

ST BENEDICT'S CATHOLIC HIGH SCHOOL
incorporating
WEST CUMBRIA CATHOLIC SIXTH FORM CENTRE



HEALTH AND SAFETY POLICY

INTRODUCTION

The Governing Body of **St Benedict's School** provides a range of services to children, adults and the wider community.

This policy statement sets out the occupational health, safety and welfare arrangements for all employees of the Governing Body, it also applies to every other person who may be affected by the Governing Body's work activities, acts and/or services, i.e. Students, young persons, clients, contractors, visitors and members of the public.

The general Policy of the Governing Body is to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and to ensure, so far as is reasonably practicable, that other persons affected by the Governing Body's activities are not exposed to risks to their health or safety. In pursuing these general aims the Governing Body will have regard to its detailed statutory duties under the Health and Safety at Work, etc. Act 1974, and other enactments, to its available resources, and to the following:

PART 1 - STATEMENT OF INTENT

1. The Governing Body will abide by its duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and will seek to implement the Act and its subordinate legislation, in all activities within its control.
2. The Governing Body recognises that effective health and safety management can contribute towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To this end, it will seek to create and maintain a positive health and safety culture that secures the commitment and participation of all employees in attaining the highest standards of health and safety in the workplace.
3. The Governing Body identifies health and safety as a primary objective of its activities. To this end, it will endeavour, so far as is reasonably practicable, to conduct its activities without risk to health and safety of its employees and to those who may be affected by its activities.
4. This general statement of the Governing Body's Safety Policy will continue in force until amended.
5. The Policy of the Governing Body is to take appropriate steps to:
 - safeguard its employees, young persons, Students, and visitors from injury or ill-health;
 - provide and maintain safe and healthy working conditions including a means of access to and egress from places of work under the Governing Body's control, which are safe and without risk;
 - provide adequate welfare facilities;
 - provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own safety and health at work and to that of others affected by their acts or omissions;
 - prevent or contain all forms of loss due to accident, fire or inadequate security.

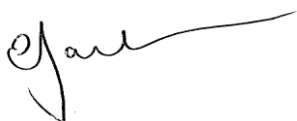
To this end, the Governing Body will aim to ensure, via an ongoing auditing, monitoring and inspection programme, that educational premises, plant and systems of work (for which it is responsible) are safe and do not pose risks to health.

Signed:



Date: December 2019 (Chair of the Governing Body)

Signed:



Date: December 2019 (Headteacher)

PART 1 GENERAL

HEALTH AND SAFETY MANAGEMENT

The School will ensure that a Health and Safety Management System is developed, implemented and monitored throughout which will ensure the assessment of risk and the effective organisation, planning, monitoring and review, of the preventative and protective measures necessary to control risk.

PLANNING AND OBJECTIVES

The School will identify and assess the risks from hazards associated with all its work activities with the aim of eliminating or controlling the risks, so far as is reasonably practicable.

The School will, so far as is reasonably practicable, allocate sufficient resources to meet the requirements of this Policy.

The School will set realistic short and long term objectives, decide priorities and establish adequate performance standards. These objectives will be quantifiable wherever possible and include the commitment to continual improvement. When establishing and reviewing its objectives, the School shall consider its legal and other requirements, its hazards and risks, its financial, operational and the views of interested parties. It will also monitor and review such standards to ensure they are being met and maintained.

The School Health and Safety Management Plan drawn up by the Headteacher and Governors each year, identifies various Health and Safety issues. Key dates, personnel and costs are identified in order to meet specific objectives. The plan includes issues such as equipment repairs and maintenance, planned Health and Safety training, safety policy reviews, risk assessments and actions required following audits, inspections and accidents. A copy of the Management/ Development plan is available from the Office.

The Governors (or Health and Safety Sub Committee) will undertake health and safety inspections of the school building and activities on an annual basis. Findings of inspections will be recorded using the Governors Health and Safety Inspection Checklist. Any corrective actions required following these inspections will be reported to the Head and either immediate action taken, or issues added to the Health and Safety Management Plan.

TRAINING, AWARENESS AND COMPETENCE

Personnel shall be competent to perform tasks that may impact on health and safety in the establishment. Competence shall be defined in terms of appropriate education, training and/or experience. Training procedures shall take into account differing levels of:

- responsibility, ability and literacy; and
- risk.

CO-OPERATION AND CONSULTATION

No health and safety policy is likely to be effective unless it actively involves the employees themselves. The School recognises the contribution which employees and Students are able to make towards health and safety in their workplace and will co-operate and consult with employees and Students as necessary.

The School will co-operate and consult with properly appointed Safety Representatives to enable them to fulfil their statutory functions and will co-operate in the setting up of a Safety Committee or Committees as required.

CO-ORDINATION

Where the School shares premises with another department or employer, whether permanently or temporarily, arrangements and procedures shall be adopted to ensure that all concerned are able to comply with their statutory health and safety duties. The School will ensure that arrangements are made to co-ordinate the activities of its own employees and those of outside agencies working on school premises, such as contractors, cleaning staff and maintenance personnel.

INFORMATION TO STAFF

This School Health and Safety Policy and any supplemental Guidance Documents, will be brought to the attention of all employees, be they temporary or permanent, of the school and any other persons who may need to be aware of their content. It is particularly important that temporary staff employed by another organisation e.g. cleaning staff, catering staff, learning support staff etc. are given proper and appropriate health and safety induction immediately following their appointment to an individual establishment.

AUDIT AND REVIEW OF POLICY

This Health and Safety Policy will be regularly reviewed and amended as necessary. Supplemental Guidance Documents, Codes of Practice etc., will similarly be regularly reviewed and where appropriate further advice will be issued relating to particular work activities or as a result of changes in health and safety legislation.

In addition to the above, the school shall establish and maintain an audit programme and procedures for periodic Occupational Health and Safety management system audits to be carried out.

PART 2 - ORGANISATION AND RESPONSIBILITIES

MANAGEMENT CHAIN FOR HEALTH & SAFETY

| Governing Body | LA |
|--|--------------|
| <u>Level 1</u> Headteacher | |
| <u>Level 2</u> Business Director Campus Operations Manager | |
| <u>Level 3</u> Teachers/Associate Staff Cleaners/Catering Staff/Contractors | LA Employees |

How functions are allocated.

LEVEL 1

- Take day-to-day responsibility for all health and safety matters in the school.
- Liaise with Governors /LA on policy issues.
- Ensure that problems in implementing the health and safety policy are reported to the LA.

LEVEL 2

- Review procedures annually.
- Be a member of school building sub-committee and ensure policy is activated.
- Arrange for staff to be informed / trained.
- Check procedures are followed.
- Act on reports from Level 3 within agreed timescale and report problems to Level 1.

LEVEL 3

- Check classroom / work area is safe.
- Check equipment used is safe before use.
- Ensure safe procedures are followed.
- Ensure protective equipment is used.
- Report defects to Level 2.
- Carry out special tasks (e.g. first aid, membership of building sub-committee).

THE GOVERNING BODY

The Education Reform Act, 1988 gives Governing Bodies important powers and duties in controlling school budgets and premises and managing schools including health, safety and welfare responsibilities towards employees, Students and visitors.

In particular, the Governors are responsible for ensuring a Health and Safety Management System is in place within the educational establishment. Such a system will ensure:

1. a clear written policy statement is created, and that the policy states the organisation and arrangements for implementing both this and the school Policy. A copy of the school Health and Safety Policy to be forwarded to the Health and Safety Team, Children's Services.

2. that they promote and monitor the execution and effectiveness of this Policy, within the resources made available to them, within establishments and operations for which they are responsible.
3. that a review of the school's Health and Safety Policy on at least a 2 yearly basis (or more often if the need arises) and a reviewed of performance takes place annually and action on the review's findings, including amending the school Policy, if necessary, takes place.
4. that Headteachers of the establishments and operations for which they are responsible are aware of and implement this Policy and that they are aware of their duties and responsibilities under the Health and Safety at Work etc. Act 1974 and its subordinate legislation.
5. that specific duties and functions for health, safety and welfare are allocated to individuals who should receive specific, relevant information and training in order to ensure competence.
6. that they ensure that all staff within the establishment for which they are responsible are given the opportunity to receive training on health and safety matters as part of a written staff development programme.
7. that all premises, plant and equipment at the establishment for which they are responsible are safe and properly maintained.
8. that information is displayed throughout the school confirming who has specific duties/functions for health, safety and welfare.
9. the involvement of everyone in making the Policy work.
10. that personnel have sufficient experience, knowledge and training to perform the tasks required of them.
11. that they specify who is responsible, and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures.
12. that where resources are required in order to implement specific control measures, priority is given to those hazards presenting the highest risk.
13. that everyone has sufficient information about the risks they run and the preventative measures they should take to minimise the risks.
14. the visible demonstration of commitment to achieving a high standard of health and safety performance within the School and the development of a positive attitude to health and safety among staff and Students.
15. that health and safety performance is measured by the use of inspections, checks and the recording of accidents.
16. that proper documented health and safety objectives are established at each relevant function and level within the establishment and that such objectives are quantified wherever practicable.
17. that they consult, in the first instance, with personnel in the Health and Safety Team, Children's Services and those in charge of establishments in resolving any health, safety or welfare problems.
18. that they consult with properly appointed Union and non-Union staff representatives on issues relating to their members' health, safety and welfare and communicate with such staff representatives the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of staff within the school.
19. that they receive and act appropriately upon reports from Headteachers, Children's Services and any other internal or external agencies.

HEADTEACHER

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

1. implement this Policy within the establishments or undertakings for which they are responsible.
2. assist the Governing Body with the production of an internal Policy document stating the organisational and other arrangements for implementing this Policy.
3. ensure that all members of staff have sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and

the provisions of the Health and Safety at Work, etc. Act 1974, and its subordinate legislation.

4. ensure that newly appointed staff (as part of their Induction Programme), temporary staff and young workers receive sufficient information, instruction and training to enable them to effectively carry out their duties and responsibilities as required by this Policy, and the provisions of the Health and Safety at Work etc. Act 1974, and its subordinate legislation. Particular attention should be paid to staff who are contracted to work within an establishment but who are not directly employed by the school e.g. adult education providers, cleaning, catering and learning support staff.
5. delegate a responsible person to be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice. Any health and safety problems for which they are unable to provide a solution should be referred in the first instance to the Governing Body and/or the Health and Safety Team, Children's Services.
6. delegate a responsible person to co-ordinate the implementation of the Governor's health, safety and welfare procedures in the school.
7. delegate a responsible person to make clear any duties in respect of health and safety that are delegated to members of staff.
8. delegate a responsible person to stop any practices or the use of any plant, tools, equipment, machinery, etc., he/she considers to be unsafe, until satisfied as to their safety.
9. delegate a responsible person to put in place procedures to monitor the health and safety performance of the school.
10. delegate a responsible person to make, or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.
11. put into place and actively monitor, risk assessments and resulting procedures relating to the identification and management of work-related ill-health with specific emphasis on the identification and reduction of work-related stress.
12. to receive and respond positively to health and safety problems reported to them by their staff and to generate co-operation from all employees under their direction.
13. ensure that all accidents are reported (in accordance with LA requirements), investigated and any remedial actions required are taken or requested.
14. delegate a responsible person to ensure that procedures and appropriate contacts with external services are established and are in place for all individuals to follow in the case of situations presenting serious and imminent danger e.g. fire, chemical explosion etc.
15. review from time to time:
 - the emergency procedures
 - the provision of first aid in the school
 - the risk assessments
16. delegate a responsible person to review regularly, the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers, students and other users of the premises.
17. ensure that all equipment used in the school is adequately maintained and inspected in accordance with the "Provision and Use of Work Equipment" guidance and procedures contained in the departmental Health and Safety Advice Manual.
18. report to the Governing Body at least annually on the health and safety performance of the school.
19. co-operate with and provide the necessary facilities for properly appointed Trade Union Safety Representatives.
20. consult, as appropriate, with staff on issues relating to their health, safety and welfare, and communicate the outcome of any safety audits, inspections and risk assessments which may affect the working conditions and/or practices of those staff.
21. ensure that contractors on the site for which they are responsible are made aware of this Policy and the establishment's internal Policy and that health and safety matters are formally discussed at any pre-contract site meetings.

22. ensure, as far as is reasonably practicable, that the health, safety and welfare of Students/students, visitors and members of the public are safeguarded.

SCHOOL HEALTH & SAFETY CO-ORDINATOR (CAMPUS OPERATIONS MANAGER)

The School Health and Safety Co-ordinator has been trained in health and safety in order to ensure competence. The School Health and Safety Co-ordinator has the following duties:

1. To co-ordinate and manage the annual risk assessment process for the school, including assessments in order to meet the statutory requirements of the Control of Substances Hazardous to Health (COSHH) Regulations (2002), the Manual Handling Operations Regulations (1992), the Personal Protective Equipment at Work Regulations (1992), the Health and Safety (Display Screen Equipment) Regulations (1992) (as amended), the Noise at Work Regulations (1989), the Control of Asbestos Regulations (2006), and to ensure that where control measures are required, requests for funding are fed into the Management System.
2. To identify and manage via the risk assessment process, a whole school approach to work related ill-health, with a particular focus on stress related absence.
3. To ensure the annual general workplace monitoring inspections are carried out.
4. To make provision for the inspection and maintenance of work equipment throughout the school.
5. To ensure adequate records of the above processes are kept on the school premises
6. To advise the Headteacher on situations or activities which are potentially hazardous to the health, safety and welfare of staff, Students and visitors.
7. To maintain continuing observations throughout the establishment and make relevant comment to the Headteacher, the Subject Leader or a member of staff, as appropriate, if any unsatisfactory situation is observed.
8. To ensure that members of staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the school generally.
9. To ensure that adequate records are kept of specific health, safety and induction training.
10. To ensure that health and safety advice and information received by the school is disseminated in such a way that all appropriate staff have access to such information.
11. Undertaking any other functions devolved to him/her by the Headteacher or Governing Body.

It is extremely important that co-ordinators are given the required non-contact time in order that they may carry out their duties accordingly.

TEACHING/ASSOCIATE STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY

These staff may include members of the Senior Leadership Team, Directors of Learning, Subject Leaders, Clerical Managers/Supervisors, Technicians and Site Managers. They will:

1. have a general responsibility for the application of the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of the health, safety and welfare procedures and arrangements.
2. establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, (e.g. chemicals, boiling water and sharp tools).
3. resolve health, safety and welfare problems members of staff may refer to them, or refer to the Headteacher or Health and Safety Coordinator any problems for which they cannot achieve a satisfactory solution within the resources available to them.
4. carry out regular health and safety risk assessments of the activities for which they are responsible, ensuring that staff involved in such activities are made fully aware of the relevant control measures, and submit reports to the Headteacher or the School Health and Safety Co-ordinator.

5. in accordance with the school policy carry out risk assessments and monitor outcomes in relation to individual cases of work related ill-health as and when these are brought to the manager's attention or are identified in individual members of staff.
6. carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
7. ensure that all staff under their control are familiar with national and local guidance and Safety Advice Notes, if issued, for their area of work.
8. ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and Students to avoid hazards and contribute positively to their own health and safety.
9. where appropriate, ensure relevant advice and guidance on health and safety matters is sought either from National Governing Bodies of particular subjects, the Health and Safety Team, Children's Services, or other Officers of the LA.
10. investigate any accidents that occur within their sphere of responsibility, ensuring that the appropriate recording and reporting procedures are followed.
11. prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

SPECIAL OBLIGATIONS OF CLASS TEACHERS

The health and safety of Students in classrooms, laboratories, workshops and physical education areas is the responsibility of class teachers. If for any reason, a teacher considers he/she cannot accept this responsibility, he/she could discuss the matter with the Headteacher or Subject Leader before allowing work to take place.

All employees have a duty under the Health and Safety at Work Act 1974 to take reasonable care for the health and safety of him/herself and of other persons who may be affected by their work, And to co-operate with his/her employer as regards any duty or requirement imposed on the employer under the relevant statutory regulations.

Class teachers are expected to:

1. exercise effective supervision of the Students and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
2. follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant National Guidelines or Safety Advice Note, if issued, and to ensure that they are applied.
3. give clear oral and written instructions and warnings to Students as often as necessary.
4. follow safe working procedures personally.
5. require the use of protective clothing and guards where necessary.
6. make recommendations to their Headteacher or Subject Leader on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
7. integrate all relevant aspects of safety into the teaching process and, if necessary, give special lessons on health and safety.
8. avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
9. report all accidents, defects and dangerous occurrences to their Headteacher or Subject Leader.
10. report any situations which are causing or are likely to cause work related ill-health (e.g. stress) and work with Senior Managers to bring about a successful resolution to issues raised.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed reasonable opportunities to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time. They are also entitled to certain information, for example, about accidents, and to paid time off to train for and carry out their health and safety functions. They are not part of the management structure (unless officially invited to be so) and are not carrying out the duties on behalf of the Headteacher or Governing Body.

OBLIGATIONS OF ALL EMPLOYEES

Notwithstanding any specific duties that may have been delegated to them, all employees must:

1. make themselves familiar with the contents of this Policy.
2. keep up-to-date with all current safety requirements and/or safety advice that affects their particular area of work, and seek competent advice if required.
3. comply with any control measures put in place as a result of Risk Assessments carried out within the educational establishment.
4. act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
5. observe all instructions on health and safety issued by the LA, School or any other person delegated to be responsible for a relevant aspect of health and safety.
6. take heed of any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety device.
7. use and maintain correctly, in accordance with any instruction and/or training received, all personal protective equipment issued.
8. report every accident, injury and, where appropriate, near miss using the agreed procedures and the appropriate documentation.
9. co-operate with other persons to enable them to carry out their health and safety responsibilities and/or statutory duties.
10. inform their Line Manager of any shortcomings they consider to be in the School's health and safety arrangements.
11. exercise good standards of housekeeping and cleanliness.
12. know and apply the procedures in respect of fire, first aid and other emergencies.
13. co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered.

Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities, as appropriate, are reassigned in their absence. Such re-assignments must be approved by the employee's immediate superior.

Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public; to co-operate with the Department on health and safety matters; or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned.

STUDENTS

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

1. exercise personal responsibility for the health and safety of themselves and others.
2. observe standards of dress consistent with safety and/or hygiene.
3. observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
4. use and not wilfully misuse, neglect or interfere with things provided for his/her health and safety.

CONTRACTORS, VISITORS AND OTHER USERS OF THE PREMISES

Contractors, visitors and other users of the premises should be required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school, including those associated in self-help schemes should be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

Where the school buildings are let/rented out to other users, those users should be informed of, and familiarise themselves with, emergency evacuation and accident reporting procedures.

HEALTH AND SAFETY ASSISTANCE

Without detracting from the primary responsibility of the LA, governors and staff for ensuring safe conditions of work, and in compliance with the Management of Health and Safety at Work Regulations 1999, the School will provide or secure, competent assistance in applying the provisions of health and safety law where it is necessary to assist management in that task.

The Health and Safety Team at Children's Services will be available to provide such competent assistance.

Further Assistance and guidance can be sought from:

Health and Safety Executive & EMAS (Employment Medical Advisory Service)
Coordinator House
Ringway
Preston
PR1 2HH

THOSE WITH SPECIFIC HEALTH & SAFETY RESPONSIBILITIES IN SCHOOL

- The Health and Safety Co-ordinator is **Wayne Collins**
- The Health and Safety Governor (if you have one is **Neil Robinson**)
- The person responsible for identifying training needs and arranging for all necessary training is **Wayne Collins**
- The Governing Body (or other sub committee) will undertake health and safety inspections within school on an annual basis
- The person(s) responsible for undertaking accident investigations will be appointed by the Headteacher
- The person responsible for ensuring that all volunteers who may have significant unsupervised access to Students are suitably screened via the Disclosure and Barring Service is **Mary Lowrey**
- The person responsible for maintaining the Ladder register is **Wayne Collins**
- First Aiders are **(Name of Persons – list maintained in school)**
- **Avril Smith** is responsible for ensuring first aid boxes remain stocked
- **Wayne Collins** is responsible for testing/checking the fire alarm/emergency lighting/fire extinguishers etc. and maintaining the Fire Log Book
- Person Responsible for maintaining defect report book and ensuring defects are repaired, replaced removed etc. is **Wayne Collins**
- The person(s) responsible for undertaking Risk and COSHH Assessments is **Wayne Collins and Subject Leaders for their own departments**
- Person responsible for arranging all necessary equipment/services repairs, maintenance and routine servicing is **Wayne Collins**
- The nominated Educational Visits Co-ordinator is **Mary Lowrey**
- Person responsible for regularly checking PE and outdoor play equipment is **Lisa Powe**
- Person responsible for Security and checking of external lighting is **Wayne Collins**
- Specific responsibilities:

- PE

Lisa Powe

- DT
- Science
- Kitchen
- Break Times
- Legionella
- Asbestos

Laura Collins (Graeme Jackson in her absence)
Karen Kelso
Sharon Hull
David McGeehin
Wayne Collins
Wayne Collins

PART 3 - ARRANGEMENTS/PROCEDURES

| | |
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CONSULTING EMPLOYEES

References

Safety Representatives and Safety Committee Regulations 1977.
CCC Safety Procedures 3.

Procedures

Information/Advice

Information and/or advice on matters relating to the health, safety and welfare of employees will be circulated via staff meetings unless it is of immediate importance to any individual employee or group of employees.

The school Health and Safety Committee meets regularly. Representatives from each department attend the H&S Committee and report back to their own departmental team on issues raised and discussed.

Health and Safety Policy Document

The Health and Safety Policy document will be circulated to all staff. Staff will then be required to signify that they have read and understood the Policy and in particular the arrangements for ensuring that the detail of the general Policy statement is met.

Additions and alterations to the Policy, which is a working document, will be forwarded to staff via their Line Manager. Any issues or concerns can be raised at that time, either with the Head teacher or with a member of the Health and Safety Committee.

Risk Assessments and Control Measures

Risk assessments relating to known hazards within the School will be conducted annually (or as matters arise) using the Generic School Risk Assessments provided by the health and safety team, which will be adapted and personalised to reflect the actual activities within school.

In specialist areas it is expected that the Head of Department will make arrangements for regular and recorded Risk Assessments and ensure that good practice notes and guidance issued by professional and specialist bodies and periodically by the Health & Safety Team will be followed closely. Specific risk assessments will be required in the following areas:

- Science
- Design Technology
- Food Technology
- Art & Design
- Physical Education
- Educational Visits

Risk Assessments relating to the general site are the responsibility of **Wayne Collins**.

Additional risk assessments may be required for other specialist activities or areas where there is risk in school, and again, these will be conducted when necessary and reviewed at least annually. Although the Headteacher will be responsible for coordinating the completion of risk assessments, all staff within school will be involved in the risk assessment process. Risk assessments will be reviewed at least annually, or sooner, should circumstances change, and will be signed and dated by the person undertaking them. Completed risk assessment will be available at all times for staff to view and will be working documents.

Individual employees may make representation to any member of the Senior Leadership Team on any issue concerning hazards and risks to their or anyone else's health, safety or welfare.

Consultation with recognised Union and Non-Union Health and Safety Representatives

St Benedict's School will recognise, co-operate and consult with any Trade Union or Non Trade Union established Health and Safety Committee and properly appointed Health and Safety Representative, to enable them to fulfil their statutory functions.

DEFECT IDENTIFICATION AND REPORTING

References

Workplace (health, safety and welfare) Regulations 1992

The Defect Log is available from the Campus Operations Manager

Procedure

Defects to be put right using School resources

Wayne Collins is responsible for ensuring that action is taken to rectify each such defect without delay. This is of particular importance where the defect concerned may cause personal injury or pollution of some kind. No defective electrical appliance or lead, and no defective mechanical device or tool that may give rise to danger may be used.

All defects to equipment, furniture and minor defects to doors, floors, walls etc. are to be reported to **Wayne Collins** who will arrange repair/replacement.

Where the cost of repair or replacement can be borne by the School funds then the responsibility for arranging this will be dealt with by **Mary Lowrey**.

ACCIDENTS, INCIDENTS, ILL HEALTH & DANGEROUS OCCURRENCES INCLUDING CONSEQUENTIAL DAMAGE TO PROPERTY.

References:

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995
Cumbria Schools SAN (G) 3 RIDDOR
CCC Safety Procedures 6

Accidents Involving Students:

- The 'Student's Accident Book' must be completed for all incidents /accidents involving children/Students.
- The Student's Accident Book is held in **Medical**.
- A P25 Form should be completed in all but the most minor case of injury.
- The P25, once completed should be copied and the original returned to the Health and Safety Team. The health and safety team will be responsible for notifying the Health and Safety Executive on our behalf of any incidents that are reportable to the HSE. It is important therefore, that P25 accident forms are forwarded to the Health and Safety Team within 7 days of the accident. If in doubt, telephone Health and Safety.
- The school reports all injuries to parents. Head injury cards are sent home with Students following any accident involving head injuries.

Accidents Involving Adults (Staff, Visitors, Contractors etc.):

- The Official Social Security Accident Book (with tear out pages) must be completed for all incidents/accidents involving adults.
- The Official Accident Book is held in **Medical**.
- A P25 Form should be completed in all but the most minor case of injury.
- A P25 must be completed in all cases involving work-related ill health and violence to staff.
- **The person who has sustained the injury must not complete form P25.** The form **must** be completed by the Line Manager and signed by the Head teacher.
- For adults - The Official Accident Book should be completed at the same time as the P25 but there are no restrictions on who completes the entry.
- The P25, once completed should be copied and the original returned to the Health and Safety Team. The health and safety team will be responsible for notifying the Health and Safety Executive on our behalf of any incidents that are reportable to the HSE. It is important therefore, that P25 accident forms are forwarded to the Health and Safety Team within 7 days of the accident.

All Accidents:

The Headteacher/Health and Safety Co-ordinator is responsible for ensuring that the rules governing reporting of accidents, violence to staff in the course of their work and work related diseases are made known to all new employees during their induction training.

The Headteacher/Health and Safety Co-ordinator is responsible for ensuring that all cases of accidental injury, ill-health, violence or dangerous occurrences are properly investigated and that a report is made and returned in the manner described in Cumbria Schools SAN(G) 3.

It is important that near misses are also reported to the Headteacher and/or the Health and Safety Coordinator. Near misses may be the next injury and as such, particular attention should be paid to reporting them and undertaking any necessary action in order to prevent a further incident.

Accident statistics are reported to the governing body on an annual basis to enable any patterns to be identified and to determine, where necessary, measures to prevent recurrence should be implemented.

Occupational Ill Health and Notifiable Diseases

These are fully discussed in CCC Safety Procedure Chapter 6.

The Health and Safety Co-ordinator is responsible for ensuring this procedure is followed

Violence to Staff

Employees are reminded that all incidents of aggression, threat or actual violence that takes place either at work or as a direct result of their work, must be reported to their Line Manager. The LA and the Governors takes these matters very seriously and any evidence of problems will result in a review to seek better methods of elimination and control.

All incidents of aggression, threat or actual violence are to be recorded on Form P25 and dealt with in the first instance by the Line Manager.

FIRST AID

References

H&S (First Aid) Regulations 1981
HSC ACOP 42 First Aid at Work
Cumbria Schools (SAN) G 2 First Aid in Schools
Cumbria Schools (SAN) G 3 Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995
Cumbria Schools (SAN) M 1 Administration of Medication
CCC Safety Procedures 7

Procedures

Qualified First Aiders

The qualified/certificated First Aiders are: -Avril Smith and list of staff maintained by the school

Training for First Aid personnel is arranged by: - **Mary Lowrey**

First Aid Boxes

These are located in the **Medical Room** and should contain as a minimum:

- a leaflet giving general advice on first-aid;
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- two sterile eye pads;
- four individually wrapped triangular bandages (preferably sterile);
- six safety pins;

- six medium sized (approximately 12cm x 12cm) individually wrapped unmedicated wound dressings;
 - two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;
 - disposable gloves
- If at any time these articles are missing or stocks are running low, please inform **Avril Smith** so that replacements can be made available for when they are needed.
 - **Avril Smith** is responsible for stocking first aid containers.

Equivalent or additional items are acceptable. With regard to specific first-aid items which should/should not be used in schools, the following advice is strongly recommended:

| | |
|---------------------|--|
| Cotton wool | should never be used dry as fibres can become trapped in the wound causing infection. When used damp with soap and water, it can be a general wound cleaner. |
| Adhesive Dressings | can cause blisters on those allergic to it. Ask the Student if (plasters) his/her parents use plasters at home on the child's cuts etc. In most circumstances, even a small child will know. If in any doubt, use a bandage. Hypo-allergic plasters are available from the County's suppliers. |
| Antiseptic Creams | do not use antiseptic creams or lotions. Some can cause allergic reaction. Soap and water is the simplest and most effective cleaner. Alcohol-free antiseptic wipes may be used in the absence of soap and running water e.g. on an off-site visit. |
| Aspirin/Paracetamol | should not be used. Any prescribed medication, i.e. tablets/medicine which a child may be required to have, must be administered by the Headteacher/appointed member of staff only on the written instruction of the parent/guardian. Students who suffer from severe migraine or severe period pains may be given paracetamol following written consent from the parent/guardian. For further information, see SAN(M)1. A record should be kept of all medication administered. |

- The Rest Area for a medical emergency is: **the Medical Room.**
- First aid must be administered by ADULTS ONLY, i.e. teaching staff, non-teaching assistants, senior midday supervisor and assistant supervisors. Students are not permitted to give first aid.
- Travel first-aid kits are also available for off-site activities.

First Aid Procedures

- Minor bumps can be treated with ice packs or a cold water compress.
- Minor cuts or grazes can be washed with clean water.
- If a dressing is required a first aider must be consulted.
- Parents should be informed about all injuries/accidents to children.
- Parents should be informed about all bumps to the head in writing using the standard head injury card'.
- Teachers should use their professional judgement when reporting to parents in the cases of minor injuries.
- The person on duty must inform the class teacher/Headteacher of any accident that has occurred on duty.
- A certificated first aider must check any Student that causes concern and in all cases to the bumps on the head (if possible two first aiders).
- If there are concerns, the parents/carers must be informed and the Student sent home. If they are not available, a member of staff to take the Student to A&E.
- All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff must wear single-use disposable gloves and make use of hand washing facilities, and should take

care when dealing with blood or other body fluids and disposing of dressings or equipment. In any event, it is good practice to ensure that individuals treating colleagues/Students ensure that their own cuts/grazes are covered to reduce the risk of transmission of infection.

School will keep a record on SIMS of any first-aid treatment given by first-aiders and appointed persons. This will include:

- the date, time and place of the incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first-aid was given;
- what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- name of the first-aider or person dealing with the incident.

Further Action

If the nature of the injury is serious enough to warrant further attention e.g. contact with parent during school time, use of out patients department, removed to hospital etc. or if the child has received a blow to the head, then a **P25 Accident Form** must be completed.

Students with Specific Medical Needs/Conditions

A list of Students with particular medical needs is kept in the **medical room** – See also Administration of Medication Policy.

DISEASE CONTROL

References

Health Protection Agency

Procedures

If a child is absent through illness, it is the responsibility of the parents to inform the school of the reasons for absence. If no contact is made by 10.00am, the school will contact the parents. Any ailments are then reported to the school. If doubt is expressed regarding the child's health during school hours, parents are contacted and requested to take the child home. If the condition of a child's health gives cause for concern, medical advice may be suggested and a request that information be relayed to the school as soon as possible. Should there be difficulty in obtaining parental contact and a condition is considered serious, consent has been provided in the Medical Booklet form for hospital treatment to be obtained. Parents should seek professional medical advice regarding the date a child can return to school without fear of infecting other Students. If necessary, parents may be notified by letter, of any serious threats to the health of Students. Further advice about the Control of infectious Diseases can be obtained from the Health Protection Agency Poster displayed in school.

ARCHIVING

Adults such as staff, visitors and contractors have three years from the date of an accident at work in which to make a claim for compensation. If parents do not do so on their behalf, children have until their 21st birthday in which to make a claim for any injury, which occurred whilst at school. It is for this reason that all documents, relating to Health and Safety (policies, accident records, risk assessments and other procedures), are archived for at least the time scale relevant to the age of the youngest child within the school. These documents must be clearly marked and stored in such a way to prevent accidental use or loss.

Electronic archiving is acceptable.

All documents will be archived accordingly and stored in the archive room.

HEALTH AND SAFETY TRAINING

References

Management of Health and Safety at Work Regulations

Procedures

It is the responsibility of all staff in conjunction with the SDO and/or Headteacher to identify training needs. These needs may be identified as personal development or they may be identified to fulfil legal obligations i.e. first aid training for example. Health and safety training may also be required as a result of risk assessments, following accidents, following the acquisition of new equipment and machinery etc. A formal health and safety training record will be set up and maintained that highlights all health and safety training that has been carried out. The training plan will highlight any statutory refresher training that may be required. This will be a working document and will show at a glance what health and safety training staff have actually undertaken, and when refresher training is required (if applicable).

INDUCTION TRAINING

References

Cumbria Schools SAN (G) 12 Health and Safety Induction Training
Corporate Human Resources

Procedures

All new members of staff (including volunteers, students and Students on work experience) are encouraged to familiarise themselves with the health and safety procedures in school. It is the responsibility of the Health and Safety Coordinator to ensure that the relevant procedures and documentation has been seen and understood. Further training and development is identified and incorporated in the School Management/Development Plan. The school has adopted the Model Health and Safety Induction Profile taken from SAN (G)12. This will be completed by the Health and Safety Coordinator with each new starter/trainee during the first week of their employment.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

References

Control of Substances Hazardous to Health Regulations 2002
CCC Safety Procedures 10

Procedures

“An employer shall not carry on any work which is liable to expose any employees to any substance hazardous to health, unless he has made a suitable and sufficient assessment of the risks created by that work to the health of those employees and the steps that need to be taken to meet the requirements of these regulations.”

‘Control of Substances Hazardous to Health (COSHH) Regulations 2002’

COSHH applies to all substances that are capable of causing adverse health effects i.e. are harmful to health e.g. toxic, flammable, corrosive, oxidising etc. In relation to schools, COSHH may apply to substances used or produced in:

- Chemistry lessons
- Dusts created in certain practical classes, i.e. sawdust in woodworking lessons, clay dust in art lessons
- Micro-organisms used in biology classes
- Paints and solder fumes used in classes or for premises maintenance
- Cleaning agents used by cleaners and caterers, etc.
- Some office supplies

Wherever possible, hazardous substances in school should be substituted for substances that are non or less hazardous.

Where not possible the Headteacher will ensure that any substance/process which is hazardous to health has been adequately risk assessed before the substance is purchased or the process allowed to start.

*Note: This does not apply to chemicals used in Secondary School **Science** as these are comprehensively covered by the CLEAPSS Haz-Cards and Recipe Cards.*

The COSHH assessment should identify what precautions need to be undertaken when using the substance and will include details such as safe exposure times and limits and whether any personal protective equipment needs to be worn whilst using the product.

The COSHH assessments must be made available to all staff using the products to ensure that the controls recommended are adhered to when the product is being used/stored.

Manufacturer’s Product Safety Data Sheets should be held for all hazardous substances used and stored in school (these are available from our suppliers or can often be downloaded from the internet).

Cleaning and Site Management products are securely stored in a locked cupboard when not in use.

See also Section on ‘Asbestos’.

Local Exhaust Ventilation (LEV) in Design Technology will undergo a thorough examination and test at least every 14 months (usually annually) by a competent contractor, in accordance with the COSHH Regulations. Records will be kept on site.

Similarly, fume cupboards in the Science Department will undergo through examination test at least every 14 months (usually annually). Records will be kept on site.

Hazard Data Sheets and COSHH Risk Assessments

- **Make an inventory of all the substances you use in school that carry an orange hazard symbol.**

- **Contact your suppliers and request the 'safety data sheet'**
- **Undertake COSHH Risk Assessments for the use/storage of all hazardous substances (with the exception of those science products covered by CLEAPPS).**

DISPLAY SCREEN EQUIPMENT

References

Display Screen Equipment Regulations 1992 as amended 2002
 Cumbria Schools SAN (G) 13 Display Screen Equipment
 CCC Safety Procedures 16

Procedure

The Health and Safety Coordinator will undertake an assessment of the user status of all staff in relation to Display Screen Equipment. All staff who have been identified as being 'users' will complete the DSE users self-assessment form, from SAN(G)13 on an annual basis. The results are collated by the Health and Safety Coordinator who makes recommendations to the head and governors. Any recommendations that cannot be dealt with immediately, will be incorporated within the School Health and Safety Management Plan and equipment and resources are purchased, if necessary.

SAFEGUARDING

References

Cumbria Schools SAN (G) 4 - Guidelines for Using Adults Other Than Teachers
 Cumbria Schools SAN (G) 8 - Information & Communications Technology.

"Because of their day to day contact with individual children during School terms, teachers and other School staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop." (*Working Together - Under the Children Act - 1989*).

Procedures

- a) The School will name a Designated Safeguarding Lead and emergency reserve contact for all staff on any child protection issue.

The Designated Safeguarding Lead (DSL) for this school is Mary Lowrey. The Deputy Safeguarding Lead is Craig Redhead

- b) All teaching staff, classroom assistants, mid-day assistants, associate staff, School governors and outside agencies, who have a child protection role, will be informed of the role of the DSL.
- c) The DSL will liaise with other staff with student welfare responsibilities.
- d) The DSL will liaise with the LA, Social Services Department and other agencies concerning individual cases of actual or suspected child abuse.
- e) The DSL will advise teaching staff of opportunities for training when relevant to Safeguarding and will provide training for mid -day assistants.
- f) She will set up an internal network of support, both procedural and emotional for staff dealing with individual cases.
- g) She will make links with staff from the LA Psychological Service and Children's Services Directorate to offer further support.
- h) Records of all safeguarding issues will be maintained confidentially by the DSL.
- i) Directors of Learning and Subject Leaders, Children's Services Directorate and police will have access to the records if necessary and may communicate concerns to other professional agencies who may need to know.
- j) Notes should be made at the time of interviewing a child and should be dated and signed. Drawings and/or sketches may add validity to records.
- k) Records may be transferred only to the named DSL of another School.
- l) Parents have no right to information in School records which relates to Child Abuse - see Education (School Records) Regulations 1989 and DFEE Circular 17/89.

- m) The DSL will tell the child or young person that the information disclosed needs to be shared with other professionals.
- n) All factual information will be required in subsequent case conferences or court proceedings which may be attended by parents and the child.
- o) The statutory duties of the School in Safeguarding proceedings will be communicated in general terms to all parents, via the School prospectus.

DBS Disclosures

Schools must have their own written confirmation for all staff that have a DBS check (Single Central Record). This is supplementary to any central files held by CAPITA on behalf of the Schools. An Enhanced DBS check must be done for all new staff who are new to Cumbria County Council employment. This is irrespective if they have had a DBS check done for another organisation or previous employer, even in the last three months, unless they have subscribed to the update service and their record checked prior to employment.

All staff in schools who have contact with children and young people and meet the Regulated Activity provider threshold e.g. 4 times in 30 days, once per week or overnight, defined as in a position to establish a rapport with a child/young person are required to have an enhanced DBS check (this includes teachers, support staff, administrators with significant contact with children, caretakers, cleaner's, catering staff etc.). All new recruitment of staff in schools at all levels should be done at an enhanced level.

Where someone is being employed from a post that was Cumbria County Council the following applies:

If they have had a break in service of more than three months a new DBS check must be done. Where the Disclosure has been carried out by your Registered Body they will check their records to ensure that the previous DBS check had no entries against it and that it is less than three years ago.

For staff previously employed in Cumbria County Council and the Disclosure is more than three years old a new check must be done.

Where the Disclosure is not for children or of an appropriate level and/or older than three years a new DBS check must be done. Schools are strongly advised not to commence new staff into employment until a satisfactory check has been received. If new staff commence their employment without an appropriate DBS Disclosure, then they **MUST** be supervised at all times with children by a suitable member of staff.

The Local Authority Supply Register only has staff who have a current Enhanced DBS check. Schools do not need to request written confirmation for each individual as statement of Safeguarding standards will be provided by the service

When using staff from a Supply Agency, including CAPITA Education Resourcing, the school should satisfy themselves by having a written confirmation from the supplier that the appropriate DBS check has been done.

Volunteers and parents who only accompany staff and children on one off outings or trips that do not involve overnight stays, or who help at specific one off events such as sports day, do not require a DBS check, but **MUST** never be given unsupervised access to children. An Enhanced DBS **MUST** be completed for volunteers (including Governors), when their volunteering is regular and involves contact with children. The word 'regular' is defined as four or more times in a 30 day period, once per week, or overnight.

It is the responsibility of the Headteacher to ensure that DBS checks are undertaken on staff and volunteers with substantial unsupervised access to children on a sustained or regular basis prior to appointment.

Disclosure Certificates (or copies) must not be kept by the school. These certificates MUST be returned to individual staff members and any copies destroyed. However, copies of Clearance Letters can be held on file. All relevant information will be held in the school Single Central Record.

DATA PROTECTION ACT AND THE USE OF IMAGES IN SCHOOL

References

SAN (G) 21 Images in Schools – Good Practice

Since the introduction of the Data Protection Act in 1998, great care must be exercised when using images of clearly identifiable Students/adults. This includes photographs for publication, in the media or on websites along with video footage for example.

Increasingly, technology is making it easier to use images in the news media, printed materials and on websites. With the increased freedom comes the responsibility to ensure that individual and parental rights are respected, and that vulnerable individuals are protected from risk or exploitation. The risks are not just those associated with paedophiles; some children may have been removed from their families, or part of, and their identities/whereabouts have to be withheld for their own safety. In addition, some parents, simply because of their profession, may be at risk should their or their children's whereabouts be publicised without their knowledge.

Data Protection legislation relates to the use and processing of personal information – including images. The Information Commissioner has confirmed:

- Where schools allow access to a local newspaper photographer, they are not caught by DPA unless they provide the personal details of the Students in the photographs.
- If the names of those in the photograph were collected directly from the participants (subject to the wishes of parents and guardians of Students) the school would not be releasing personal data subject to the Act at all.
- Alternatively if the school had canvassed the wishes of parents and guardians and they had agreed to the release then there would be no question of the DPA preventing disclosure.

For most purposes consent obtained from parents in advance will normally be sufficient. However, particular care is necessary when images are taken during activities such as swimming or PE. It is recommended that parental consent be obtained for the use of the final images, although this may not be possible for news media coverage.

It is important to get parental consent when a child first starts school and to renew that consent annually. Whilst this may be useful in alerting the school to children whose parents object, it needs to be used carefully and with safeguards.

During the course of the year there may be opportunities to publicise some of the activities that children are involved with, this may involve filming or photographing children for use in local media.

Photography or filming will only occur with the permission of the Head Teacher and under the strict supervision of a teacher. Where filming or photography is carried out by the news media, children will only be named when there is good reason i.e. prize winning. Home addresses will never be disclosed.

There may be other circumstances falling outside the normal day to day activities in school in which pictures of children are requested. The School recognises that in such circumstances **specific consent from parent/guardian** will be required before the school can permit the filming or photography of children. Sample consent forms can be found in Safety Advice Note SAN(G)21 – Use of Images in Schools.

ASBESTOS

Reference: Control of Asbestos Regulations 2006

Policy

Although the LA as the employer (in Community and Voluntary Controlled Schools) and the Governing Body as the employer (in Foundation and Aided Schools) already have a legal duty to its employees in preventing or reducing the risk of exposure to asbestos to the lowest level possible, there are now additional duties under the Control of Asbestos Regulations 2006 (CAR). Regulation 4 of the CAR requires the employer to manage the risk from asbestos (Duty to Manage).

Procedure

The governors and Headteacher are responsible for the safety of contractors' staff and for the safety of those employed and/or are working within the school. Contractors are referred to the school Asbestos Register, which highlights the known and suspected areas that may contain asbestos in school.

Additional information can be found in SAN (G) 7 – Asbestos in School Buildings.

Current guidance requires removal of all asbestos containing materials likely to be affected by demolition or major structural alteration. Where any work will involve demolition or major structural alterations a Type 3 (Destructive) survey will be required.

The school will document and implement an Asbestos Management Plan. A model Plan is contained in the revised Safety Advice Note (SAN(G)7), which school has adopted. The school must also ensure that the Asbestos Register is updated whenever additional asbestos surveys are undertaken or any asbestos removal, repair or encapsulation work takes place. Each time the Register is updated within school, a copy must be forwarded to the Health and Safety Team, Children's Services, along with copies of survey reports and any asbestos clearance certificates, for inclusion in their central database.

A documented plan will be put in place to ensure that any identified or presumed Asbestos left in place within the school is inspected regularly to ensure there is no deterioration. **Wayne Collins** is responsible for monitoring the condition of known or presumed asbestos on site, and will complete the monitoring form every term.

MANUAL HANDLING

References

Manual Handling Operations Regulations 1992
Cumbria Schools Safety Advice Note SAN (G) 23
CCC Safety Procedures 19

Procedures

Staff are made aware of the risks involved with everyday lifting, carrying and moving, through the information provided by the Health and Safety Team. This information is given to all staff, including Support and Cleaning.

The School and the LA comply with the Manual Handling Operations Regulations 1992 and the Management of Health and Safety at Work Regulations 1999 recognising that this represents a minimum standard. These regulations cover the transporting or supporting of any load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force. A 'load' is defined as a discrete moveable object, e.g. a person, animal or material supported on a shovel. N.B. An implement, tool, or machine is not considered to constitute a load when being used for its intended purpose.

The Regulations require the following measures to be considered in this hierarchy:

1. avoid hazardous manual handling operations so far as is reasonably practicable;
2. assess any hazardous manual handling operations that cannot be avoided;
3. reduce the risk of injury so far as is reasonably practicable.

N.B. In extreme cases it may be necessary for a particular member of staff to be taken off duties that involve manual handling.

Responsibilities:

The Headteacher is responsible for:

- 1) identifying staff who are deemed to perform manual handling operations.
- 2) undertaking (either personally or by delegation) a risk assessment considering the task, the load, the environment and the individuals who carry out the task itself. In their role of assessor the person must be competent and more specifically:
 - be familiar with the Regulations and ensure that they are adhered to;
 - have a knowledge and understanding of:
 - a. the body and how it works (in relation to manual handling),
 - b. correct lifting techniques,
 - c. the requirements of the regulations, guidance and forms to be used,
 - d. the work process.
 - be given sufficient time, assistance and support to enable them to complete the assessment;
 - consult with the user when assessing their work routine;
 - be aware of their limitations when carrying out assessment and to call upon further expertise and additional sources of information when appropriate;
 - draw valid and reliable conclusions based on the assessment of risk;
 - make a clear record of the assessment and process this information promptly using agreed procedures.
- 3) monitoring and reviewing assessments at regular intervals and certainly on a maximum of a one year cycle. The frequency of the reviews will depend on the level of risk associated with a particular situation and should be no less than annually. A review should always be conducted immediately if there is:
 - a reason to believe it is no longer valid;
 - a major change to the work practice;
 - a major change to safety equipment provided;
 - a major change to the nature of the load;
 - a substantial increase in the amount of time performing manual handling operations;
 - a substantial change in other task requirements, e.g. more speed or accuracy;
 - if the workplace is relocated;
 - if the environment is significantly modified;
 - if there is a serious incident, accident or trend.
- 4) investigating any health problems reported to them or identified in staff. The manager must ensure that staff are not given tasks that are outside their capability.
- 5) providing users with information regarding:
 - the arrangements for reporting any health hazards;
 - the arrangements for the organisation of the daily work routine;
 - any action taken as a result of the assessment they have participated in.
- 6) arranging for the training of users in the correct techniques for manual handling operations.
- 7) planning the activities of staff to ensure that their work is interrupted by breaks or changes in activity that reduce the risks associated with the work. Such breaks or changes in activity should be:
 - taken before the onset of fatigue, as the timing is more important than the length of break;
 - included in work time;
 - reducing the workload;
 - preferably short and frequent:
 - engaging the user in tasks which do not involve manual handling;
 - taken at the discretion of the user if this is possible.
- 8) Such breaks or changes in activity should not:
 - lead to an increased compensatory pace of work;
 - involve further manual handling operations.

Users must:

- use the lifting/moving equipment provided in accordance with agreed methods of working and any training received;
- report to management any musculo-skeletal pain or fatigue which may be associated with the work;
- assist with the manager/assessor in the assessment of their work.

Health and Safety Training:

Training must be provided for staff on the healthy and safe way to perform manual handling operations.

Assessors also need to be trained in order that they:

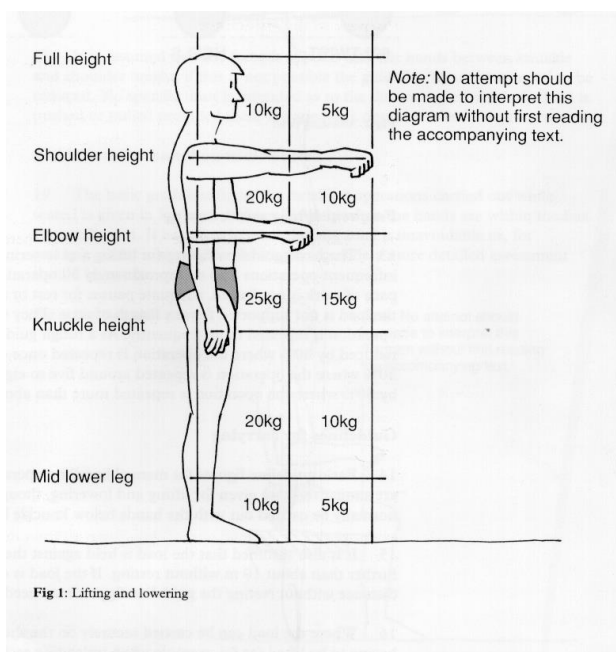
- can suggest strategies on how to avoid hazardous manual handling operations so far as is reasonably practicable;
- can assess any hazardous manual handling operations that cannot be avoided;
- can suggest strategies on how to reduce the risk of injury so far as is reasonably practicable.

Health and Safety training must be given at the same time as staff are trained how to perform manual handling and should include reference to:

1. The users role in prompt and accurate recognition of hazards. This should cover both the absence of desirable features and the presence of undesirable ones, together with information on health risks and how problems may be manifested. The physical effects of incorrect lifting techniques relevant to the working environment should be covered.
2. User initiated actions and procedures which bring risks under control, i.e.
 - a. *the importance of good lifting and lowering techniques.*

Schematic for Lifting and Lowering from different heights — Gender Dependent

This diagram shows the weights an ordinary healthy man should be able to lift (healthy women can lift on average two thirds of these weights) without significant risks to their health



- b. *the importance of using appropriate safety equipment and machinery correctly.*
 - c. *the need to take advantage of break~ and changes of activity.* Regular changes in activity and/or short rests should be used to reduce muscle fatigue and tiredness.
3. Recognition and reporting of health problems (temporary or not) that may affect their ability to carry out manual handling tasks.
 4. The users contribution to assessments.

Once training has been given staff should initially be supervised closely to ensure that it is implemented.

Children are supervised when carrying equipment such as PE mats or furniture and are shown how to do so, safely, before an activity takes place.

Basic Manual Handling Awareness Training for staff will be available from the Learning Support Service in the future – details to follow).

WORKING AT HEIGHTS

References

Cumbria Schools SAN (G) 19

Procedures

- a) Ladders/step ladders are only to be used when there is no other alternative, i.e. using a scaffold.
- b) Risk assessments must identify the most appropriate equipment for access to heights and working at heights.
- c) Ladders are only to be used only by adults and stepladders used by Students only under the DIRECT supervision of an appropriate adult.
- d) Stepladders should be spread to the fullest extent and properly levelled for stability. They are placed on a level surface and work is not carried out from the top platform.
- e) Lone working at heights is NOT permitted. There must always be two responsible adults present when working at heights.
- f) Staff will be trained in the correct selection and use of a ladder or steps.
- g) Ladders will only be used when there is no other alternative, i.e., using a scaffold.
- h) Ladders will only be used for jobs of short duration; must be fixed, tied or footed; must be used at the correct angle – 1 foot out for every 4 feet of height; must rest against firm, solid surface, supported by the stiles only. If appropriate, ladders must extend at least 1m above the landing place.
- i) Extending ladders must overlap by at least 3 rungs.
- j) Falls from ladders are often a result of oil, grease or mud on the rungs causing the user to slip. Check ladders and the soles of shoes are clean before use.
- k) Stepladders must have handholds if the top step is being used to stand on.
- l) Users of ladders must not overreach, carry heavy items or long lengths of material.
- m) Adequate precautionary measures must be taken when working on electrical equipment. Metal ladders should not be used.
- n) Wooden ladders must never be painted. Cracks, splits, warping or mechanical damage can result in ladders breaking during use.
- o) Barriers and signs will be used to alert others to the use of ladders. Adequate arrangements will be made before using ladders or steps behind doors.
- p) All ladders and steps will be formally inspected at least every 6 months and records kept on the Ladder Register by **Wayne Collins** and any repairs carried out immediately or item labelled and taken out of service.
- q) All staff are responsible for checking any step ladders before each use.

The essentials for good ladder storage are:

- Ladders and stepladders should be stored where they are protected from continual exposure to bad weather.
- They should be kept in a well-ventilated area.
- Timber ladders and stepladders should not be stored in boiler rooms or adjacent to radiators, steam pipes or other sources of heat, so as to avoid deformation.
- It is important that the ladder is well supported throughout its length to prevent weakening of the joints. They should not be hung so that the weight is carried by the rungs, but should be stored on edge clear of the ground in racks or wall brackets (horizontally).
- Stepladders may be stored vertically.
- Access to ladders and steps should be appropriately maintained. They should be secured in some way to avoid use by inappropriate persons i.e. trespassers for example.

FIRE SAFETY PRECAUTIONS/EMERGENCY PLAN

References

CCC Safety Procedures – No. 8
Regulatory Reform (Fire Safety) Order 2005

Procedures

Please also refer to the school's Emergency Plan.

The Campus Operations Manager under the direction of the Headteacher (or Deputy Headteacher in her absence) sounds the alarm for practices.

The first member of staff to detect a fire sounds the alarm in emergencies using the break glass points located around school. The alarm sounds like **a continuous ringing of the fire alarm**

The Community Development Manager calls the Fire brigade (or **a member of site staff** in his absence). The telephone number for emergency services is simply **999**.

Wayne Collins is the **Fire Coordinator**. The Fire Coordinator is in overall control during the evacuation process. The Fire Coordinators duties include:

- Coordination of people
- Liaison with the emergency services on arrival
- Ensuring the evacuation is conducted effectively
- Delegating certain tasks to other suitable personnel
- Initiating disaster recovery procedures

Class teachers may be nominated **Fire Wardens (this is not currently in place)**. Fire wardens duties include:

- helping children and others (i.e. visitors) to leave the premises
- checking the premises to ensure everyone has left – undertaking sweeps of classes, toilets, cloakrooms etc.
- using fire fighting equipment if trained and safe to do so
- reporting to the Fire Coordinator
- liaising with the fire and rescue service on arrival
- shutting down vital or dangerous equipment
- performing a supervisory/managing role in any fire situation
- taking the register/roll call for their particular class, and reporting anyone who is missing immediately to the Headteacher and/or fire service

The Admin Manager is responsible for taking the **visitors book** to the assembly point to ensure that all visitors and contractors are accounted for by way of a roll call.

All escape routes are clearly marked with green 'running man' signs and directional arrows where appropriate. **Final exits** can be found in the following locations in school:

At the bottom of Staircase 1
At the bottom of Staircase 2
At the bottom of Staircase 3
Between A201 and A202
From the Winter Garden
From the Dining Hall
From the Sportshall
From the Student Changing Rooms
From the Activity Studio

Individual blocks (External Changing Rooms)

All doors are unlocked at the start of the school day.

Fire Action Notices are clearly displayed around the building for those persons/visitors who are unfamiliar with the premises.

Each classroom has a written Fire Drill, and a plan detailing escape routes, fire extinguishers etc.

| | |
|--|---|
| Assembly point | Children, visitors and staff will gather on the school playground for evacuation in an emergency. Tutors are responsible for taking the class registers/head counts and ensuring all staff are accounted for. |
| Alarm checks | The alarm is checked weekly by Wayne Collins and a record is held in the fire logbook. This involves a different Call Point being tested each week with the use of a special key. The fire alarm system (and automatic fire detection) is serviced at least annually by a competent contractor. |
| Emergency Lighting | Emergency Lighting is tested monthly by Wayne Collins and a record is held in the Office. Each lighting unit is tested with the use of a special key. The Emergency Lighting must also be tested for a period of 1 hour every 6 months to ensure the batteries are working satisfactorily. The results must be entered in the test record sheets/fire logbook. The Emergency Lighting system is serviced at least annually by a competent contractor. |
| Extinguisher Checks | Wayne Collins checks the extinguishers and fire blankets monthly for obvious signs of damage, misuse, tampering etc. a competent contractor services them annually. Records are held in the Office. |
| Discharged/Faulty Extinguishers | These are to be reported, immediately to Wayne Collins through the Helpdesk system. |
| Fire Doors & Final Exits | We have a formal system in place for checking fire doors and fire exit doors e.g. ensuring they remain in good condition; they close/meet properly; intumescent strips/smoke seals are in good condition, self closing devices are operational, final exits can be easily opened without the use of a key etc. Wayne Collins is responsible for checking and recording the condition of fire doors and final exit doors each month. |
| Fire practices | These are held at the beginning of each new term and records are held in the fire logbook. |
| Kitchen staff | All fire procedures and practices apply to kitchen staff. Kitchen staff must ensure that if the alarm is raised, they must switch off any electrical equipment that they may be using (if safe to do so) such as the deep fat fryer or oven for example and evacuate the building by the nearest available exit. |

All exits are operational during evening events and Governors meetings.

Extinguishers

Type of fires these can be used on:

| | |
|--|---|
| Water | Completely RED body. Use on paper, cardboard, wood and clothes NEVER USE ON ELECTRICAL EQUIPMENT OR FLAMMABLE LIQUIDS. Can hit a target up to 6 metres distant. |
| Dry Powder | Red body (possibly with blue somewhere on the upper half of the extinguisher). Effective on most types of fire but have a good VACUUM CLEANER handy after use. Particularly effective on flammable liquid and metal fires. |
| Carbon Dioxide (CO²) | Red body (possibly with black somewhere on the upper half of the extinguisher). Effective on flammable liquid and particularly effective on electrical fires. Very noisy when in use and do not hold the discharge horn/nozzle as it will freeze during use and will burn your hand. Can hit a target up to 2 metres distant. |
| Foam | Red body (possibly with cream somewhere on the upper half of the extinguisher). Specialist use on flammable liquids and also effective on carbonaceous fires. Some training required to use effectively. Can hit a target up to 4 metres distant. |
| Hose Reels | Can be either automatic or manual in operation. If the reel is a manual type, remember to turn on the valve before pulling the reel off the drum. To operate simply twist the grip at the nozzle. There is an unlimited supply of water to the hose reel. |
| Fire Blanket | Effective at smothering a fire and protecting you from heat and flames. To operate, remove from container and unfold. Ensure you grip the blanket in such a way that your hands are inside the fold. Hold the blanket in front of you and lay it over the burning material, do not throw the blanket. |

If it is safe to do so, **staff who have been trained and are familiar with the fire extinguishers** may attempt to tackle the fire. They must always ensure their means of escape is not compromised. If they do not feel competent they must not stay to fight the fire but must evacuate the building. It must be stressed the extinguishers are provided for fighting small fires in the early stages.

IF IN DOUBT – GET OUT AND STAY OUT!

Fire Precaution Logbook/Register - This is kept in the Campus Pod.

The Community Development Manager, (or **a member of site staff** in his absence) is responsible for liaising with the Fire and Rescue Service on arrival. The following information should be made available to the Fire Service ASAP:

- The Fire Risk Assessment Folder
- Asbestos Register
- Types and Location of Highly Flammable Liquids i.e. aerosols etc.
- Results of Roll Call i.e. has everyone been accounted for
- Location of fire (if known)
- The nearest water supply fire hydrant.
- The Gas and Electricity main shut off valve locations.

No-one will be permitted to re-enter the building until the Fire and Rescue Service have given the 'all clear'.

Assisting Vulnerable People/People with Disabilities: There are currently students in school with disabilities i.e. mobility difficulties, wheelchair users, visually or hearing impaired or with special needs. Personal Evacuation Plans (PEP's) must be developed for each specific child or staff member, which outlines how and by whom they will be evacuated or assisted to evacuate.

Similarly, should there be any disabled visitors to the school, a 'buddy' system must be set up whereby named persons are responsible for ensuring these persons are assisted to evacuate the building quickly and safely.

Contractors/Visitors: All contractors or visitors and all persons hiring the school premises must be familiarised with the schools Fire Safety Arrangements. They must be informed of the following:

- All available fire exits and the means of escape.
- The location of all fire fighting equipment in the areas they will be frequenting.
- The location of the Fire Alarm Call Points.
- Any hazards they may encounter.
- The location of the Assembly Point.
- What to do if the Fire Alarm is activated.
- If Hot Work is to be carried out a strict Permit to work must be operated.

Risk Assessment: The Headteacher is responsible for carrying out a documented fire risk assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. The Fire Risk Assessment is made available to all staff and is held on the staff resources drive. An additional copy is also kept off the premises for use in the event that the original document cannot be retrieved from school due to fire or other emergency. The risk assessment will be reviewed at least annually or sooner should there be any significant alterations or changes in school.

OTHER EMERGENCY PROCEDURES

References

Emergencies and your school – Emergency Planning Unit Cumbria CC.
Emergency Closures (poster) 2004 – Health and Safety Team
Guidance Notes on suspicious packages – Emergency Planning Unit Cumbria

In the event of a full school evacuation, the nominated Reception Centre for this school is **Whitehaven Academy**.

SCHOOLS WHICH ONLY HAVE DIGITAL TELEPHONES - In the event of a major crisis incorporating a power failure, our only means of liaising with emergency services or outside bodies would generally be by mobile phone. Therefore, we use the fax machine line or the school mobile phone.

BOMB SCARE - Precautionary Measures - Package Bombs

The following information and advice is given by the Police:

Bombs can be made to fit inside parcels, packages and letters for delivery through the post or by hand. Such bombs are designed to explode when the package or letter is opened. They are not obviously distinguishable from ordinary mail. Points to look for include:

- a) point or origin e.g. from postmark or name and address of sender;
- b) manuscript address and style of writing;
- c) balance of package, some devices tend to be lopsided;
- d) weight of package; excessive weight, particularly in small packages or letters;
- e) springiness in the tops, bottom or sides of any package or letter;
- f) protruding wires or the feel of wires inside;

- g) a small hole, like a pin hole, in the outer wrapping;
- h) greasy marks coming through from the inside;
- i) smell of almonds or marzipan;

additionally in the case of letters;

- j) a different feel from the normal e.g. a stiffening of card or metal;
- k) an inner envelope which is tightly taped or tied.

If a package or letter of any kind gives reason for doubt or concern no attempt should be made to open it.

If a package or letter becomes suspect which it is being opened or disturbed it should be lowered as gently as possible on to the nearest level surface. Regardless of its condition it must not be further disturbed. The Police are to be called immediately. The immediate area of the building in which the suspect bomb is, is to be evacuated. Evacuation procedures should follow those stated for Fire Procedures, except doors and windows should be opened if safe to do so in order to allow any resulting blast to dissipate with minimum risk from debris.

INCLEMENT WEATHER

In the event of inclement weather such as a heavy snowfall, the Headteacher contacts the Chair of Governors as soon as possible to inform them of a decision regarding the opening of the school. Local radio stations are contacted and an announcement made. The Chair of Governors or a designated member of staff who lives locally, is asked to come to the school to supervise any children who attend and their parents must be contacted. Should there be no contact available, the children remain in school. See Emergency Closures Advice in the Staff Handbook.

GENERAL HOUSEKEEPING

1. All floor areas must be kept tidy.
2. Doorways, passageways and stairs must be kept free from obstructions.
3. All spillages must be cleaned up immediately to remove the risk of slipping.
4. If any required item cannot be reached from the ground then only equipment purpose built for climbing should be used.
5. All machinery and equipment should be checked before use for obvious defects and any defects reported to the appropriate manager.
6. Defective equipment must not be used.
7. All machinery and equipment should have the appropriate guarding system in place before using and must only be used by trained and authorised users.
8. Photocopiers should never be used with the lid raised.

ADMINISTRATION OF MEDICATION

References:

Cumbria Schools Safety Advice Note SAN (M) 1 Administration of Medication
DfES Managing Medicines in Schools and Early Years Settings
CCC Safety Procedures Manual – Section 7

Procedures

1. School Policy

The Headteacher of **St Benedict's school** accepts responsibility, in principle, for school staff to give or supervise children taking prescribed medication during the school day, bearing in mind that some children may require 'functional' medication as detailed below;

Non-prescription medication (including herbal remedies)

This type of medication is not normally given within school hours. Such medication would include cough bottles, vitamins, lotions etc.

Paracetamol is also included in this group but there can be exceptions and it will be administered to students who suffer from acute migraines/period pains, following dental surgery etc. When a request is made by parents it will be granted in those circumstances where attendance at school might be disrupted. In such cases written consent must be given by parents, a record kept of the dose given and a note sent home to the parents indicating the amount and frequency of the doses administered. Overall control of the administration of such analgesics will go some way in preventing students bringing their own supply into school. Aspirin should never be administered to children under 16 years of age.

Prescription medication

This group tends to make up the bulk of medication that may need to be administered during school hours. Examples of such medication are antibiotics, penicillin etc. Medication that is required 3 times per day only does not have to be taken during school hours. In fact, there are relatively few situations where prescribed medication would need to be given in school. Such situations however, would include:

- Medication to be given 4 times per day.
- Medication to be given prior to, or directly following, a meal.
- Medication to be given at fixed hourly intervals.
- Medication that is required should a complaint flare up.

Ritalin, prescribed for ADHD would also fall into this category. Ritalin is a Class A drug and as such should be locked away when not required. Good practice suggests that the Student's photograph be attached to a folder/envelope containing the supply of Ritalin so that staff may be sure that the drug is being administered to the appropriate Student.

If a child needs such medication then a parent/guardian should come into school to give the required dose. If this is not possible the school is willing to make arrangements to administer such

medication. Staff willing to administer drugs will be supported by the LA and will be insured in the event of a claim for negligence so long as they have acted reasonably.

School staff should insist that the medication is sent to school in the bottle or box with the prescription details affixed. These details are not to be deviated from unless further officially prescribed dose details are given to the Headteacher. A parental consent form can be found at **Appendix A** in Safety Advice Note SAN(M)1.

Functional medication

This type of medication is usually prescribed but is, in the main, necessary to ensure that a child can function normally. In the event of an emergency, it will almost certainly need to be administered by school staff. Should the medication be withheld, serious illness or even death could result. Such medication includes:

Insulin (diabetes)

Ventolin etc. (asthma)

Diazepam, Vallium etc. (epilepsy)

Adrenaline (anaphylaxis) – See Safety Advice Note SAN(M)2

Where functional medication has to be given, school staff will be given training in the correct procedures of administration. This is, however, on a volunteer basis but again full support would be given by the LA as well as indemnity in the event of something going wrong. General protocols are available for dealing with the administration of rectal diazepam, adrenaline, and insulin in addition to the Cumbria Schools Asthma Policy. Copies of the protocols are available from the Health and Safety Team.

It is important for the school to have sufficient information about the medical condition of any student with long-term medical needs. If a student's medical needs are inadequately supported this can have a significant impact on a student's academic attainments and/or lead to emotional and behavioural problems. The school therefore needs to know about any medical needs before a child starts school, or when a student develops a condition. In such cases, a written health care plan (see **Appendix B** in Safety Advice Note SAN(M)1) should be drawn up involving the parents and relevant health professionals. This will include the following:

- Details of the student's condition
- Special requirements e.g. dietary needs, pre-activity precautions
- Medication and any side-effects
- What to do, and who to contact in an emergency
- Record keeping
- The role the school can play

2. Administering Medication

No student at **St Benedict's school** should be given medication without his or her parent's/guardian's written consent. Any member of staff giving medicine to a student should check:

- The student's name
- Written instructions provided on the prescription label
- Prescribed dose
- Expiry date

If in doubt about any of the procedures, the member of staff should check with the parents and/or a health professional before taking further action.

Where staff are asked to administer doses of a number of prescribed medicines, the details of the doses to be given must be verified by a health professional. Any alterations to the original prescribed dose/s must similarly be verified by a health professional.

If students refuse to take medication, school staff should not force them to do so. The school should inform the parents/guardians as a matter of urgency. If necessary, the school should call the emergency services.

3. School Trips

We believe that it is good practice for schools to encourage students with medical needs to participate in school trips, wherever safety permits.

Sometimes, the school may need to take additional safety measures for outside visits. Arrangements for taking any necessary medication will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. In some cases it will be appropriate for an additional supervisor or the parent/guardian to accompany that particular student. If staff are concerned about whether they can provide for a student's safety, or the safety of other students on a trip, they should seek advice or assistance from the Health and Safety Team or the School Medical Service in consultation with the school Educational Visits Coordinator.

Medication, which under normal circumstances, the parents would administer at home, such as preventative medication required for Asthma, will need to be given by the school staff. Arrangements need to be made for this to happen. One individual member of staff should be charged with the role of administering medication to those students who require it.

4. Storing Medication

The schools should not store large volumes of medication. The Headteacher should ask the parent or student (depending on the age and reliability of the student) to bring in the required dose each day. However, this is not always possible.

When the school stores medicines, staff should ensure that the supplied container displays the prescription details i.e. labelled with the name of the student, the dose of the drug, the frequency of administration and the expiry date. Where a student needs two or more prescribed medicines, each should be in a separate container, and the combination verified by the student's G.P. Non health care staff should never transfer medicines from their original containers. The Headteacher is responsible for making sure that medicines are stored safely. **The medical room** has been designated for this. Medicines can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. Students should know where their own medication is stored and who has access to it.

A few medicines, such as asthma inhalers, must be readily available to students and must not be locked away. Students should be responsible for their own inhalers but this will depend on the age and aptitude of the Student concerned. Other medicines should be kept in a secure place e.g. a locked cupboard or high shelf, and not accessible to Students. A sample parental consent form is given at **Appendix C** in Safety Advice Note SAN(M)1 for those situations where parents and the school agree that the student can carry their own medication.

If the school locks away medication that a student might need in an emergency, all staff (including supply and temporary staff) should know where to obtain keys to the medicine cupboard or cabinet.

Storage of Ritalin

Ritalin is a Class A drug. Doses of Ritalin must be kept locked away in a cupboard when not being used. A cash box or similar may be used. It is important that a photograph of the student accompanies the details of the dose required to prevent misadministration.

5. Record Keeping

A record should be kept of all medication given to students during school hours by staff and others. A copy of a record sheet is given in the DfE document 'Supporting Students with Medical Needs'. In addition, individual records should be kept of functional medication given to Students. This includes medication for those conditions outlined in Section 2 above. Record cards are available from the Health and Safety Team, Client Services and Children's Services. A sample record card is given at **Appendix D** in Safety Advice Note SAN(M)1.

6. Disposal of Medicines

School staff should not dispose of medicines. Parents should collect medicines held at school at the end of each term. Parents are responsible for disposal of date-expired medicines.

7. Sharps/Needles

Where students require medication which is supplied with a syringe or epi-pen, or where blood needs to be tested (e.g. in the case of diabetics), the staff must dispose of the needles and/or sharps appropriately. An official yellow sharps box should be used for this purpose which is kept in the medical room.

8. Emergency Procedures

In the event of an emergency the Headteacher or deputy should be informed immediately. Emergency services can be contacted through the school office. The student's parents should also be contacted as soon as possible, contact details are available from the register or the school database. A student taken to hospital by ambulance must be accompanied by a member of staff who should remain until the student's parent/guardian arrives.

If, in an emergency, staff are taking students to hospital or a doctor in their own car, the member of staff should be accompanied by another adult and have 'business use' included in their vehicle insurance.

9. Fabricated or Induced Illness

Fabricated or Induced Illness is a form of child abuse where the carer either reports symptoms later found to have been fabricated or causes direct harm to a child through inducing symptoms and in the most extreme cases death. The child may also be genuinely ill and the symptoms exaggerated or further induced by the parent/carer.

A template has been devised to assist staff who may have concerns about Fabricated or Induced Illness (FII). A training programme for Designated Safeguarding Leads and Unit Managers on FII and the use of the template will follow. In the meantime staff should be aware of the general guidelines below and appropriate action taken in schools and LA units.

Communicate concerns about Fabricated or Induced Illness (FII)

At any stage where any individual considers FII is a possibility, this must be communicated to medical and other professionals in Social Services to safeguard the welfare of the child.

Concerns about Fabricated or Induced Illness should only be disclosed to the carers after discussion with Social Services and only then if it is decided that sharing information will not place the child at increased risk of harm.

The critical task is to assess the likely risk of harm to the child through an objective and systematic consideration of the known facts. Views based on or including personal judgements about the parents are highly likely to severely interfere with that process. It is extremely difficult for staff to think that a seemingly caring parent struggling to care for an apparently seriously ill child may be the cause of the child's suffering. All professionals need to concentrate on dispassionately reporting the facts rather than trying to understand the parent's motivation in cases of FII.

If concerns about FII are expressed and not subsequently pursued then the reasons for not doing so should be identified and recorded.

Use of language

It is vital that concerns are communicated clearly and ambiguous circumlocutions must be avoided. When recording or reporting their concerns or observations it is crucial that staff use their own words and not terminology they may have heard used to by others. In plain terms, they should say what they see, and only that.

Speak and listen to children

We should actively seek the views of children, listen to them and involve them in decisions about their education. If a child says something that contradicts or conflicts with their parent/carer's account of their health or welfare, then we all have a clear 'duty of care' to ensure that any discrepancies are properly investigated and explained.

Report of dying child

If a child is reported as having a terminal condition confirmation should be sought from medical personnel qualified to make this prognosis.

Medication in schools

The LA has issued revised guidance on supporting students with medical needs using this case as a precedent.

As part of the school's Administration of Medication Policy it should be explicit that:

- A clear diagnosis exists and the implications of any condition on the student's education are clearly stated.
- Suitably qualified medical personnel must sign health care plans.
- Administration of drugs must be in accordance with the prescription. Any variation in prescriptions must be confirmed with medical personnel and not implemented solely on parental advice.
- Drugs should be given to schools in the original, labelled container.
- Any concerns about drug administration should be communicated directly to medical personnel, not via the parent.
- All administration of medication should be recorded.
- Where students have a statement of special educational needs, the administration of medication should be reviewed at least annually.
- Where students have a statement of special educational needs, there should be a protocol for the respective roles of teachers and non-teaching assistants, LA staff and outside agencies.
- Health personnel must demonstrate invasive means of drug administration.
- Guidelines must be especially rigorously applied where the drug is uncommon, may carry side effects, where the application of the drug is invasive or intrusive, or where withholding the treatment could result in serious illness or death.

CONTROL OF CONTRACTORS

References

Cumbria Schools SAN (G) 18a 7 18b

Procedures

In the event of extensive work being undertaken on the premises, contractors will meet with the Headteacher, members of the governing body and representatives from CAPITA. Contractors are to be issued with a Safety Information for Contractors form which outlines the areas of school policy, which could affect them. This form must be signed by the contractors before they can begin work. A Risk Assessment should be carried out by the contractor, prior to the commencement of the work and they must notify the Headteacher of any additional hazards they may create during the course of their work.

Contractors are referred to the school Asbestos Register, which highlights the known and suspected areas that may contain asbestos before any **intrusive** works commence.

If the work being carried out has a dangerous element, it must not be carried out at times when the children are in the vicinity and could be affected. Children should be warned to keep away from any vehicle that may be in the playground. The Headteacher is the designated person who monitors the contractors throughout their time on the premises.

Further guidance on dealing with contractors is provided in SAN (G)18a, held in the Office.

Minor works are carried out by competent contractors, usually provided through Capita although these contractors may be contacted directly. **Mary Lowrey** is responsible for checking (to the best of their ability) the competence and safety awareness of any contractors that are not employed using CAPITA. This can be done by following these general guidelines:

- past performance, reputation and satisfactory work in school or other Council premises
- submission of suitable and sufficient risk assessments/method statements
- membership of trade bodies (e.g. Gas Safety Registered, IEE etc)
- accreditation by trade bodies etc.
- general health and safety awareness
- they must be properly insured and will indemnify the Council for any claim, etc.

CONSTRUCTION

References

Safety Advice Note SAN(G)18b
Construction (Design & Management) Regulations (CDM) 2007

Construction work be can defined as redecoration, roof work, rewiring, general refurbishment and the building of extensions etc.

ALL construction work is covered by the Construction (Design and Management) Regulations 2007.

Prior to any construction work being carried out the Headteacher should:

- check the competence and resources of all appointees
- ensure there are suitable management arrangements for the project
- allow sufficient time and resources for all stages
- provide pre-construction information to designers and contractors

In the case of notifiable projects, Clients must appoint a competent CDM Coordinator. Those Clients without construction expertise should rely on the CDM Coordinator's advice on how best to meet their duties, but the CDM Coordinator will need the Client's support and input to be able to carry out their work effectively. The Client can no longer appoint an Agent to take over his/her duties. The Client remains ultimately responsible for ensuring that Client duties are met.

The client's key duties for notifiable projects, in addition to those general duties listed above, are to:

- select and appoint a competent CDM Coordinator (who must notify the HSE of all Notifiable Projects);
- select and appoint a competent Designer;
- select and appoint a competent Principal Contractor;
- make sure that the construction phase of the project does not start unless there are suitable welfare facilities and the construction phase plan is in place;
- retain and provide access to the Health and Safety File (see below);
- check the competence and resources of all appointees;
- ensure there are suitable management arrangement in place for the project;
- allow sufficient time and resources for all stages of the project;
- provide pre-construction information and any other information promptly to designers and contractors.

Remember, if the construction work is being organised by the School Governors/Headteacher, you are the Client. If the work in school is being organised by another Local Authority Department e.g. Children's Services, then PTSU remain the Client and carry the responsibilities of the Client.

Further guidance can be found in Safety Advice Note SAN(G)18b.

EQUIPMENT/MAINTENANCE

References

Provision and Use of Work Equipment Regulations 1998
Workplace Regulations 1992

Procedures

- a) All employees are required to inspect visually their work equipment and to report any faults before use and not to use this piece of equipment if it is deemed unsafe, i.e. checking for cable damage etc.

- b) All employees are reminded of their obligation to participate in the training when provided to ensure that they understand how to work safely with all equipment that they use, and to work to the guidelines provided in the training and subsequently by their manager.
- c) Any faulty piece of equipment is to be taken out of service, labelled as out of service, and moved to an area where it cannot be used. It must not be returned to normal use unless it has been checked by a competent person and repaired if necessary.
- d) No private equipment is to be used unless it has been deemed safe by a competent person.

ROUTINE MAINTENANCE AND SERVICING REQUIREMENTS

Those areas in *italics* should be carried out by school staff. All others will need to be undertaken by competent contractors. **Records of Servicing and Maintenance will be kept by the Campus Operations Manager.**

| AREA | ITEMS | FREQUENCY |
|---------------------|--|--|
| Fire | Fire Alarm System Emergency Lighting Fire Extinguishers Battery Operated Smoke Alarms (if relevant) Fire Drills/Practices Fire Logbook | <ul style="list-style-type: none"> ▪ Serviced Annually ▪ <i>Call Points Tested Weekly</i> ▪ Serviced Annually ▪ <i>Tested Monthly</i> ▪ <i>Visually checked Monthly</i> ▪ Serviced Annually ▪ Annual clean & battery change ▪ <i>Tested Weekly (as fire alarm)</i> ▪ Termly ▪ <i>Kept up to date (all the above should be recorded in your fire logbook)</i> |
| Electricity | Mains Installation (Fixed, wiring) Fixed Electrical Equipment Electrical Heating Boilers (if relevant) Fan Convectors (if relevant) Lightening Protection (if relevant) Water Heaters (if relevant) Portable Electrical Appliances | <ul style="list-style-type: none"> ▪ Inspected every 5 Years by NICEIC or NAPIT Registered Contractor ▪ Serviced Annually ▪ Serviced Annually ▪ Serviced Annually ▪ Serviced Annually ▪ Serviced Annually ▪ Inventory ▪ <i>Regular visual inspections (informal)</i> |
| Gas (or Oil) | Mains Installation Gas Fired Boilers/Heating Systems/ Water Heaters Fixed Gas Appliances | <ul style="list-style-type: none"> ▪ Serviced and Certificated by Gas Safety Registered Engineer Annually ▪ Serviced Annually by Gas safety Registered Engineer ▪ Serviced Annually Gas Safety Registered Engineer |
| Security | Intruder Alarm | <ul style="list-style-type: none"> ▪ Serviced Annually |
| | | |

| | | |
|-----------------------------------|---|---|
| Art Equipment | Kilns | <ul style="list-style-type: none"> • Serviced Annually |
| COSHH | Portable/Fixed Dust Extraction/Fume Cupboards Radiation Sources Portable Air Conditioning Units | <ul style="list-style-type: none"> • Thorough examination & test every 14 months* • Records of History • Use and testing in accordance with CLEAPSS • Annual Service |
| PE Equipment | All PE Equipment | <ul style="list-style-type: none"> • Serviced Annually • <i>Inspected regularly (informal)</i> |
| Outdoor Play Equipment | All | <ul style="list-style-type: none"> • Serviced Annually • <i>Inspected regularly (informal)</i> |
| Lifting/Handling Equipment | Wheelchair Lifts and People Lifting Hoists and Evac Chairs Goods Lifts/Hoists | <ul style="list-style-type: none"> • Thorough Examination and Test every 6 months • Thorough Examination and Test every 12 months |
| D&T Equipment | Workshop Machinery Portable/Fixed Dust Extraction | <ul style="list-style-type: none"> • Inspected annually • Thorough examination & test every 14 months • |
| Working at Heights | Ladders/Stepladders/Scaffolds/Trestles | <ul style="list-style-type: none"> • <i>Formal Inspections every 6 Months (recorded on Ladder Register)</i> • <i>Regular Inspections (informal)</i> |
| Kitchens | Fixed Gas equipment i.e. ranges, fryers etc. Fixed Electrical Equipment i.e. mains cookers etc. Oven Canopies <ul style="list-style-type: none"> • Pressure Cookers • 'Espresso-type' coffee machines • Pressure Steamers • Steamer Ovens | <ul style="list-style-type: none"> • Serviced by Gas Safety Registered Engineer Annually • Serviced Annually • Cleaned professionally at least Annually Annual Safety Checks (unless items in regular use, in which case it may be appropriate to make more formal examinations more often) |
| Science | Autoclaves and Pressure Cookers | Annual Safety Checks (unless items in regular use, in which case it may be appropriate to make more formal examinations more often) |
| Asbestos | Known or presumed asbestos containing materials | <i>Regular Inspections (informal)</i> Formal <i>Inspections (Termly)</i> |
| | | |

| | | |
|----------------------|-------------------------|---|
| Gas Cylinders | Gas Cylinder Regulators | <ul style="list-style-type: none"> • Annual Safety Check • Regulators sent to specialist firm for a check every 5 years (good practice) |
|----------------------|-------------------------|---|

SECURITY

- a) Visitors and contractors must report to Reception where access can be obtained via the security system at the front door.
- b) All visitors/contractors must sign in and out and wear an identification label whilst in the building.
- c) Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- d) The school is fitted with an alarm and CCTV is in operation.
- e) The building must be checked by the last person leaving, ensuring all windows and outside doors are secure. This is the Campus Operations Manager's responsibility and he has access to a mobile telephone for use in an emergency.
- f) The alarm must be set and the logbook, recording the time it is set, filled in. The logbook is kept in the Campus Pod.
- g) **Wayne Collins** is responsible for regularly checking external lighting, panic alarms and burglar alarms. Any faults will be reported to **Mary Lowrey** and recorded in the Defects log for action.
- h) All money collected in school must be promptly dispatched to the office where it will be locked in the **finance office** until it can be banked.
- i) If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, he/she will contact the police.

LONE WORKING

References

Cumbria Schools SAN (G) 16 Lone Working
CCC Safety Procedures 24

Procedures

The school does not recommend that staff are on the premises working alone but there are occasions when staff choose to remain in school. There is no general legal prohibition on working alone. However, under the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999, employers have legal duties to assess all risks to Health & Safety including the risk of lone working. If the risk assessment shows that it is not possible for work to be done safely by a lone worker, then other arrangements must be in place. Further advice can be found in SAN (G) 16.

There will be a number of situations in which people who usually work with other persons may find themselves in situations where they are working alone. These may occur, for example, at the beginning and end of the working day, at night and at weekends. This may apply to the following types of staff:

- Head teachers
- Teachers
- School Support Staff (e.g. Caretakers, School Secretaries, and Technicians)
- External contractors (e.g. cleaning staff, maintenance contractors, people making deliveries)
- Education Department Officers

Risk Assessment

To assess the additional risks that may be involved in working alone, for example in the office, laboratory/science prep room, and boiler house or at a remote location on the site, the following questions should be considered:

Does the workplace present a special risk to the lone worker?

Lone workers should not be at greater risk than other employees. E.g. there may be some particular feature of the premises layout or day to day organisation that will not be apparent to contract workers or service engineers and it is important to make any such peculiarities or local arrangements known to the person prior to them starting work.

Is the person medically fit to work alone?

Check that lone workers have no medical conditions, which make them unsuitable for working alone. Seek medical advice if necessary. Consider both routine work and foreseeable emergencies, which may impose additional physical and mental burdens on the individual.

Is the person competent and experienced enough to work alone?

Consider whether the person is sufficiently competent and experienced to work alone. Employees that are new to a job, undergoing training, doing a job, which presents special risks, or dealing with new situations may need to be supervised or accompanied at first.

Is there safe access and egress from the premises for one person?

Can one person safely handle all the plant, substances and goods involved in the work?

Consider whether the work involves lifting objects too large for one person or whether more than one person is needed to operate essential controls for safe running of equipment.

Is the person familiar with fire procedures, First Aid and security arrangements and relevant codes of practice?

Lone workers should know how to get out of the building in the event of a fire or other emergency. They should also know where the nearest First Aid box is located and be familiar with the locking up/security procedures for the building.

Lone workers should be familiar with the relevant code of practice or procedure for the activity they are involved in, e.g. Health & Safety Codes of Practice for Design & Technology and Secondary Science (technicians) and School Caretaking (for Assistant Facilities Managers).

Does the lone worker have access to a telephone or radio?

Will cash be handled and is there a risk of violence?

Are persons at risk when leaving the premises?

Employees working alone (especially when working at weekends or out of office hours) should inform their manager or a colleague, partner or a friend of the likely time they will finish or return.

General

Staff working late, should ensure doors are locked, notify someone responsible (i.e. a family member or a colleague) of their presence in school and give an indication of the time they will be leaving and the time they are expected home.

Home visits - Lone working is not permitted and staff attend home visits in pairs and have access to a mobile telephone. A list of the proposed visits is lodged in the school office, so school based staff always know the location of peripatetic workers. Regular contact is maintained between school and staff conducting home visits.

WELLBEING

References

Reducing stress for everybody working in education (NUT/Cumbria County Council).

Teachernet.co.uk

Health and Safety Executive HS(G)218 Tackling work-related stress – A Managers guide to improving and maintaining employee health and well-being

Cumbria County Council Safety Procedure 3, 11, 13, 20 & 21

Cumbria LEA guidance on Homeworking

Policy Statement

- 1.1 The Governing Body of **St Benedict's School** recognises its responsibilities under the law to ensure that staff are not made ill by their work. It also recognises the considerable pressures on staff in schools, which, if not properly managed, can and do lead to work related stress. It therefore incorporates this policy statement within the school's overall Health and Safety Policy document.
- 1.2 The Governing Body recognises that it is in the best interest of the School and its Students to ensure that staff are able to perform at the peak of their abilities. We recognise the significant harm that can be done to Students' education if staff are placed in unacceptably stressful situations.
- 1.3 In line with the spirit of the Code of Practice on LA/School Relations, the Governing Body will work in partnership with the LA to fulfil their respective responsibilities, particularly with regard to Health and Safety legislation.
- 1.4 The Governing Body is committed to creating within the School an environment that is conducive to reducing the instances of work-related stress to a minimum and to ensuring that individuals suffering from work-related stress are managed in a sympathetic and supportive manner.
- 1.5 The Governing Body will ensure that Governors and the management of the School:
 - receive training and information to keep abreast of developments in legislation and case law relating to work-related stress;
 - take steps to ensure that they understand what stress is and how the School can handle it;
 - recognise that the way a school is managed can contribute to stress problems; and,
 - recognise that managers themselves can be placed under stress.
- 1.6 In order to mitigate stress within the School the Governing Body will promote a culture which:
 - recognises that stress related problems do not indicate weakness, incompetence or laziness;
 - encourages staff to be open about the causes of work-related stress so that reasonable steps can be taken to alleviate it;
 - recognises that the pressure of excess workloads can trigger illness and ensures that steps are taken to mitigate this.
- 1.7 The Governing Body will ensure that on a regular basis, a risk assessment is undertaken within the School to assist in identifying the potential and actual causes of work-related stress. The results of the risk assessment will be used to develop a School Action Plan to tackle the areas identified. The Action Plan will:
 - respond to the needs of all staff in School, including the Headteacher;
 - be drawn up in consultation with recognised teacher associations and trade union representatives; (See Guidance Notes – Involving the Staff)
 - recognise that work-related stress is an organisational problem and look for organisational answers;
 - emphasise the prevention of stressful situations;
 - be practical and realistic in terms of the actions proposed;
 - be shared with all staff in School, recognising that everyone has a part of play in solving the identified problems;
 - identify who is responsible for taking action;
 - include review dates to evaluate progress and to develop further actions as necessary.The Action Plan will, on an annual basis, form part of the School Improvement Plan in order that areas for improvement can be actively identified.
- 1.8 The Governing Body recognises that there will be times when an individual suffers from stress and will develop a procedure to respond to this situation. This will include:
 - ensuring that management and other staff are aware of the effects and possible symptoms of stress in order that the problems can be identified as soon as possible;
 - offering a range of support mechanisms for the individual, recognising that everyone differs in the way they cope with stress;
 - providing support for staff returning to work after sickness absence, including consideration of phased return to work where appropriate;

- ensuring that any preliminary examination by the Headteacher of poor performance includes consideration of health factors such as stress as an attributable factor.
 - Providing access to an Occupational Health Service to provide help and support.
- 1.9 The Governing Body will ensure that agreed procedures are followed (as outlined in Work Related Stress – Guidance for Schools)
- 1.10 Where a policy for Managing Staff Sickness exists, the Governing Body will follow the procedures contained within that Policy.
- 1.11 The Governing Body will refer to their Personnel Services provider for guidance and support where concerns arise.

EDUCATIONAL VISITS AND ACTIVITIES

References

DfES Guidance Health and Safety of Students on Educational Visits Including Supplements 1,2 and 3

Off-Site Activities Procedures

The Educational Visits Coordinator (EVC) is **Mary Lowrey**

Introduction

Off-site activities are those activities arranged by or under the support of the school that take place outside the boundaries of the school.

The Governors believe that off-site activities can complement and enhance the curriculum of the school by providing experiences that would be impossible within the school boundaries.

Staff arranging or otherwise involved in off-site activities must make themselves familiar with the recommendations, advice and procedures published by the DfE and the Health and Safety Team. All off-site activities must take place under the terms of these recommendations, advice and procedures.

All off-site activities must serve an educational purpose that is clearly related to the curriculum.

The Headteacher/EVC will appoint a group leader to be responsible for overall control of the activity. This will normally be a teacher employed at the school.

Approval

Where staff are proposing to arrange an off-site activity the approval of the Headteacher/EVC/Governing Body must be obtained, using **Form A**, before any commitment is made on behalf of the school. Sufficiently detailed proposals must be provided by the member of staff to allow for an informed decision to be made.

Preliminary Visit

Wherever possible the staff planning an off-site activity should make a preliminary visit to the venue in order to familiarise themselves and make a proper assessment of its suitability, bearing in mind the age and aptitude of the children, the size of the group, the time of year (including probable weather conditions) and the suitability of the facilities available.

Ratio

An activity must have sufficient accompanying adults in order to provide the appropriate minimum ratio. There will always be at least two adults (one of whom must be a teacher) with the group.

Minimum 1:6 with a minimum of 2 adults (years 1-3) – higher for nursery children

Minimum 1:15 with a minimum of 2 adults (years 4-6)

Minimum 1:20 with a minimum of 2 adults (year 7+)

Minimum 1:10 with a minimum of 2 adults for trips abroad

These are the basic requirements, and should not automatically be taken as providing appropriate supervision; they should be amended to suit the actual trip and the associated hazards.

Risk Assessments

Risk Assessments will be prepared for all aspects of a school trip for which the school are actually organising (i.e. transport to and from venue, leisure activities at a centre etc.). Activities undertaken under the supervision of instructors when visiting organised centres e.g. Hawse End, will be the responsibility of the centre, however, it is the responsibility of the Group Leader to check that the risk assessments are in place. The **External Providers Form** must be used to ensure that centres/venues/accommodation etc. are complying with current regulations. School risk assessments should be reviewed after each trip to ensure that any issues or concerns are dealt with and recorded whilst fresh in staff's minds. Risk assessments should be reviewed and altered or amended well in advance of the next similar trip to ensure that changes in supervising staff and Students are considered. All supervising adults going on the trip should be made aware of, and understand, the control measures introduced as a result of the risk assessment. They should be asked to signify their understanding and acceptance of the control measures required.

Transport

Transport arrangements must provide a forward facing seat for each member of the group. It is the policy of the school to use coaches with seat/lap belts. **See Suggested Letter to Coach Companies.**

Where private cars are used for transport, the group leader is responsible for ensuring that drivers have adequate insurance, road tax and MOT (where required). **See Sample letter to volunteer drivers.**

Parental Consent

The parents of children taking part in an off-site activity should be provided with full and concise information about the activity their child is to be undertaking. Where the activity is taking place entirely within a normal school day it is sufficient to obtain an acknowledgement that the parents are aware of the arrangements and what the visit will involve. Where the activity extends beyond the normal school day written permission from the parent must be obtained. **Parental Consent Forms C & D.**

Costings

Prior to organising an off-site activity staff should ensure that the total cost of the activity is determined. This will include costs associated with the visit which would normally fall on the school e.g. transport, entrance fees, insurance, provision of any resources or equipment specific to the activity and costs relating to adult helpers.

Funding for off-site activities is provided mainly by parental contributions (voluntary except in the case of residential visits).

The timetable for the payment of contributions should allow for the Head teacher to make a decision about the financial viability of the activity in reasonable time.

No child may be excluded from an activity because of the unwillingness or inability of the parent to make a contribution.

Emergency Procedures

The group leader must make all adults accompanying a group aware of the emergency procedures that will apply. Each adult should be provided with an emergency telephone number. This will normally be the school number, but where an activity extends beyond the normal school day the telephone number of the 24hour CCC emergency contact and pager number must also be provided – 07699 113300, pager no. 786440.

Before a group leaves school the school office should be provided with a list the names of those participating, children and accompanying adults (with emergency contact numbers for each), travelling with the group, together with a programme/timetable for the activity.

The safety of the group, and especially the children, is of paramount importance. During the activity the group leader must take whatever steps are necessary to ensure their safety, even if this means a last minute cancellation or change of activity.

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

More detailed guidance on procedures and requirements can be found on the School Portal.

FOOD HYGIENE

St Benedict's school aims to provide the highest standard of food safety and hygiene. In particular, the School will ensure that the food and drink prepared and sold on our premises is both safe and wholesome. Furthermore we will strive to ensure that legal requirements, relating to food safety and hygiene, will be complied with fully.

St Benedict's school shall therefore take all reasonable precautions and exercise all due diligence to ensure that they comply with the provisions of the Food Safety Act 1990 and all subordinate legislation.

In order to assist the school with this responsibility, the duty to take reasonable precautions and exercise due diligence must be delegated throughout the management structure and to all levels of employees. Therefore the school will support both management and employees with a range of measures designed to assist with this duty.

In particular the school, so far as is reasonably practicable:

- a) Ensure that the food meets the highest quality and safety standards by quality management.
- b) Ensure that hygienic workplace, plant, equipment and systems of work are provided for all its employees, by operating the food business in accordance with the procedural guidelines within this policy
- c) Ensure the health and hygiene of our employees
- d) Provide such information, training and supervision as employees' need, for the purpose of maintaining the highest possible standards of food safety and hygiene.

Employees are reminded that they have a responsibility to co-operate with their superiors in creating and maintaining a hygienic environment, avoid placing themselves and others at risk and, adhering to the School hygiene food safety policy and procedures within.

FOOD TECHNOLOGY

- Risk Assessments will be undertaken for food technology activities.
- Control measures put in place following the assessment of risk will be monitored to ensure they remain effective. A system for monitoring the effectiveness of controls will be devised locally. A formal procedure for the review of risk assessments will be implemented to ensure they are reviewed at least once per year or if 'there is reason to suspect they are no longer valid'.
- Completed risk assessments will be made available for staff to view.
- Any employee involved with the handling and preparation of food, will undertake some form of Food Hygiene training (such as the CIEH Level 2 Food Safety Award or similar) with refreshers carried out every three years.
- Gas appliances in food technology will be serviced every year by a Gas Safety Registered engineer, and current records/certificates will be held on site.
- Similarly, any electrical appliances used will either be included in the school's portable electrical appliance testing, or if mains wired e.g. electric cookers, will either be serviced annually or included in the 5 Year Mains Electrical Installation Inspection.
- All emergency gas and power cut off switches must be easily identified and accessible and staff must be aware of the location and operation of the mains services.
- Staff must be made aware of the location of the mains services.
- If there are pressure cookers in use, they must be subject to an annual inspection.
- It is essential to ensure the number of Students using particular pieces of equipment is controlled so that crowding/accidental pushing, etc. does not take place or Student numbers reduced to prevent this.

- Clear working procedures will be written down and brought to the attention of anyone who may be required to use equipment.
- Oven gloves/cloths must be available and used.
- Ovens are only to be used by adults or Students using the oven are supervised appropriate to their age range and abilities.
- Cooker guards and hob covers must be used appropriately.
- Equipment will be sited so that draughts from windows and doors do not interfere with the safe working of a particular piece of equipment.
- Equipment, materials and tools will be regularly inspected and appropriately maintained.
- Food stuffs must be stored appropriately i.e. perishable items stored off the floor and food/equipment shelving sealed, clean and wipeable.
- An adequately stocked first aid box (including blue plasters) will be easily accessible.
- Appropriate fire fighting equipment must be located in the workroom (appropriate fire extinguisher(s) and fire blanket).

ELECTRICITY

References

Electricity at Work Regulations 1989
Cumbria Schools SAN (G) 17 Electricity
CCC Safety Procedures 12

Procedures

1. Plugs, sockets and switches - Teachers are to visually check these on a regular basis.
2. Each time an appliance is used, check the leads, plugs and sockets.
3. If a fault is detected, remove the plug to decommission the appliance, if possible. If not, label with warning. Report fault to the Head/Health & Safety Coordinator.
4. Electrical Appliance Testing: **a nominated contractor/ technician** tests earthed electrical appliances annually, copies of which are kept in Wayne Collins' office
5. General use of Equipment - All staff are to be shown how to use equipment, and to switch it off when not in use.
6. Extension leads/Multi-adaptors - These are not to be over-loaded. Advice and permission to run more than one device from a single socket should be sought from the Health and Safety Coordinator.
7. Fixed electrical equipment in the kitchen is serviced annually by a competent contractor.
8. Mains electrical installation - This is checked every 5 years by an NICEIC or NAPIT Registered Contractor.

Further advice on electrical items can be found in SAN(G)17. **DO NOT TAKE RISKS!**

GAS OR OIL

- a) Convector Heaters are serviced/cleaned annually by **Cumbria Mechanical**.
- b) School Boilers and appliances are serviced annually by a Gas Safe Registered Engineer (gas) or OFTEC Registered Engineer (oil) and records are kept in the Buildings Register.
- c) Mains Gas Installation - This is inspected every 5 years by a Gas Safe Registered Contractor.
- d) Fixed gas equipment in the kitchen is serviced annually by a competent contractor.

ENVIRONMENTAL PROTECTION

References

Standards for school premises
Workplace Regulations 1992

Policy

It is the responsibility of the Governing body to ensure appropriate Environmental Protection Measures are in place.

All cases of Environmental Pollution by overflow or spillage are to be recorded and reported. The Accident Form P25 is suitable for this until it is replaced.

Causes of Environmental Pollution include: -

- a) Overflow of oil containers.
- b) Overflow of sewage tanks including slurry tanks.
- c) Spillage of 20 litres or more of any chemical covered by COSHH
- d) Noise

In the event of the need for portable heating or air conditioning units, the following guidelines must be closely adhered to:

- a) The heater should be checked for defects before children are allowed into the room.
- b) The immediate surrounding area should not be used: in fact barriers should be erected.
- c) Children should receive detailed instruction as to their movements within the vicinity of the heater.
- d) Under no circumstances is a child to be asked to switch on, or off, the heater.
- e) Under no circumstances is a child to be asked to move a heater.
- f) Under no circumstances are articles of any kind to be placed, stored or left on the heater.
- g) Clear adherence to maker's instructions concerning ventilation are to be enacted.

Note: Radiant Heaters must NEVER be used.

Minimum working temperatures are:

In areas where there will be an average level of activity and an average level of clothing - **18 C.**

Corridors - **15 C.**

Office - **16 C.**

LIGHTING: School should be lit by daylight whenever and wherever possible.
Fittings should be cleaned regularly

NOISE: Only rarely will noise in a school constitute a risk to someone's hearing.

TOILETS: **Children-** Windows should always be open during the school day, this is to facilitate a good through flow of fresh air.
One sanitary fitting and wash-basin for each 20 children.

Staff: - Separate provision is made for staff and this provision is separate from that made for the students.

POLICY FOR A SMOKEFREE SCHOOL

1. Aim

To create a Smokefree environment at **St Benedict's school.**

2. Objectives

- To provide a Smokefree school environment for everyone.
- To provide young people with a consistent message regarding tobacco and drug use and appropriate role models.

3. Rationale

- Smoking is the single most preventable cause of premature death and ill health in the UK.
- Second Hand smoke – 'breathing other people's tobacco smoke' causes at least 1,000 people to die a year. It has been shown to cause lung cancer, heart disease and cause the onset of asthma, chest and ear infections and cot death in children.
- The Government's 'Choosing health – making healthy choices,' places restrictions on smoking within the workplace.
- The school, under the Health and Safety at Work Act (1974), has a duty of care to provide a healthy working environment.
- Everyone has the right to a smoke-free environment.
- Schools have a major role to play in health education and prevention.
- Young people need to receive consistent messages and require non-smoking role models within the school. It has been shown that the biggest factor affecting youth smoking is prevalence of adult smoking and young people's exposure to seeing smoking. (ASH, 2004)

4. Restrictions on smoking within the workplace

- Smoking with NOT be permitted in any part of the schools premises, including kitchens, within the entrance area to the school or on land adjacent to the school building (car park, garden areas, walkway etc.) where this forms part of the school premises.

- The enforcement of this total smoking ban will be the responsibility of all designated responsible persons within the school. The school's disciplinary procedure will apply for dealing with employees who breach the smoking ban at work. Employees who raise genuine concerns about breaches of this policy will be protected from victimisation.
- This policy applies to employees, parents, visitors, members of the public, contractors and other working in, or using the school's premises or vehicles. This policy will be clearly advertised and visitors to the school will be informed of it.
- Staff are authorised to ask non-employees who breach the policy to leave the premises.
- The smoking policy will apply to all activities held in the school including before and after school sessions and any meetings organised which are attended by school employees as part of their work and/or visitors to such meetings/events.
- Employees should avoid being seen smoking in public in sight of students, parents and visitors in order to reinforce a comprehensive approach.
- Non-compliance by students will be dealt with in conjunction with the school's disciplinary procedure and overall Behaviour Policy.

5. Designated smoking areas

- There will be NO designated smoking areas provided within the school premises.

6. Facilities for Smokers

No facilities for smoking in the workplace will be provided although support will be given to smokers to assist them to stop smoking. (See paragraph 8)

7. Vehicles

- The smoking ban will apply to all school owned/hired/leased vehicles. No-one will be allowed to smoke inside any school owned/hired/leased vehicles.
- Employees are asked to refrain from smoking in their own vehicles, when used on school business and when carrying passengers.

8. Education and Publicity

Suitable posters and No Smoking Signs will be displayed in school areas to create a positive visual message which supports a Smokefree working environment.

9. New buildings

This policy will apply equally to all future premises at the design stage of any new building, and refurbishment or relocation project.

10. Appointments

This school is a No Smoking School and this should be made clear within all its appointments procedures, staff handbooks and school prospectus.

11. Links

- **Health and Safety**
The above policy on smoking at work forms part of the School's Health and Safety Policy arrangements.
- **Healthy Schools**
The policy was developed in line with recommended good practice from the Healthy Schools initiative.
- **Drug Education**
Cigarettes contain tobacco which is a drug thus linking the Schools Smokefree Policy to drug education and opportunities within the DFE guidance.
- **Cumbria County Council and Children's Services Directorate Policy**
This Smoking Policy also complements the Policies on Smoking agreed by the County Council and Cumbria Children's Services Directorate.

LEGIONELLA

References

L8 HSC Approved Code of Practice Legionnaires' disease
Cumbria Schools SAN (G) 15 Legionella

The Employer (LA in Community and Controlled Schools, Governors in Aided and Foundation Schools) has a duty to appoint a person to be managerially responsible for preventing and controlling the risk; in most cases this position will fall to the Head teacher. The duty may then be delegated to another person.

Procedures

On completion of a risk assessment and subsequent report the responsible person will ensure that all recommendations are prioritised according to urgency and availability of funds.

Monitoring will be carried out in accordance with the findings of the risk assessment

All remedial work must be carried out by a registered body such as the Institute of Plumbing

MONITORING SYSTEMS AND REVIEW OF PROCEDURES

References

OHSAS 18001 Occupational Health and Safety Management Systems
HSG 65 Successful Health and Safety Management (HSE publication)

Policy

The Governing body shall, at intervals that it determines, review the Health and Safety management system, to ensure its continuing suitability, adequacy and effectiveness. The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation. This review shall be documented.

The management review shall address the possible need for changes to policy, objectives and other elements of the Health and Safety management system, in the light of Health and Safety management system audit results, changing circumstances and the commitment to continual improvement.

The Governing body should review the operation of the Health and Safety Management System to assess whether it is being fully implemented and remains suitable for achieving the schools stated Health and Safety policy and objectives.

The review should also consider whether the policy continues to be appropriate. It should establish new or updated objectives for continual improvement, appropriate to the coming period, and consider whether changes are needed to any elements of the Health and Safety management system.

Typical inputs

Typical inputs include the following items:

- a) accident statistics;
- b) results of internal and external H&S management system audits;
- c) corrective actions carried out to the system since the previous review;
- d) reports of emergencies (actual or exercises);
- e) report from the management appointee on the overall performance of the system;
- f) reports from individual line managers on the effectiveness of the system locally;
- g) reports of hazard identification, risk assessment and risk control processes.

Process

Reviews should be carried out by the governing body, on a regular basis (e.g. annually). The review should focus on the overall performance of the Health and Safety management system and not on specific details, since these should be handled by the normal means within the Health and Safety management system.

In planning for a management review, consideration should be given to the following:

- a) the topics to be addressed;
- b) who should attend (managers, H&S specialist advisors, other personnel);
- c) responsibilities of individual participants in respect of the review;
- d) information to be brought to the review;

The review should address the following subjects:

- a) suitability of current H&S policy;
- b) setting or updating of H&S objectives for continual improvement in the forthcoming period;
- c) adequacy of current hazard identification, risk assessment and risk control processes;
- d) current levels of risk and the effectiveness of existing control measures;
- e) adequacy of resources (financial, personnel, material); the effectiveness of the H&S inspection process;
- f) the effectiveness of the hazard reporting process;
- g) data relating to accidents and incidents that have occurred;
- h) recorded instances of procedures not being effective;
- i) results of internal and external H&S management system audits carried out since the previous review

- and their effectiveness;
- j) the state of preparedness for emergency;
- k) improvements to the H&S management system (e.g. new initiatives to be introduced or expansion of existing initiatives);
- l) output of any investigations into accidents and incidents;
- m) an assessment of the effects of foreseeable changes to legislation or technology.

The management appointee should report to the meeting on the overall performance of the Health and Safety management system. Partial reviews of the Health and Safety management system performance should be held at intervals that are more frequent, if required.

Typical outputs

Typical outputs include the following items:

- a) minutes of the review;
- b) revisions to the H&S policy and H&S objectives;
- c) specific corrective actions for individual managers, with target dates for completion;
- d) specific improvement actions, with assigned responsibilities and target dates for completion;
- e) date for review of corrective action;
- f) areas of emphasis to be reflected in the planning of future internal H&S
- g) management system audits.

TRANSPORT (USE OF MINIBUS, PRIVATE CAR OR EXTERNAL CONTRACT).

References

The Safe Operation of Minibuses

Cumbria Schools SAN (G) 4 Guidelines for schools using Adults Other than teachers

Cumbria Schools SAN (G) 11 Driving a Minibus – new laws

Procedures

Private cars

- a) Private cars are to be used to transport students ONLY when the owner of the car has a valid driving licence and an insurance policy, which covers the carriage of children for school activities i.e. business use and ONLY as a last resort. At no time will a member of staff transport a student on their own. a second member of staff MUST be present.
- b) Where possible, children should sit in the rear of the car.
- c) Seat belts are to be worn at all times.
- d) Children should alight from the car on the kerbside, not the roadside.

Business Insurance

Any staff member who uses their own vehicle/car on school business (for example Administrative Staff who drive to the bank to deposit school money or staff attending work related training courses) should have personal business insurance on their car insurance schedule. A system has been developed whereby this can be monitored.

Coach Hire

All coaches hired for school use must be fitted with seat belts.

Booster Seats

Booster seats/cushions will not normally be required on the school minibus/hired in minibuses unless children under 12 years of age and under 4ft 5in in height are required to sit in seats parallel to the driver. Where children sit BEHIND the driver, booster seats/cushions will not be required. Home Office advice states that children under the age of ten years **must not** sit in the front seat of any hackney taxi or private hire vehicles. A private hire vehicle would include private taxis and some minibuses covered with this type of licence.

Any child of 11 years who sits in the front seat must of course have a booster seat if they are under 135cm (4ft 5in) height.

Where private vehicles are used to transport children, then any child under 12 years and 4ft 5 in, will need to use a booster cushion, and those under 25kg in weight, must use a booster seat.

PERSONAL PROTECTIVE EQUIPMENT

References

Personal Protective Equipment Regulations 1992

Policy

- a) The Governors are committed to providing safe systems of work, and this extends to provision and use of personal protective equipment (PPE)
- b) Where practicable, risks shall be managed by altering working arrangements and installing fixed and permanent controls that protect everyone in each work area.
- c) Where permanent fixed controls and changes in working arrangements cannot wholly eliminate hazards, or where such measures may be deemed as impractical because of the short duration of the work or for some other reason, PPE may be required.
- d) Where PPE is required it shall be selected by the manager for suitability and user acceptability, based upon the general risk assessment for work and/or work area concerned.
- e) Where PPE is not disposable but designed for re-use, it shall be subject to periodic inspection to confirm its continued suitability, and where appropriate subject to routine maintenance.
- f) Staff issued with PPE are reminded that they have an obligation to use it as instructed, to maintain it in a state of good repair, to report any defects or other problem promptly.

Procedures

- New/Defect of PPE to be reported to Health and Safety Coordinator.
- Any PPE required contact Health and Safety Coordinator.
- PPE requirements should be identified through the risk assessment process.

PHYSICAL EDUCATION

References

Safe Practice in Physical Education and School Sports – (AfPE Book)
Cumbria Schools SAN (PE) 2

Procedures

The law expects that all physical education teachers will work within a 'modus operandi', which identifies all the foreseeable safety problems associated with the activities undertaken. The school must declare its own policies and practices, which will eliminate foreseeable risks. The Headteacher must ensure that such a system is operable, even by recently appointed staff. At least one teacher should be identified whose responsibility it is to see that safe practice is realistic and working day to day (**Lisa Powe**). The law will expect that an individual schools code of safe practice in physical education, will reflect its own particular needs according to its programmes and premises in addition to factors which it may have in common with other similar establishments.

There must be a separate policy for Physical Education and this should include the named person responsible for ensuring that safe practise is carried out. Guidance offered in the '*AfPE Safe Practice in Physical Education*' should be followed. The responsible person must ensure that staff have had specific training in any specialised activities (i.e. Trampolining). Records must be kept of who has what qualification and when it is due to be renewed.

All students including those in primary/infant schools should be instructed to safely move and handle equipment they may use for PE activities. Staff must supervise the erection and dismantling of PE equipment at all times and not allow children to do this on their own (unless their age and capabilities

allow). The teacher in charge will ensure that there are sufficient children involved in moving the equipment to avoid any strain or discomfort, and will themselves assist in the actual process of erecting and dismantling.

Risk Assessments must be undertaken of all PE activities so that control measures to eliminate or reduce the likelihood of an accident occurring can be implemented. As always, risk assessments must be monitored and reviewed regularly and must be disseminated to relevant personnel. Risk Assessments must also be completed for the use of freestanding goalposts

PE Equipment must be inspected regularly and before use and defects reported. It must be inspected at least annually by a competent contractor. P.E. equipment is inspected annually.

Outdoor Play Equipment (such as Playdale equipment for example) must also be inspected regularly and defects reported. It must be inspected at least annually by a competent contractor.

Regular inspections must be made of halls, floors, gyms and equipment and there must be adequate storage for equipment, for example, PE mats should be held in a store constructed from fire resistant material with fire doors and kept locked when not in use.

Jewellery is not permitted to be worn during any form of Physical Education, or movement exercises. There is clear guidance within the School Prospectus concerning appropriate clothing and footwear for physical activities.

SIGNS AND NOTICES

References

Safety signs and signals regulations 1996

Procedures

Under the Safety Signs and Signals Regulations 1996, where a risk assessment indicates that, having adopted all appropriate precautions, risks cannot be adequately controlled except by the provision of appropriate safety signs, then such signs must be provided.

- Appropriate signs will be displayed and will be easy to follow
- Health and Safety information notice board will be provided/maintained

SUPERVISION OF STUDENTS

Break-time supervision:

- a) Children will not be left unsupervised

Out-of-bounds areas: identified on the screens around school

Special site hazards: public footpath through the school playing fields – separate risk assessment already approved by governors – available on the staff resources drive.

Pedestrian-vehicle separation:

- a) During normal school hours, all vehicles are exempt from playgrounds.
- b) Exceptions will be permitted with prior warning given to the school.

Supervision of Students Before and After School:

Parents have a legal duty to ensure that their child attends school at the appropriate time and that that child is collected from school within reasonable time of the school finishing.

Teachers can reasonably be asked to be available to supervise children at school up to 10 minutes before school starts and for the same period after school ends, and any such supervision time is included in teachers' directed time. The relevant section of the teachers' conditions of Employment requires teachers to supervise students "whether... before, during or after school sessions".

As far as the supervision issue is concerned, there is no statutory legislation which covers the supervision of students before and after school. Parents must ensure that their children arrive at, and are collected from, school at the appropriate time either by delivering to/collecting from the school themselves; permitting them to walk to and from school alone or ensuring that, for those entitled to home-to-school transport, the child arrives at a pre-determined pick-up point and making arrangements for them to return home from the pre-determined drop off point. Having said that, students cannot be expected to arrive at school all at the same time when parents will themselves be leaving for work at different times. In addition, school transport arrangements mean that there are early arrivals in the morning and perhaps students waiting for buses after school. While the school's duty of care exists so long as the students are on the school premises with the school's consent, it is unreasonable for the school to have to take responsibility for children arriving at school before supervision could reasonably be expected. Similarly arrangements for collection of students at the end of the school day must also be reasonable.

In the case of students arriving/leaving on school transport, it is important that staff are available to supervise students as they arrive at school. Depending on the age and/or ability of the students, supervision may begin when they enter the school grounds. In some cases, however, circumstances may dictate that students are collected from the vehicle by a member of staff in person.

Should it be felt that the transport is arriving at the school at an unreasonable time, we will contact the Transport and Spatial Planning Team on 012228 226008/226044/226045 where they will try to assist.

Communication with parents in these situations is particularly important. The school prospectus states when the school will take responsibility for children before school opens and at the end of the day and reminds parents that before/after then, there will be nobody to supervise Students. If, for any reason, arrangements have to be changed, then the parents will be told well in advance. This is particularly important at schools where for many years, teachers and/or Associate Staff have arrived at school in time to supervise any early arrivals, i.e. prior to the 10-minute period before school starts.

Any students with special educational needs will be considered separately when a risk assessment will be used to determine the supervision and handover procedure of the student concerned.

Children who arrive at school knowing that supervision arrangements are not in operation are there at their own risk, and parents will be informed that during this time, the responsibility for the safety of those students rests with the parent/carer. However, should a member of staff be present and a dangerous situation develop, then legally as well as professionally and morally, the member of staff should attempt to intervene or to seek assistance, as the situation requires.

Non-Collection of Students:

15 minutes after non-collection at the normal time - call emergency contact numbers in hierarchical order

If no response from emergency contact numbers after a number of attempts have been made

1 hour after non-collection at normal time - call Children's Services Social Care and ask for advice

Throughout this time and prior to contacting either Social Care, continuous attempts must be made to contact the normal emergency contact numbers provided by the parent/carer.

STAGE

References

Electricity at Work Regulations
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR),
Noise at Work Regulations 1989
Control of Substances Hazardous to Health Regulations 2002 (COSHH) (smoke machines, paints and solvents etc)
Personal Protective Equipment (PPE) Regulations 1992
Provision and Use of Work Equipment Regulations 1998 (PUWER)
Lifting Equipment and Lifting Operations Regulations. 1998 (LOLER)
Manual Handling Regulations 1992

Policy

No person (s) shall presume to direct / supervise any form of rehearsal, warm up workshop, performance; take charge of a back stage crew; or organise / oversee a social without having read and signed this document

General

- a) Supervisors will be aware of the nearest emergency telephone.
- b) Supervisors will ensure members are aware of the correct "knees bent, back straight" method of lifting objects, and will compel members to ensure that particularly bulky/ heavy objects are carried by two people.
- c) Gloves and protective clothing will be worn when handling dry ice.
- d) Smoke machines must only be operated by a competent person
- e) Regular inspections of the stage area will be made prior to a performance
- f) Strobe lighting will be kept to a minimum and clear signs will be displayed at all points of entry indicating that strobes will be used.
- g) Good housekeeping will be maintained to ensure minimal risk of fire from accumulated rubbish.
- h) Work at height is only to be carried out on safe and stable structures. Safety harnesses will be worn
- i) All electrical equipment will be used in accordance with the manufacturer's instructions
- j) Specialist equipment will only be used by experienced qualified personnel
- k) Visual checks will be made of all plugs
- l) RCD (Residual Circuit Devices) will be used.
- m) All broken glass will be cleaned up immediately and appropriate PPE will be worn.
- n) Only experienced staff will handle lighting equipment
- o) Where supervisors suspect a person is under the influence of alcohol they will not allow them to take part in any dangerous activity such as operating electrical equipment such as lighting / sound gear.
- p) Whether in rehearsal, performance or technical work supervisors must be aware of every member present, and an assembly point should be decided in case of evacuation

Rehearsal

Supervisors will assess to the best of their ability, the safety risks and appropriateness of excessive physical activity, dancing, warm up exercises, within each particular setting with particular regard to:

- a) Size of Rehearsal space –Lighting
- b) Obstacles - Size of Group
- c) Floor and floor covering - Fitness and health of Group

Supervisors are at liberty to, and indeed must, exclude certain persons from warm up exercises and games, excessive physical activity, where it is felt that:

- a) The fitness/ health of the member would be a danger.
- b) The frame of mind of an individual would make them a danger to themselves and others.
- c) The apparel of the member is particularly dangerous.

The director during rehearsals should ask, where he / she feels it is dangerous, members to remove jewellery.

No one should be compelled to take part in physical warm up exercises.

Backstage / technical aspects.

- a) The stage manager will be under the general guidance of the Floor Manager
- b) Students must not be allowed to operate "technical equipment" without the supervision of a suitably experienced person.
- c) It is the responsibility of the stage manager, through his team, to ensure the stage/ backstage area is free from unnecessary, dangerous obstacles, sharp edges, trailing wires and so on. Where obstacles cannot be removed the Stage Manager must point out the problem to performers and the rest of the stage crew.
- d) Where toxic substances are being used, such as paints and glues, the Stage manager must make sure those using them are aware of the risks associated, and must be aware of the correct safety procedures.

PUBLIC PERFORMANCES

The Licensing Act 2003 deals with 'Licensable Activities' which in the case of schools, refers generally to 'Regulated Entertainment'

- performance of a play
- performance of dance
- exhibition of film (except for education, training or demonstration purposes)
- indoor sporting events
- boxing or wrestling entertainment
- performance of live music
- playing of recorded music (except where the music is 'incidental' to the main activity) other similar entertainment
- school discos are classed as regulated entertainment where a charge (however small) is made for entrance to that disco and the school are making a profit

but ONLY where the entertainment takes place in front of an audience (or spectators) and is provided at least partly to entertain that audience. It does NOT matter how small the audience is – so 'parent's assemblies' for example would be classed as regulated entertainment.

Therefore, if schools are involved in any of the above activities, they should hold a PREMISES LICENCE (previously known as a Public Entertainment Licence). These can be applied for from the school's District Council (Licensing Office) and further guidance and relevant application forms etc. can be downloaded from the relevant District Council website.

There should be NO FEE involved – Premises Licences are free to schools. Once granted, the Premises Licence lasts the lifetime of the school – it does NOT have to be applied for annually.

Although there is no fee involved, in relation to the application for the Licence, schools MUST advertise the application for a Premises Licence (there will obviously be an advertising cost implication to the school). They must:

- publish a notice in a local newspaper
- display a brief summary of the application on an A4 size notice immediately on or outside the premises

All schools must have the whole school electrical installation (fixed wiring) inspected by an NICEIC, or similar, Registered Contractor at least every 5 years. It would be seen as good practice to have the main electrical wiring in the areas where the entertainment generally takes place inspected more regularly than the 5 year legal requirement.

There may be schools that rarely conduct regulated entertainment. In these cases, if the school does not wish to apply for a Premises Licence, they should complete and return a TEMPORARY EVENT

NOTICE to the Licensing Officer at their local District Council – again Temporary Event Notice forms can be downloaded from relevant DC websites. There are limitations and conditions to these notices:

- they can only be given 12 times in any one calendar year
- each temporary event can last no more than 96 hours
- the maximum total duration of the periods covered by temporary event notices at an individual premises is 15 days
- the scale of the event in terms of the number of people attending must not exceed 500

In ANY other circumstances a full Premises Licence would be required. Unlike a Premises Licence, there IS a cost implication with Temporary Event Notices. A Temporary Event Notice will cost the school £21 each time.

STUDENTS/STUDENTS ON WORK EXPERIENCE AT THE SCHOOL

St Benedict's School is happy to provide a limited number of work experience placements for young people.

The exact nature of the duties undertaken by the student will depend on a number of factors, including:

- Age and experience of work experience student
- Requirements of course being undertaken by work experience student

A designated member of staff will supervise all work experience students. They will oversee the visit and provide general guidance and advice on school routines, expected standards of behaviour, and duties etc. The designated member of staff is **the Director of Learning for the Year Group**.

The work experience student will become a member of the School staff for the period of their visit. This fact will have considerable bearing on their expected behaviour. A full Health and Safety Induction will be carried out on day one of the placement.

Initially the work experience will usually involve periods of observation. As the student becomes more familiar with the layout of the School and its operation the expectations of and responsibilities given to the student will change.

Duties and responsibilities may include assisting:

- with the supervision of morning duties,
- staff before activity sessions,
- staff during activities,
- with cleaning up.

All work experience students are expected to arrive at work at **08.45** am and finish at **4.00** pm.

In order to satisfy fire regulations, if work placement students wish to leave the site during break time or lunch breaks, it will be necessary to inform a member of the staff before they leave.

If the School is required to produce a report or record of the experience, this will need to be discussed with a supervising staff member at the start of the visit.

SWIMMING POOL

References:

Cumbria Schools SAN (PE) 2
HSC – Managing Health and Safety in Swimming Pools

Procedures:

Hydrotherapy Pool is covered in the Pool Safe Operating Procedures.

SUN SMART POLICY

References

www.sunsmart.org.uk

Why is sun protection important for young people?

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged. Sunburn in childhood can double your risk of skin cancer. You will not see the damage immediately because skin cancer can take years to develop. But young people who are exposed to the sun now are storing up problems for the future.

Our five key Sun Smart skin cancer prevention messages are:

- Stay in the shade 11am -3pm
- Make sure you never burn
- Always cover up - wear a t-shirt, hat and wraparound sunglasses
- Remember children burn more easily.
- Then use factor 15+ sunscreen.

We get around 80% of our sun exposure by the age of 21 and much of this exposure occurs when at school. We have a responsibility to ensure that Students are protected from the harmful effects of the sun as much as possible during the school day. Although fair skinned people are more at risk from sun damage, sun protection is relevant to both fair and dark skinned children.

Our Strategies include:

- **PROTECTION:** providing an environment that enables students and staff to stay safe in the sun
- **EDUCATION:** learning about sun safety to increase knowledge and influence behaviour
- **COLLABORATION:** working with parents, governors and the wider community to reinforce awareness about sun safety and promote a healthy school.

EDUCATION

- It is important to raise awareness of why we need sun protection to encourage students to change the way they behave in the sun.
- Sun protection is incorporated into curriculum for all ages
- Teachers are instructed in the importance of sun protection
- Sun protection is actively promoted to students in other ways (e.g. assemblies, workshops, talks)
- Parents are informed of the importance of sun protection

PROTECTION

We consider sun protection when planning all outdoor activities from April to September (the sun is most dangerous at this time of year).

Shade

- Trees have been planted to provide long-term shade
- Shade structures provide long/short-term shade
- Seats and equipment are moved to shady areas
- Organised activities make use of the shade available

Clothing

- Students are encouraged to wear tops that cover their shoulders (vests and strappy tops are discouraged)
- Teachers and assistants to wear suitable clothing

Sunscreen

- Sunscreen is the last line of defence but it is useful for covering exposed areas of skin when shade and protective clothing are not practical e.g. during outdoor swimming, PE lessons and school excursions.

SCIENCE

PLEASE REFER TO THE SCIENCE DEPARTMENT HEALTH AND SAFETY POLICY HELD SEPARATELY.

- The Science Department should refer to CLEAPPS guidance.
- Specific Risk Assessments will be undertaken for Science activities.
- Control measures put in place following the assessment of risk must be monitored to ensure they remain effective. A system for monitoring the effectiveness of controls will be devised locally. A formal procedure for the review of risk assessments will be implemented to ensure they are reviewed at least once per year or if 'there is reason to suspect they are no longer valid'.
- Completed risk assessments are made available for staff to view.
- Fume cupboards in Science will be given a thorough examination and test every 14 months (usually annually) under COSHH Regulations.
- Regular inspections will be made of laboratories and prep rooms.
- Adequate arrangements will be made for the disposal of waste.
- There will be adequate storage arrangements for flammables, radioactive sources and bulk acids.
- Spillage retention carriers will be used when transporting chemicals.
- Services, gas, electric and water will be capable of being isolated individually in each workroom.
- Laboratory Gas Safety Checks must be undertaken on an annual basis by a Gas Safety Registered Engineer.
- If there are any autoclaves or pressure cookers in use, they must be subject to an annual inspection in accordance with the CLEAPPS Guide L214b.
- There will be adequate arrangements for the storage of gas cylinders.
- First aid boxes will be located in appropriate locations and eye wash facilities will be available.
- Separate hand washing facilities will also be available with a supply of soap and towels located in biology labs.
- For Guidance relating to Science class sizes, please refer to Safety Advice Note SAN(Sc)1.

Radioactive sources

- There should a trained Radiation Protection Supervisor in School (**Kevin Payne**).
- A copy of the CLEAPPS Guide L93 – Managing Ionising Radiations and Radioactive Substances will be held in the Science Department.
- These will be approved for use in educational establishments.
- The fire authorities will be informed of the location of stored radioactive substances.
- An inventory will be kept of all radioactive sources used and stored in school.
- Records will be kept of inspections and leak tests (where appropriate).
- A monitoring record will be completed annually.
- Regular checks will be made to ensure that radioactive sources have been returned to the store.
- **Storage** - The minimum requirement for radioactive sources is a strong, steel container that should be recognisable after a fire or other calamity. A lead container or lead-lined wooden container alone

is insufficient. The steel container should be kept in a fixed, locked cupboard or drawer, making sure there is no access via an adjacent cupboard or drawer. Alternatively, a lockable, steel cupboard can be used. This must be fixed in place securely. The outside of the cupboard or drawer (and the separate metal tin, if used) must be marked with a warning sign

DESIGN TECHNOLOGY

References

Cumbria Schools SAN (DT) 1

British Standard BS4163:2007 – Health and Safety for Design Technology in Schools and similar Establishments

DfES Building Bulletin 81 – Design and technology Accommodation in Secondary Schools
CLEAPPS Guidance

PLEASE REFER TO THE D&T DEPARTMENT HEALTH AND SAFETY POLICY HELD SEPARATELY.

- The Design Technology Department will refer to CLEAPPS risk assessments.
- **Specific** D&T risk assessments will **ALSO** be undertaken.
- Control measures put in place following the assessment of risk will be monitored to ensure they remain effective. A system for monitoring the effectiveness of controls will be devised locally. A formal procedure for the review of risk assessments will be implemented to ensure they are reviewed at least once per year or if 'there is reason to suspect they are no longer valid'.
- Completed risk assessments will be made available for staff to view.
- All workshop machinery will be serviced at least annually and records will be held on site.
- Fume cupboards and Exhaust Ventilation (LEV) will be given a thorough examination and test every 14 months (usually annually) in accordance with COSHH Regulations and records will be available on site.
- All necessary safety precautions will be taken when using Oxy/fuel gas equipment (if relevant).
- Annual safety checks to be undertaken of gas cylinders by the supplier/hirer of the equipment.
- Annual safety checks will be undertaken of other gas equipment/supplies including heat treatment equipment and gas welding equipment for example.
- All regulators will be replaced at 5 year intervals or per suppliers' recommendations.
- Clear working procedures, for the use of equipment, will be written down and brought to the attention of staff and Students and adequate safety signs, notices and 'Do's and Don'ts' displayed.
- Levels of supervision will be adequate for the number of Students in the workroom.
- The dust bucket (LEV) will be easily accessed and moved and will be emptied regularly, before it gets too full and heavy.
- A first aid box will be located in the department and be adequately stocked.
- Safe working distances will be physically marked at ground level around machinery.
- Staff must be adequately trained in the use of all workshop machinery – refresher training should be undertaken at least every 5 years.
- There will be adequate lighting in workshops i.e. 500 lux at machinery.
- Emergency Lighting should be available in the event of power failure.
- Workshops should not be used as pastoral bases.
- 240 volt equipment should be wired into the mains and not plugged in.
- Emergency Stop buttons should be 1.3m from floor & one on each wall
- Each room should have its own power supply with a key switch (can be in an adjoining office) i.e. Electrical/gas supplies will be capable of being isolated in every room
- Emergency stop system should ensure power turned off to ALL machines & socket outlets
- Gas should be supplied through a gas safety system and all gas supplied equipment subject to an annual check by a competent person.
- Socket outlets used by Students will be protected by RCDs.
- There should be easy access to gas & water shut off valves and electricity cut off switch.
- Emergency foot switches for ALL machines is an advantage.
- Prep and Store rooms will be kept locked when D&T staff are not present.
- Hand washing facilities are available in workshops (or VERY close by).
- Portable butane & LPG gas cylinders will be kept outside in a well-ventilated store room.
- Each sewing machine is connected to a switched socket and multi-way adaptors are NOT being used.

For Guidance relating to D&T class sizes, please refer to Safety Advice Note SAN(DT)1.

INFORMATION TECHNOLOGY (IT)

- The layout of equipment will be appropriate with sufficient room for each student.
- Seating will be suitable i.e. height and comfort adjustable for individual users.
- Lighting levels will be adequate for the types of activities undertaken.
- Heating levels and ventilation will be adequate.
- Combustible items in the IT workroom will be stored appropriately.
- Electrical sockets and electrical extension leads will be used responsibly e.g. not overloaded, surge protected etc.
- The server unit is housed appropriately e.g. where it cannot overheat, away from combustible materials, wires kept tidy etc.
- The fabric of the room and equipment is in a generally good condition, and the room is kept tidy.
- If laptops are provided to students for use outside of school we will ensure that Students are provided with information on the safe and proper use of laptop computers. We may also need to provide students using laptops with separate keyboards, mice and monitor raisers. Safety Advice Note SAN(G)20 held in school provides further information.
- Please also refer to the School's Internet Use Policy and E-Safety Policy held separately which details codes of conduct and safe guarding systems etc.

SCHOOL CLEANING

THIS SECTION ONLY APPLIES WHERE CLEANING STAFF ARE EMPLOYED DIRECTLY BY THE SCHOOL (AS OPPOSED BY EXTERNAL CONTRACTORS SUCH AS CLIENT SERVICES).

- Appropriate risk assessments will be undertaken for cleaning activities, the working environment and machinery.
- Portable electrical appliances must be included in the school's portable appliance testing programme.
- All cleaning staff should receive training/instruction in at least the following:
 - Health and Safety Induction
 - Use of Machinery/Equipment
 - Control of Substances Hazardous to Health
 - Manual Handling etc.
- All accidents and incidents involving cleaning staff will be recorded in the MAIN school accident book.
- There will be an appropriate defect reporting procedure in place.
- Equipment, materials and tools will be regularly inspected and appropriately maintained.
- Staff will be made aware of the location of the mains services.
- Fire exits will be unobstructed.
- Cleaning staff will be made aware of what to do in the event of fire i.e. how to raise the alarm, evacuation procedures etc.
- Cleaning staff will participate in fire drills.
- All equipment **MUST** be switched off after use and returned to the locked store.
- The use and storage of cleaning chemicals will be subject to a COSHH Risk Assessment which is reviewed regularly and disseminated to relevant staff.
- Warning signs will be displayed when wet mopping for example to warn others that floor may be slippery.

*Note: The Health and Safety Team have produced a Cleaning Health and Safety Reference Manual for SCHOOL EMPLOYED Cleaners that can be used as a source of reference. Also enclosed within this manual is a sample Cleaning Staff Handbook that schools might find useful. The rear of the reference manual contains a set of 'generic' risk assessments relating to cleaning activities that can be adapted and personalised to reflect the activities of school cleaners. **Copies of the Manual are available free of charge from the Health and Safety Team.***

TREES

CAPITA have undertaken Tree Surveys in all Cumbria Schools on behalf of the Local Authority.

A copy of the Tree Survey Report is held in school (replacement copies are available from Rob Sim of CAPITA, Tel: 01768 812362).

All recommendations made within the Survey will be undertaken or programmed into the School Health and Safety Management Plan depending on the risks.

Ideally any contractor that undertakes work on trees should be a member of the Arboricultural Association but whichever contractor you choose to carry out the remedial works must be COMPETENT.

Although District Councils have not historically placed Tree Preservation Orders (TPO's) on County Council land, we should, as a courtesy, contact our local district authority before any SIGNIFICANT works are undertaken on our trees.

BEHAVIOUR MANAGEMENT AND POSITIVE HANDLING

Please refer to the school's Behaviour Management and Positive Handling Policy held separately.

Issued on behalf of the Governing Body by:-

A handwritten signature in black ink, appearing to read 'J. McQuinn'. The signature is written in a cursive style with a large initial 'J' and a long, sweeping underline.

Chair of Governors

Reviewed: December 2019

To be reviewed: December 2021