inspection is undertaken as specified in the county contract. The head of department is also responsible for setting up a suitable record system which may be subject to periodic audit by the county council.

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

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

### 6.3 Radioactive sources

Hampshire County Council's *Radiation Protection Adviser* (RPA), the local authority's Radiation Protection Officer (RPO) and the *Teacher in Charge of Radioactive Sources* (*Radiation Protection Supervisor, RPS*) are identified in section 10. Liaison with the RPA is normally via the RPO, not direct.

This school follows the guidance in CLEAPSS Guide L93 *Managing Ionising Radiations and Radioactive Sources* and the provisions of AM 1/92, *The use of ionising radiations in education establishments in England and Wales* and the provisions of the *Radioactive Substances (Schools etc) Exemption Order 1963*.

The Local Rules for the use of ionising radiations have been adapted from the CLEAPSS model in consultation with the RPA / RPO and it is a function of the Teacher in Charge to see that they are adhered to. Staff using ionising radiations have been issued with their own copies, as a part of their training, and a reference set is filed centrally with this policy.

The *Radioactive Sources History* (ie, authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal) is kept with a copy held by the school Senior Science Technician.

The *Use Log* (showing the times that any sources are removed from and returned to their store) is kept with radioactive sources.

The *Monitoring Record* of tests for leakage of radioactive sources and contamination by radium sources is kept with radioactive sources. Testing normally takes place each year in July .

It is the function of the RPS to ensure these records are all kept up to date.

## 6.4 Pressure vessels

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

In accordance with this employer's Code of Practice, [the appropriate written scheme of examination is selected from CLEAPSS Guide L214b *Examining Autoclaves, Pressure Cookers, Model Steam Engines: Written Scheme of Examination*, certified by Zurich and used by the competent person (see section 10) the examination is carried out by the inspector employed by the insurance company who uses a written scheme of examination provided by Zurich. New equipment should be notified to the inspector to enable required checks to be performed at the appropriate time. Equipment which is no longer used should either be disposed of or disabled to ensure it cannot be re-pressurised. Records of examinations are kept with site team / health and safety officer.

## 6.5 Animals, plants and microorganisms in schools

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

## 6.6 Equipment safety

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

Equipment restricted to those users who have received special training (see section 4, *Training Policy*) is given warnings in texts in daily use.

Any user who discovers a hazardous defect in an item of equipment must report it promptly to the Senior Technician.

## 6.7 Personal protective equipment

The school will provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them (*Personal Protective Equipment at Work Regulations*). Laboratory coats are supplied by the employer.

The school will also provide eye protection for students and visitors. Suitable eye and face protection will be provided by the school. The condition of the eye protection is checked regularly (see section 3.3, *Monitoring and checking*).

## 6.8 Chemicals

Offers of gifts of chemicals are viewed with extreme caution to ensure that stocks are not increased unduly and that no unwanted chemicals are included.

The task of arranging safe storage of chemicals (and, where necessary, disposal), including highly-flammable liquids, in accordance with the requirements of the *Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)* is given to the Senior Technician who will ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimised, labels are readable and that a spill kit is available, monitored and properly replenished.

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

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

## 6.9 Waste disposal

Waste chemicals and equipment are disposed of in an environmentally-responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on the current CLEAPSS *Hazcards*. Other disposal follows guidance in the relevant section of the CLEAPSS *Laboratory Handbook*.

## 7 Activities and procedures

### 7.1 Outdoor activities

When planning any field trips etc, staff consult one or more of the following the Hampshire County Council document “Educational Visits – Regulations and Guidance” and associated supplements and the CLEAPSS *Laboratory Handbook*.

### 7.2 Manual handling and working at height

The head of department is responsible for ensuring that all operations involving lifting or carrying equipment, pushing trolleys, etc are assessed to determine the risks of injury (*Manual Handling Operations Regulations*). This task can be delegated to a team of colleagues within the school or, where appropriate, a consultant can be engaged by the school to assist with drafting. Where precautions are required to reduce risks to an acceptable level, the head of department is responsible for implementing the measures and keeping suitable records. Precautions may span a range of measures including handling aids such as trolleys or lifting equipment at one end of the scale through to basic training at the other.

(As it is sometimes necessary to carry chemicals or equipment through heavy fire doors, we have assessed risks under both the *Manual Handling Operations Regulations* and under the *Regulatory Reform (Fire Safety) Order* and will always use two people, one to hold open the door, the other to carry the items). We consider that the risk of manual handling injury is greater than the risk of fire injury. Therefore, we will prop open the fire door using wedges. We will endeavour to keep the fire door closed as much as possible by removing the prop as soon as practicable.

Occasional (ie, one-off) manual-handling operations will be assessed by the staff member(s) before attempting them. Problems will be reported to the Senior Technician.

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

Following risk assessments under the *Work at Height Regulations*, when it is impossible to avoid storage or display above head height, glass or other fragile items are never stored above head height and only light-weight and rarely-used items are stored there. When displaying items at high level or fetching or replacing items stored at high level, step ladders or kick stools are used; staff never climb onto laboratory stools or benches.

### 7.3 Security

Access to laboratories and preparation rooms will be appropriately controlled. All laboratories, preparation rooms and store rooms are to be kept locked at all times except when in use. It is the task of the staff member leaving such a room to see that the room is empty and that the door is locked. When laboratories are left open, they are cleared of significant hazards, including shutting-off all services when supervision by a suitably-trained teacher / technician comes to an end. No class is allowed to be in a laboratory without supervision by a qualified science teacher or technician, familiar with the departmental safety procedures.

Any non-science staff who have to supervise any class in a laboratory will receive appropriate training in laboratory rules. The guidance for such staff is filed as an appendix to this policy in the reference copy and laminated copies to give to such staff are kept on the H&S boards in all labs.

As the upper prep room provides a fire exit between S5 and S8, these doors cannot be locked. Technicians will therefore ensure there is a clearway at all times so that risks are minimised.

## 7.4 Concern for others

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

## 8. Emergency procedures

### 8.1 Fire

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

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

### 8.2 Spills

Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers or technical staff using a 'spill kit' prepared for this purpose [in accordance with section 7 of the *CLEAPSS Laboratory Handbook*]. Spill kits are kept in each preroom and the chemical store. Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small amounts can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures which may involve calling the Fire and Rescue Service. This training is supported by regular drills arranged by the health and safety officer. See section 10 for the name of the staff member currently with this function.

### 8.3 Injury

Science staff will follow the normal school procedures in cases that require first aid. Science staff must be trained to carry out immediate remedial measures (eg, eye rinsing), while waiting for first aiders, after incidents which occur in science. See the most recent edition of the *CLEAPSS Laboratory Handbook* section 5. Instructions for immediate remedial measures are posted on the walls of all laboratories and prep rooms.

See section 10 for the name of the person responsible for coordinating training in immediate remedial measures.

### 8.4 Reporting procedures

Injuries or suspected injuries to a pupil or a member of staff, dangerous occurrences and instances of damage or theft will be reported using the standard school procedures. Following an incident, particularly involving an injury to a student or a member of staff, the Hampshire County Council Incident Reporting procedure must be followed. This, in turn, enables the legal reporting procedure (*RIDDOR*) to be complied with. The incident must be reported to the Welfare Assistant and the Incident Report form must be returned to the School Business Manager as quickly as possible.

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be recorded on a spreadsheet. These will be analysed and discussed at departmental meetings and, where appropriate, an Incident Report form will be completed and forwarded, through normal school procedures, to the county council.

## 9. Laboratory rules for students

The rules for students during science lessons are as follows.

### Laboratory Rules

The biggest danger in the lab is **YOU!** You are at risk when you don't understand the hazards or you are careless, or both. The person most likely to suffer from your mistakes is **YOU!** Report any accident or breakage to your teacher.

1. Only enter a lab when told to do so by a teacher. Never rush about or throw things in the lab. Keep your bench and floor area clear, with bags and coats well out of the way.
2. Follow instructions precisely; check bottle labels carefully and keep tops on bottles except when pouring liquids from them; only touch or use equipment and materials when told to do so by a teacher; never remove anything from the lab without permission.
3. Wear eye protection when told to do so and keep it on from the very start until all practical work is finished and cleared away.
4. When using naked flames (eg, Bunsen or spirit burners or candles), make sure that ties, hair, baggy clothing etc are tied back or tucked away.
5. Always stand up when working with hazardous substances or when heating things so you can quickly move out of the way if you need to.
6. Never taste anything or put anything in your mouth in the laboratory. If you get something in your mouth, spit it out at once and wash your mouth out with lots of water. Tell your teacher.
7. Always wash your hands carefully after handling chemicals, microbes or animal and plant material.
8. If you are burnt or a chemical splashes on your skin, wash the affected part at once with lots of water. Tell your teacher.
9. Never put waste solids in the sink. Put them in the bin unless your teacher instructs you otherwise.
10. Wipe up all small spills and report bigger ones to your teacher.

## 10. Staff roles and Emergency contacts

### Staff roles

Staff roles and/or emergency contacts updated on: July 2012.	
Advice on health & safety and all aspects of practical science generally	CLEAPSS <b>Helpline</b> , 01895 251496
Local authority science adviser	Richard Aplin,
Local authority health & safety adviser	Dave Whittle
Overseeing health and safety in this school	Operations Director
Overseeing health and safety in the science department	Faculty Leader/Senior Site Manager
Various training functions	See table in section 4.
Subject specialist for consultation over health & safety matters in biology	Tom Anderson / Jacky Benard
Subject specialist for consultation over health & safety matters in chemistry	Faculty Leader
Subject specialist for consultation over health & safety matters in physics	Faculty Leader
Overseeing the checking of activities against the model risk assessments and recording significant findings	All Staff
The person trained to do electrical inspection and testing	Mark Dyer
The teacher in charge of radioactive sources (Radiation Protection Supervisor, RPS)	Jacky Benard
The employer's Radiation Protection Adviser, RPA	Dave Whittle
The local authority's Radiation Protection Officer, RPO	CLEAPSS
The person in charge of chemical storage and disposal	Senior Science Technician
The person in charge of manual handling	Senior Site manager
The union health and safety representative(s)	Jacky Benard

### Emergency contacts

<b>Emergency advice</b>	CLEAPSS <b>Helpline</b> ☐ 01895 251496
<i>Serious accident:</i> Ambulance service	9-999
<i>Serious accident:</i> School first-aiders	Trudie Bailey internal tel 6825
<i>Serious accident:</i> Operations Director/School health & safety officer	Jon Hickey internal tel 6828 Cameron Goad internal tel 6835
<i>Major chemical spill:</i> Fire & Rescue Service Chemical Incident Unit	Hampshire Fire and Rescue tel 9-999
<i>Gas leak:</i> Gas company	National Grid Gas Emergencies (Formally Transco Gas ) tel 9-0800 111 999
<i>Radiation accident:</i> Hospital able to deal with radiation incidents	QA Hospital tel 9-023 9228 6000
<i>Radiation accident:</i> Local authority's RPO	CLEAPSS <b>Helpline</b> ☐ 01895 251496
<i>Radiation accident:</i> Employer's RPA	Dave Whittle HIAS

### **Technicians key termly/annual tasks**

September	<i>Issue stationery kit to labs</i> <i>Induction of new teachers with technician systems</i> <i>Check electrical items for safety testing and replace in correct cupboards.</i>
October	<i>Annual check of fume cupboards</i>
November	<i>Annual check of pressure vessels (autoclave and model steam engine)</i>
December	<i>Wash and check all class sets of eye protection</i> <i>Check all lab equipment; mend or replace as necessary</i>
January	<i>Install new CLEAPSS CD-ROM on network and stand-alones</i> <i>Check condition of chemicals and dispose of excess</i> <i>Place orders for chemicals, stationery, labware and consumables*</i> <i>Check deliveries and store away</i> <i>Clean out chemical store</i> <i>Make up Stock Solutions</i> <i>Print off updated Hazcards from new CLEAPSS CD-ROM</i>
February	<i>Spend any remaining budget</i> <i>Stock check and tidy stationery store</i>
March	<i>Stock check consumable items</i> <i>Stock check laboratory equipment and glassware</i> <i>Stock check chemicals</i> <i>Check all lab equipment; mend or replace as necessary</i>
April	<i>Wash and check all class sets of eye protection</i> <i>Place orders for chemicals, stationery, labware and consumables*</i> <i>Check deliveries and store away</i> <i>Update stock checklists and inventory with quantities purchased</i>
May	<i>Place orders for new equipment</i> <i>Service microscopes</i> <i>Inventory Check from Finance</i>
June	<i>Wash all lab equipment trays</i> <i>Place orders for chemicals, stationery, labware and consumables*</i> <i>Check deliveries and store away</i> <i>Renew Lesson Cards and other notices</i>
July	<i>Check all lab equipment; mend or replace as necessary</i> <i>Service Bunsen burners</i> <i>Check all lab services report to site team damages or blockages</i> <i>Check sinks for blockages report to site team</i> <i>Monitor radioactive source</i> <i>Wash and check all lab safety eye protection</i> <i>Set up new timetable on overview board</i> <i>All electrical items out for safety testing.</i> <i>Check all resources maintained and in place for next year</i> <i>Check all equipment stored safely</i> <i>Count and redistribute text books</i>

*\*Consumables collected weekly from local shops*

*This list is not exhaustive.*

## **End of the day checks**

Have plants received adequate attention?

Is electrical equipment turned off unless intended to be left on?

If appropriate, are mains gas, electric & / or water turned off?

Are laboratory benches, floors and sinks free of broken glass?

Are laboratory benches, floors and sinks free of spilled chemicals?

Has completed practical equipment been removed from laboratories?

Are chemicals stored safely and correctly?

Are valuable and desirable items stored securely?

In the prep room, are windows shut?

Are cupboards that are the responsibility of technicians locked?

***(Teachers should be responsible for the security of their own laboratories and to lock the door, close the windows and ensure the isolator is turned off when leaving)***

### *Equipment for practicals*

**The technicians will provide the following equipment for pupil use in class sets in each laboratory.**

List equipment here

***Bunsen burners***

***Tongs***

***Safety spectacles***

***Heatproof mats***

***Test-tube holders***

***Splints***

***Gauzes***

***100 ml beakers***

***Boss Heads***

***Tripods***

***250 ml beakers***

***Clamp stands***

***Test tubes***

***Clamps***

***Boiling tubes***

## **Clearing up at the end of experiments**

**Technicians collect finished experiments from laboratories**

**Teachers must allow time for pupils to clear the away equipment well before the end of the lesson.**

**Teachers should ensure the following.**

- **All apparatus for return to the prep room is returned tidily on the trays or trolley (and ready for collection) for the end of the lesson.**
- **There are no chemicals or water on the benches or floors.**
- **There is no rubbish or broken glass on the floor, benches or in the sinks.**
- **Dirty glassware is in the brown dirty tray by the main sink.**
- **Apparatus kept in the laboratory is stored tidily in the correct place.**
- **Equipment issued by the technician that has been counted is all retrieved and counted back in.**
- **The remains of any experiment or demonstration are left in a safe condition for the technicians to clear away.**
- **Any hazards are labelled.**
- **If some or all of the experiment is not finished with, it should be labelled clearly so it is not mistakenly cleared away.**

## *Security and access*

**Laboratories must be locked when not in use and pupils must not be allowed to enter without the presence of a teacher.**

**Technicians may require access to laboratories during lessons to retrieve stored equipment/move a fume cupboard).**

**Appendix E**

**Design Technology  
Crofton School**

**CLEAPSS Model  
Health and Safety  
Policy**

## Summary guidelines for staff

### **All teachers (including non-specialist teachers), technicians and support staff**

1. Teachers, trainee teachers, technicians and teaching assistants have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of pupils. They have specific duties: to be familiar with this health and safety policy, its updates, the texts to which it refers and any appendices. They must cooperate with the employer's instructions, observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific health & safety duties. They have a duty to report to local management any failure of equipment that has a health & safety function.
2. Staff practice must set a good example to students and be consistent with student workshop rules, e.g. over the wearing of eye protection and other personal protective equipment.
3. Staff must be familiar with emergency procedures and with the location in each D&T room of: the escape route; fire-fighting equipment; [eye wash station]; the main shut off valves for gas and water (where they exist); the main electricity switch and the nearest first aid kit (where provided).
4. Design and technology rooms must be left safe. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out. In general, the mains gas and electrical supplies in workshops should be completely turned off at the end of each school day, or after the end of the last lesson of the day. In food technology rooms this may not be practicable, but all rooms should still be left in a safe condition.
5. Eating and drinking should not take place in workshops and workshop storage areas or preparation rooms unless an area in which it is safe to do so has been created. Students should not be allowed to drink from water bottles.
6. When alone in the D&T department, staff should do nothing which could lead to an accident requiring remedial measures. The teacher or technician must assess risks carefully before doing practical work or using hazardous machines.
7. Students must not be left unsupervised in any D&T room at any time.
8. All D&T teaching rooms, preparation rooms and stores must be locked by staff when not in use. Students must never be allowed into preparation rooms. D&T rooms must only be used by teachers who are not D&T specialists for teaching or registration after they have received special training / or if the rooms have been specially cleared and power to machines switched off. D&T rooms must be available for teacher-supervised extra curricular activities only by special arrangement.

### **Teachers**

1. At the beginning of each school year, teachers must make sure that their classes have copies of the student rules for working in D&T rooms. They should be put into an exercise book, work folder or similar place.
2. Teachers must enforce the student rules for working in D&T room, reminding students of them often enough for them to be familiar. With new students, time should be spent explaining the rules, with appropriate demonstrations.
3. Lesson preparation should be adequate and include checking on risk assessments and, where necessary, the health & safety precautions required. Technicians must be given adequate time to prepare materials and equipment safely. Time should be allowed for consulting more-senior colleagues where there is any doubt and to try out tasks, particularly those involving significant hazards. Teachers must only deviate from the scheme of work (for which the activities have been checked against model risk assessments), after making a further risk assessment, checked with a subject specialist, possibly obtaining a special risk assessment from CLEAPSS. Teachers should explain precautions to students as part of their health & safety education.

4. Examination controlled assessment must be organised to allow the teacher to assess any risks and identify precautions before any hazards are met / practical work begins.
5. If, because of large class size or indiscipline, health and safety cannot be maintained during practical work, the work should be modified or abandoned. This decision should be reported to the subject leader and faculty leader.
6. A teacher is responsible for the health and safety of any of his/her classes taken by a trainee teacher. If the normal class teacher is absent, another D&T teacher must be given this responsibility by the Head of Department.
7. Teachers in charge of courses are responsible for ensuring that technicians are familiar with the appropriate precautions needed to control any hazards which might be encountered in preparing equipment for their lessons and in clearing the equipment away. Class teachers may need to remind technicians of such warnings.
8. Teachers should ensure that students have been adequately trained to use D&T equipment and a record kept of this training (e.g. in the teacher's mark book)
9. **Non-specialist teachers:** Teachers who have not received specialist design and technology training but who teach in the subject area must read and familiarise themselves with this policy and health and safety procedures. These teachers will not be required to carry out any practical activity with students or by themselves unless specific training has been provided. They should not attempt any practical activity regardless of their own skills and abilities. Non-specialist teachers will be provided with risk assessments for activities that they are permitted to carry out with students, e.g cutting and modelling with card and paper scissors. Any additional activities that require specialist training will be lead by the subject leader. Non-specialist teachers should refer to the health and safety instructions attached to each teacher desk in all design and technology rooms which provides instructions on such things as counting scissors in and out. Non-specialist teachers will be expected to follow and promote all health and safety rules with students (including the issuing and explanation of these if they are the first teacher in the year to take a class) and will be expected to lock classroom doors after the class has vacated. If a non-specialist teacher has any questions or concerns about any aspect of teaching in the design technology area it is their responsibility to approach the subject leader to raise them.

## 1. The role of this policy

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

This document is maintained by the design and technology department. It is copied to all new members of staff, ie, teachers, trainee teachers, technicians, teaching assistants, etc working in the department. Staff are expected to sign the list kept by the subject leader in the department health and safety file every year to show that they have received a copy. A reference copy, together with various appendices, is kept by the subject leader in the prep room (in between food and textiles) available for consultation by staff and for inspection by visiting HSE inspectors or a representative of the employer. A copy of this document has been lodged in the school office with the Headteacher. One has also been given to the chair of governors, the medical officer and the site manger. In addition a copy has been provided for the learning Support faculty.

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

## **2. General aims**

Design and technology teaching has an excellent health & safety record. This department is keen to promote practical work as an essential component of good design and technology teaching and is determined that spurious concerns about health and safety should not be allowed to inhibit good teaching. However, it is the duty of all members of the D&T staff, ie, teachers, trainee teachers, technicians, teaching assistants and other support staff (eg, special needs) and staff who work in the department occasionally:

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

## **3. Health and safety roles**

### **3.1 Duties, functions and tasks**

The employer, Crofton School and the Governing Body, has the ultimate duty to ensure the health and safety of employees and others on the site (and hence in this department).

Hampshire County Council (w/b 1<sup>st</sup> March 2010) provided suggested contents for a health and safety file. Please see the attached report from Bernard Cooper.

The task of overseeing health and safety on this site has been delegated by the employer to the School Business Manager with assistance from the Site Manager. Within the D&T department, this task is further delegated to the subject leader (and faculty leader) - the subject leader holding the particular function of maintaining this policy document.

### **3.2 Communications**

It is acknowledged that communication of health & safety information is of the greatest importance and is the task of the subject leader and faculty leader with the assistance of all teachers and technicians (and those with a specific role). In this department, all staff have access to the policy on staffwork in the design and technology policies folder. A reference copy is kept by the subject leader in the prep room in between the food and textiles room together with any appendices.

Any new instructions, restrictions or rescinded (lifted) restrictions made by the employer are communicated to all staff in writing as well as being attached to the reference copy of this policy.

### **3.3 Monitoring and checking**

The employer expects the D&T department to monitor the implementation of this policy. Records of monitoring are kept by the subject leader in the department health and safety file.

Checklists on equipment and machines for daily / weekly / termly / annual use by technicians are customised from those suggested in CLEAPSS Guide L254 *Health and Safety Maintenance of D&T Workshop Equipment*. The timetable for such checks is kept with the reference copy of this policy and distributed to all in the department. Records of the checks are kept by the subject leader in the department health and safety file. The technicians in charge of the checks should also keep a copy in their own safety check files (one for food and textiles, and one for Resistant Materials, graphics and systems and control). It is the technicians' responsibility to provide the subject leader with copies every time daily/weekly/termly etc checks are carried out.

## **4. Training policy**

The person with the task of seeing that training is provided is the subject leader. Generally, this department follows guidance in *BS 4163:2007 Health and safety for design and technology in schools and similar establishments – Code of practice* in respect of the training needs of staff. Staff may not use any item of equipment or machine if they have not received formal training to do so. Nothing less than documented evidence of training, such as a certificate of attendance at training course will be accepted as evidence of training. Staff should update their competences every five years.

Trainee teachers who are following a recognised teacher training course should be supervised by a qualified teacher at all times when they are engaged in practical work. This also applies to people following a Graduate or Registered Teacher programme. Such trainees may use machines and may show pupils how to use machines as part of the lessons that they are teaching provided that appropriate supervision is maintained. This supervision may be progressively reduced, depending on the competence of the individual trainee teacher and the official training they have received. In such instances a specific risk assessment of the situation should be carried out, and the degree of supervision needed discussed with the subject leader and/or faculty leader.

Particular training functions are delegated as follows:

Health & safety aspects of the work of newly-qualified teachers and other new teachers	The subject leader - Technology
Health and safety of trainees on teaching practice	The subject leader
Induction of newly-appointed technicians	The subject leader
Immediate remedial measures and other emergency procedures	The subject leader
Health & safety training of non-D&T support staff	The subject leader
[Health and safety of non-D&T teachers using specialist D&T rooms]	The subject leader
Manual handling for all relevant staff	Site Manager
Healthy and safe procedures for cleaners working in D&T rooms	Site Manager
Regular update training (covering new or changed regulations, new equipment etc)	The subject leader /Site Manager

Records of the training received by members of the design and technology staff are kept by the subject leader in the department health and safety file.

## 5. Risk assessments

Every employer is required under various regulations to supply employees with a risk assessment before any hazardous activity takes place. (Common hazardous activities carried out in D&T departments are listed in the publications below.) Because it is impracticable for the employer to write risk assessments for each of the many activities in school design and technology, this employer follows the recommendation of the Health and Safety Commission to adopt published 'model' or 'general' risk assessments which school D&T departments adapt to their local circumstances.

In the Design technology department we follow:

CLEAPSS<sup>2</sup> publications generally  
 CLEAPSS, *Model Risk Assessment for Design and Technology in Schools and Colleges*  
 CLEAPSS, *L235: Managing Risk Assessment in Design and Technology*  
 BSI *BS 4163:2007 Health and safety for design and technology in schools and similar establishments – Code of Practice*

---

<sup>2</sup> Most relevant CLEAPSS publications for secondary schools are on the *CLEAPSS web site* or the *CLEAPSS D&T Publications CD-ROM*. This is updated as required and issued, free of charge, to all member schools as it becomes available. D&T departments are encouraged to mount it onto school networks and copy it onto stand-alone computers, laptops and teachers' home computers.

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are checked against the model risk assessments and significant findings are incorporated into texts in daily use, in teachers operational files i.e. the scheme of work, year overview, technician health and safety files. The subject leader is the member of staff with the task of overseeing this process<sup>3</sup>. If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment is obtained, following the referral to the subject leader and following the employer's instructions, from CLEAPSS. In order to assess the risks adequately, the following information is collected.

- Details of the proposed activity.
- The age and ability of the persons likely to do it.
- Details of the room to be used, ie, size, availability of services and whether or not the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health.
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- Class size.
- Any other relevant details.

**Since the scheme of work, year overview etc has been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been also checked with the models / agreed with the subject leader. We encourage the development of new practical activities (including on open evenings, at D&T extra-curricular activities, etc) but these should be undertaken only after a prior check against model risk assessments and/or a special risk assessment has been obtained.**

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

## **6. Equipment and resources**

### **6.1 Local exhaust ventilation**

The *COSHH Regulations* require the regular testing of local exhaust ventilation equipment (dust extraction and fume extraction from heat treatment areas) every 12 months. Testing normally takes place each year in the autumn term. The site manager has the function of seeing that this happens. This employer has arranged a contract with Envirochem who will be allowed access to carry out the tests. The records of the tests are available for staff reference and for inspection by the employer's representative or an HSE Inspector by the subject leader in the department health and safety file and by the senior technician in his/her health and safety file. The site manager will provide the subject leader and faculty leader with results of the testing and recommended action.

---

<sup>3</sup> See CLEAPSS guide L235, *Managing Risk Assessment in Design and Technology* on the CLEAPSS web site and the latest CLEAPSS *D&T Publications CD-ROM*.

## **6.2 Electrical testing**

To meet the requirements of the *Electricity at Work Regulations*, this employer requires portable electrical equipment to be inspected and tested regularly. The senior technician has the function of seeing that this happens within the D&T department. Testing normally takes place each year and is ongoing.

This employer has appointed Mark Dyer who must be allowed access to carry out the work. Completed schedules all held electronically by Mark Dyer.

All users have been trained to carry out a quick visual inspection before using equipment that is subject to arduous use. Such equipment includes soldering irons, portable mains powered tools and the leads and foot controls of sewing machines.

## **6.3 Pressure vessels**

Air receivers of air compressors, need periodic inspection under the *Pressure Systems Safety Regulations*. Inspection normally takes place each year in the autumn term.

In accordance with this employer's Code of Practice, [for air compressors the appropriate written scheme of examination from the insurance company is in place and the site manager deals with this]. The examination is carried out by the inspector employed by the insurance company who uses a written scheme of examination provided by the company. Records of examinations are kept by the site manager who will provide records and required action documents to the subject leader and faculty leader from Emcor (service providers).

## **6.4 Equipment safety**

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

Equipment restricted to those users who have received special training (see *Training Policy where this is listed*). Any user who discovers a hazardous defect in an item of equipment must report it, both verbally and in writing to the subject leader and senior technician.

## **6.5 Use of guards**

All staff in the department must use all guards and other safety devices on machines and other equipment at all times. Under no circumstances should any guard or other safety device be removed or not used to enable a task to be done. Any operation which cannot be done with guards and other safety devices in place must not be done.

## **6.6 Personal protective equipment**

The employer accepts the duty to provide eye protection, gloves, overalls and aprons for employees where the risk assessment requires them (*Personal Protective Equipment at Work Regulations*). Eye protection must be worn by all staff and students when using any machine or when soldering using soldering irons. Eye protection should be used for any other operation where the risk assessment shows

it is required. Prescription safety spectacles are to be ordered from any optician and the employer will meet the full cost of the safety features. Overall coats and aprons are supplied by the employer / and laundered by the school for adults in technology. Students are expected to provide their own with the exception of students in food. Spare sets of overall coats and aprons are kept by the senior technician and loaned out to students. The employer expects eye protection to be available for students. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them. Goggles or face shields to chemical-splash standard are worn whenever there is a risk to the eyes. The condition of the eye protection is checked regularly (see *Monitoring and checking*).

## **6.7 Waste disposal**

Waste chemicals and equipment are disposed of in an environmentally-responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on the relevant risk assessments. Whenever there is any doubt on waste disposal we consult CLEAPSS or the local authority D&T adviser.

## **7. Activities and procedures**

### **7.1 Outdoor activities**

When planning any visits or trips staff must comply with the school policy.

### **7.2 Manual handling and working at height**

All regular operations involving lifting or carrying equipment, pushing trolleys, etc will be assessed to see if any may give rise to risks of injury (*Manual Handling Operations Regulations*) as guided by the site manager.

Occasional (ie, one-off) manual-handling operations will be assessed by the staff member(s) and discussed with the site team to receive guidance before attempting them. Problems will be reported to the subject leader, senior technician and site manager.

Staff should follow the school policy and guidance material for work at heights and step ladder use

### **7.3 Security**

All teaching rooms, preparation rooms and store rooms are to be kept locked at all times except when in use. It is the task of the staff member leaving such a room to see that the room is empty and that the door is locked. It is the task of the technician in charge to see that the room is empty and that the door is locked when the teacher leaves. Teaching rooms should never be left open and it is the teacher and technician responsibility to shut off all services when supervision by a qualified D&T teacher / suitably-trained teacher or teaching assistant comes to an end. Teachers are issued with individual keys for such machinery as the circular saw and band saw. All machinery should be turned off with the key when not in use and the keys removed. No class is allowed to work / be in a D&T room without supervision by a qualified D&T teacher, familiar with the departmental safety procedures.

## **7.4 Maintenance of equipment**

When maintenance of equipment is carried out, all staff follow the guidelines contained in the CLEAPSS document L254 *Health and Safety Maintenance of D&T Workshop Equipment*. In particular machines must be isolated from the power supply and the fuses removed or the isolator locked off. A notice stating that the machine is under maintenance should be fixed to the machine. A risk assessment of the hazards involved in the task should be carried out before the work is started. All maintenance documents should be kept in the technicians' health and safety file and copies passed to the subject leader.

## **8. Emergency procedures**

### **8.1 Fire**

D&T staff will follow the normal school procedures in case of major fires.

### **8.2 Spills**

Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers or technical staff using a 'spill kit' prepared for this purpose. Spill kits should be kept in secure storage in each technology room. Major spills (bottle of cooking oil, tin of paint etc.) are dealt with by using large bags of cat litter as a soaking agent.

### **8.3 Injury**

D&T staff will follow the normal school procedures in cases that require first aid.

### **8.4 Reporting procedures**

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

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be reported to the subject and faculty leader. These will be analysed and discussed at departmental meetings.

## **9. Design and technology room rules for students**

- Only enter the room when instructed by the teacher*
- Never rush around or throw things*
- Keep bags and coats well under the desks and benches*
- Keep your work area and floor area clear and tidy*
- Follow all instructions from your teacher*
- Do not use any tools or equipment until you have been shown how to use them safely by your teacher*
- Check all tools and equipment before use and report any signs of damage or problems to your teacher straight away*
- Always wear an apron or lab coat during practical lessons*
- If you are scalded, burnt or a chemical splashes on your skin, wash the affected area at once with lots of water. Tell your teacher straight away.*

- Report any cuts or abrasions to your teacher straight away*
- Always wear eye protection when told to do so
- Remove all jewellery
- Make sure ties and shirts are tucked in and long hair tied back
- Always wear sensible sturdy shoes
- Report any spillages to your teacher
- Keep noise level to a minimum

## **Safety**

## **Food Technology**

### **Hygiene**

- No eating or licking utensils
- Raw meat only at the bottom of the fridge
- No hot food in fridges
- Store raw and cooked food separately
- Always place perishables in the fridge at the beginning of the day
- Wear an apron
- Tie back long hair
- Wash hands before cooking and whenever necessary
- Antibac tables before collecting equipment
- Check all equipment is clean before using
- Wash equipment in a clean sink with hot soapy water
- Clear away rubbish and peelings as you go

### **Safety**

- Do not put wet hands near electricity
- Turn off cookers when not in use
- Be aware of grill doors open when in use
- Stand well back when placing ingredients in frying pans
- Ovens: use oven gloves, stand to the side, bend your knees and use sliding shelves
- Knives: carry with the blade down at your side, no other equipment carried at the same time, place knives in the middle of the table when not in use, do not place knives in the sink until ready to wash
- Make sure pan handles are turned sideways

### **Textiles**

- Carry scissors with blades closed pointing downwards by your side
- Always carry pins and needles safely and return to their pots immediately after use
- Keep scissors closed and pointing to the centre of the table or place them directly on the rack
- Never turn on a sewing machine at the socket until you are completely ready and the needle has been threaded
- Keep fingers away from the sewing machine needle at all times
- When using the iron, always place it on the wall rack and keep fingers as far away as possible
- When using dyes and paints, wear a lab coat or apron

- Lift loose wires onto the worktop and report any breaks in wires to your teacher straight away
- If there is a problem with a sewing machine, turn it off at the socket straight away and inform your teacher immediately
- Do not place your foot on the sewing machine pedal when threading the needle and positioning fabric
- Keep fabric and materials neat and tidy on your table
- Tuck your chair under when out of it and make sure your bags are tucked well under the table

### **Systems and Control**

- Always place soldering irons into spring holders when not in use
- Keep soldering irons low to work surface
- Never breathe in fumes from soldering irons
- Report any breaks or cuts in cables straight away
- Never operate electrical equipment with wet hands
- Keep liquids away from electrical devices
- Keep fingers away from soldering iron tip
- Wear goggles when soldering
- Walk with sharp-edged equipment pointing downwards
- Never run
- Never touch equipment that you have not been shown how to use

### **Graphics**

#### **Use of craft knives**

- Always use and carry craft knives carefully
- Use a cutting mat and safety rule when using craft knives
- Report any broken blades to your teacher straight away
- Always place the craft knives in the rack immediately after use
- No food or drink/liquid near computers or CAM

#### **Resistant Materials**

- Carry all tools carefully with sharp edges pointed downwards
- Do not rush or run in the room
- Stop work immediately if instructed to do so by your teacher
- Make sure all stools are stacked safely and away from machinery before practical begins
- Return all tools and equipment to the correct place in the tool cupboard

## 10. Staff roles and Emergency contacts

### Staff roles

Staff roles and/or emergency contacts	
Advice on health & safety and all aspects of practical D&T generally	CLEAPSS 01895 251496 Bernard Cooper Hampshire County Council 02380 816130
Advice on all aspects of practical D&T	D&T Association Bernard Cooper Hampshire County Council 02380 816130
[Local authority D&T [adviser] / [ inspector] / [consultant]]	Bernard Cooper Hampshire County Council 02380 816130
[Local authority health & safety adviser]	Tel: 01962 876203 (HPSN: 8 303 6203)
Overseeing health and safety [in this school] / [on this site]	Ops Director/Senior Site Manager
Overseeing health and safety in the D&T department	Subject Leader
[D&T department health & safety officer]	Subject Leader
Senior technician	Mark Dyer
Various training functions	Subject Leader
Subject specialist for consultation over health & safety matters in resistant materials	Mark Dyer And Subject Leader
Subject specialist for consultation over health & safety matters in food technology	Subject Leader
Subject specialist for consultation over health & safety matters in textiles.	Subject Leader
Subject specialist for consultation over health & safety matters in systems and control	Mark Dyer And Subject Leader
Subject specialist for consultation over health & safety matters in graphics	Nicky O'Beirne
Overseeing the checking of activities against the model risk assessments and recording significant findings	Subject Leader
Detailed checking of activities is further delegated by courses, subjects, year groups	Subject Leader
The person trained to do electrical inspection and testing	Mark Dyer
The person in charge of manual handling	Operations Director/Site Manager – Annual online e-learning/Taught courses
The person trained to examine cookers and model steam engines	Emcor - Organised by Tech Assistant Naomi Watts and Senior Site Manager Cameron Goad
The union health and safety representative(s)	Jackie Benard

### Emergency contacts

<b>Emergency advice</b>	CLEAPSS 01895 251496
<i>Serious accident:</i> Ambulance service	999
<i>Serious accident:</i> School first-aiders	Trudie Bailey Debbie Wendes
<i>Serious accident:</i> School health & safety officer	Jon Hickey – Ops Director Cameron Goad – Site Manager
[ <i>Serious accident:</i> Employer's health & safety officer]	Jon Hickey – Ops Director Cameron Goad – Site Manager
<i>Gas leak:</i> Gas company	Gas company 0800 111999