

HEALTH AND SAFETY POLICY

Including

Appendix A: Science Health and Safety Policy and Practice

Appendix B: Fire Safety Policy and Evacuation Plan

Appendix C: Reporting Accidents Policy and Procedure

Appendix D: Policy and Procedure for Dealing with Critical Incidents

Appendix E: First Aid Policy

Introduction

1. Chapelton Academy (henceforth 'The Academy') recognises and accepts that every one of its employees, students and visitors to the Academy is entitled to a safe and healthy environment.
2. It is the intention of the Governing Body of The Academy that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment.
3. All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The Academy's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.
4. This policy should be read in conjunction with the Academy's *E-Safety, Offsite and Residential visits*, and *Safeguarding and Child Protection* policies.

Responsibilities

Of the Governing Body

5. The Governing Body is ultimately accountable for matters of health and safety, although it will delegate responsibility for the ongoing development and implementation of its health and safety policies to the Head Teacher (to the fullest extent possible).
6. The Governing Body will:
 - a) make itself familiar with the requirements of the appropriate legislation and codes of practice;
 - b) create and monitor a management structure for Health and Safety;

- c) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Academy, and that it is implemented;
 - d) periodically assess the effectiveness of the policy and ensure that any necessary changes are made;
 - e) identify and evaluate risks relating to possible accidents and incidents connected with The Academy's sponsored activities, including work experience.
7. In particular, the Governing Body undertakes to provide as far as is reasonably practicable:
- a) a safe place for all users of the site to work, including safe means of entry and exit;
 - b) plant, equipment and systems of work that are safe;
 - c) safe arrangements for the handling, storage and transportation of articles and substances;
 - d) safe and healthy working conditions that take account of appropriate statutory requirements, codes of practice and guidance;
 - e) supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner;
 - f) safety and protective equipment and clothing (where required), with associated guidance, instruction and supervision.

Of the Head Teacher

8. The Head Teacher has *ultimate responsibility* for the development and implementation of safe working practices and conditions for all staff, students and visitors. The Head Teacher will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented. However, as noted in the next section, the Head Teacher will delegate operational, day-to-day responsibility for this implementation to the Health and Safety Manager.

Of the Health & Safety Manager (Finance and Business Manager)

9. The Head Teacher will designate a senior manager (usually the Finance and Business Manager, henceforth FBM) to be the Academy's Health and Safety (H&S) Manager. As noted above, the Head Teacher will delegate operational, day-to-day responsibility for the implementation of the Health and Safety Policy to the H&S Manager. The latter will also be the Trust's designated contact with the Health & Safety Executive. The FBM will be assisted in the operational management and day-to-day responsibility by the Premises Manager (henceforth PM).

Of Supervisory Staff

10. All supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.
11. In addition to the general duties that all members of staff have, they will be directly responsible to the H&S Manager for the implementation and operation of the Academy's Health and Safety Policy within their relevant departments and areas of responsibility.
12. Responsibility for aspects of Health and Safety are written into the job descriptions of the Academy's managers.
13. Supervisory staff will take a direct interest in the Academy's Health and Safety Policy and in ensuring that staff, students and others comply with its requirements.

Of all members of staff

14. All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk. In particular, members of staff will:
 - a) be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Body;
 - b) ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively;
 - c) see that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment;
 - d) use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied;
 - e) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
 - f) report any defects in the premises, plant, equipment and facilities that they observe to the H&S Manager;
 - g) take an active interest in promoting Health and Safety and suggest ways of reducing risks.

Health and Safety - Reporting to the Governing Body

15. A Health & Safety report will be presented at each governing body meeting, as part of the Headteacher report.
16. The Governing Body will appoint a Health & Safety representative.

17. The Governor with H & S responsibility will meet the FBM, at least termly, to undertake a Health & Safety walk around the school to ensure compliance.

Systems

17. Systems are in place to ensure that:

- a) Hazards are identified and recorded;
- b) Risk assessments are carried out and action taken to ensure safe working practices;
- c) Room risk assessments are performed annually;
- d) Fire risk assessments are carried out;
- e) First aid arrangements are carried out;
- f) Display screen equipment risk assessments are carried out;
- g) Staff and students are familiar with health and safety procedures;
- h) There are appropriate arrangements in place for staff and students with disabilities;
- i) There are appropriate arrangements for the safe use of equipment;
- j) There are appropriate arrangements for health and safety on educational visits;
- k) Waste management, energy conservation and recycling are carried out whenever possible in order to address environmental management and sustainability.
- l) Students are given appropriate safety education;
- m) There is an appropriate fire safety policy and procedure;
- n) There are appropriate arrangements for reporting accidents;
- o) There are appropriate arrangements for housekeeping;
- p) Safe practices are used in relation to the minibus;
- q) There are appropriate arrangements in place for visitors to the Academy; r) The site is secure;
- s) There is an appropriate critical incidents policy and procedure;
- t) Due regard is given to health and safety in connection with educational visits and trips;
- u) Healthy lifestyles, including health eating, are supported by the Academy.

It is the responsibility of the Head Teacher to ensure that these systems are continually in place. As per section 8 of this policy, the Head Teacher may delegate operational, day-to-day responsibility for the above to the H&S Manager.

Identification of hazards

18. The person(s) discovering a hazard should take whatever action they can to remove the hazard without putting themselves or others at risk. They should warn others of the hazard and should report the hazard to the H&S Manager, indicating the action taken, or to be taken if the hazard cannot be dealt with immediately.

19. These will be undertaken by the H&S Manager, or a competent person nominated by the H&S Manager.

Risk assessments

20. Risk assessments are undertaken:

- a) When on-going hazards are identified;
- b) When new or changed systems of work, materials, equipment or processes are introduced;
- c) Following the occurrence of any reportable accidents or incidents;
- d) On an annual basis

21. The Health and Safety Manager is responsible for ensuring that all risk assessments are fully documented and copies are put on the Virtual Learning Environment or Online Platform (henceforth "VLE"). All staff are to be made aware of these.

Room inspections

22. Room inspections will be carried out on a termly basis by the H&S Manager or by a teacher based in that room.

First Aid (for full policy see Appendix E)

23. The Governing Body will ensure that there are adequate and appropriate personnel, equipment and facilities for providing first aid in the workplace. Full details are provided in 'Appendix E: First Aid Policy'.

24. Although the responsibility for the first aid policy and its implementation is designated as per the description in sections 5 to 14 of the Academy's Health and Safety policy, for the purposes of clarity the Academy's 'Appointed Person' (as defined by the Health & Safety (First Aid) Regulations 1981) will be the Head Teacher.

Display Screen Equipment

25. A standard Display Screen Equipment Self-Assessment must be completed by all staff (to be arranged by the H&S Manager). Staff should take note of the advice and sit correctly at the work-station. External parties may be drawn upon to arrange an eye examination if necessary. The H&S Manager should be contacted if further assistance is required.

Awareness of Health and Safety Policies and Procedures

26. Staff training needs will be met via induction, in-house events and external programmes as appropriate. Training records will be kept with individual staff files. Evacuation Procedures and First Aid arrangements will be explained during the staff induction programme.
27. All staff, students and others affected by the Academy's activities will be made aware of their responsibilities under Sections 7 and 8 of the Health and Safety at Work Act etc (1974) and all other such requirements, through:
- Induction Training
 - In-course/in-house activities
 - Notices, posters and other public display methods
 - Designated meetings
28. Information given and publicised to staff, students and others affected by the Academy's activities will include:
- Evacuation Procedures** (Fire, Bomb Threats, Power Failures, etc.)
 - Accident & Incident Reporting** (Accident and Incident Forms, Accident Books, etc.)
 - Safe Working Practices** (Risk Assessments, Codes of Practice, etc.)
 - Hazards** (Information on reducing/reporting)
 - Prevention of Accidents** (via training programmes)
 - First Aid Cover** (information will include the name and location of trained First Aiders)
 - Inspection/Monitoring Procedures, such as the H&S Manager's responsibility to check new equipment**
 - Health and Safety Regulations**
This information, along with all other information relating to Health and Safety, will be available on the Academy's website.
29. Responsibility for raising awareness of and publicising Health and Safety matters lies within the parameters described in sections 5-14 of this policy. Notwithstanding this, it is noted that all managers/staff and anyone who is at any time in charge of others have a duty to partake in this activity.
30. All staff, students, visitors, contractors, or others using or affected by the Academy's activities are legally required to comply with all Health and Safety Policies, Statements, Regulations and Procedures and have a duty of care to themselves and others.
31. This requirement is included in the following:
- Staff - Conditions of Employment; Staff Handbook
 - Students - Enrolment Procedures; Student Handbook
 - Contractors - Contract Conditions/permit to Work Arrangements
 - Visitors and others using the Academy's resources – visitor leaflet given at reception

Students and staff with disabilities

32. At least two named members of staff (to be arranged by the H&S Manager) will be aware of the attendance times of any students and staff with visual impairments, in case of fire. All staff will be made aware of the emergency evacuation procedures for wheelchair bound staff and students.
33. A PEEP (Personal Emergency Evacuation Plan) must be completed for all staff/students requiring assistance in an emergency evacuation.

Safe use of equipment

34. The Academy will make provision for the safe use of equipment by staff, students and others affected by ensuring:
 - a. Initial assessment;
 - b. Regular testing;
 - c. Regular servicing/maintenance;
 - d. Replacement programmes.

When new equipment is purchased, it is the responsibility of the H&S Manager to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.

35. The responsibility for organising and carrying out the above rests with the H&S Manager.
36. Staff and students will be provided with and use protective glasses/eye shields when necessary in all workshops and laboratories. Visitors will be provided with protective clothing if appropriate. Further information can be found in Appendix A (Science Health and Safety Policy).
37. Fume cupboards and electrical appliances will be checked annually by approved inspectors or an appropriately trained member of staff.
38. Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to the Control of Substances Hazardous to Health Regulations (2002) (COSHH) and the Ionising Radiations Regulations; copies of all relevant regulations must be kept in the Science Department. Further information can be found in Appendix A (Science Health and Safety Policy).

Health and Safety on Educational Visits

39. Please refer to the Academy's Offsite and Residential Policy.

Sustainability

40. Every attempt will be made to recycle waste and to conserve energy.

Safety Education

41. The DfE has published guidance for schools on Safety Education. This guidance shows how the curriculum for Personal, Social and Health Education (PSHE) can address the issue of accidental injury and death in children and young people. At the Academy, PSHE and appropriate safety education will be incorporated into tutorial time, which will address issues such as alcohol, drugs, driving, and sex and relationships education.

Fire Safety (see Appendix B for full policy)

42. Although the responsibility for fire safety is designated as per the description in sections 5 to 14 of this document, for the purposes of clarity the Academy's 'Responsible Person' (as defined by the Regulatory Reform (Fire Safety) Order 2005) will be the Head Teacher.

43. The Academy will appoint a sufficient number of 'Competent Persons' (as defined by the Regulatory Reform (Fire Safety) Order 2005), with sufficient training, experience, and knowledge to assist in taking preventative and protective measures (including fire fighting and evacuation). Competent Persons will include the H&S Manager, the Deputy Head Teacher (or Director of Education in Year 1), and the Premises manager.

44. Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. This will include information on Fire Drills and the use of Fire Extinguishers.

45. Fire Safety Information (including details on the evacuation procedure) will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested every other term. The evacuation and safety of visitors and contractors will be the responsibility of the person whom they are visiting or reporting to.

46. All fire-fighting equipment will be checked annually by a Competent Person (usually an approved contractor) and records maintained. The fire alarm will be tested weekly by a Competent Person (usually the Premises Manager), from different points when the site is not in use and with records maintained. All emergency lighting will be tested monthly by a Competent Person (usually the Premises Manager), with records maintained. Any maintenance to the emergency lighting, fire extinguishers, or fire alarms will be carried out by a Competent Person (usually an approved contractor).

47. A fire risk assessment will be undertaken, formally recorded, and reviewed regularly (and not less than annually, at the beginning of each academic year). This will include (but is not limited to) risk assessments of all rooms within the building. This risk assessment will also be updated when significant accommodation changes are made.
48. The Responsible Person and all Competent Persons will receive sufficient training appropriate to their role. In addition, all other staff will receive fire training (to include evacuation procedures and fire risk prevention, and to be refreshed annually).

Reporting Accidents

49. All accidents to staff, students and visitors must be reported, in writing, using the Academy's accident book (which is available at reception). Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The H&S Manager will ensure that the Health and Safety Executive is informed of reportable incidents. See Appendix C for further details.

Housekeeping

50. The H&S Manager will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.
51. Although day-to-day responsibilities for waste collection lie with the Premises Manager and cleaners, the H&S Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass, etc.), clinical waste and normal refuse.

Minibuses

52. Users of minibuses must be aware of and observe the following requirements. Notwithstanding the allocation of responsibility described in sections 5 to 14 of this policy, these requirements will be administered (where possible) by the H&S Manager:
 - a. Depending on the number of seats in the minibus, relevant training must be undertaken and a specific driving license obtained – in any case the driver must have a current licence and not have been involved in any at-fault accident for the past five years, or be aged 25 years or under.
 - b. drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence;
 - c. where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation;
 - d. only one person per seat is to be carried;
 - e. seat belts are to be worn by all passengers and the driver at all times;

- f. the driver at the time when an offence was committed is responsible for the payment of fines incurred;
- g. a log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects, and signing. This should be returned, along with the vehicle keys and permit, to the FBM.

Visitors to the Academy Site

- 53. All visitors to The Academy will sign in at the reception and be issued with a visitor identification badge. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the Academy.
- 54. No contractor may undertake work on the Academy site without permission from the Principal / FBM other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.
- 55. Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the Academy.
- 56. Hirers of the Academy's premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.
- 57. Whilst on site, all visitors and contractors must wear an Academy visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. All staff, including temporary teaching staff, must wear an identity badge.
- 58. If a member of staff meets someone on site whom they do not recognise and who is not wearing a visitor's badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the Academy's Reception or off the site, as appropriate.
- 59. If an intruder is uncooperative in going to the Reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the Police should be sought by telephone. A runner to the reception for a '999' call may be the quickest means of summoning Police assistance.

Security

- 60. All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.
- 61. Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the

possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

Critical Incidents

62. See Appendix D, "Procedure for dealing with critical incidents"

Educational trips and visits

63. See 'Offsite and Residential Policy'

Healthy Eating

64. It is the policy of the Academy to encourage students to adopt eating habits that are conducive to a healthy lifestyle. Any catering provided on site will comply with this policy.

ALL APPENDICES ARE REVIEWED WITH THIS POLICY (A-E)

Appendix A: Science Health and Safety

Policy

1. This document operates within the overarching guidelines set by Chapelton Academy's Health and Safety Policy. A copy is kept on the College's VLE and a paper copy is kept in each of the laboratories.
2. It is the responsibility of all staff to ensure safe working practices are adopted. This includes:
 - a. Designing practical work in such a way as to avoid or minimise hazards;
 - b. Seeking the safest practicable way of achieving desirable educational objectives;
 - c. Emphasising the individual's responsibility to implement safety policies, procedures and precautions;
 - d. Being aware of the uses of various types of safety equipment.
3. Staff hold responsibilities not only towards each other and towards students, but also towards others who may be affected by their acts or omissions. This could include cleaners, caretakers, outside contractors and other visitors. It also includes non-science staff teaching in science laboratories because they are providing support

in a science lesson, covering for an absent scientist, or because there is no other room available.

Responsibilities

4. The overall allocation of responsibilities for health and safety are defined in sections 5-14 of the Academy's Health and Safety policy. Within those parameters, a chain of communication to ensure implementation of the science health and safety policy exists as follows:
5. The H&S Manager has delegated operational, day-to-day responsibility (as defined in section 8 of the Academy's Health and Safety policy) for ensuring, so far as is reasonably practicable, that the working practices in the Academy do not give rise to risk to the health and safety of employees and students.
6. Parts of the H&S Manager's role are further delegated for the purposes of the science health and safety policy. The Faculty Head, when appointed, and science teachers have the same responsibility for the working practices in the laboratories or rooms where their subject or course is taught.
7. The H&S Manager and/or Faculty Head will co-ordinate the arrangements for risk assessments under the COSHH regulations;
8. Subject teachers are responsible for ensuring a risk assessment for work within their subject area is carried out
9. Individual teachers must carry out a risk assessment for any practical work they are involved with;
10. Technicians and/or teachers must check the storage and labelling of chemicals;
11. The Radiation Protection Supervisor (normally the Physics teacher or the Head of Faculty) is responsible for the safety of any radio-active sources within the physics laboratory;
12. Electricians appointed by the Academy must check portable electrical equipment using an approved electrical appliance tester;
13. Technicians and/or teachers must check sinks, bench surfaces, basic laboratory equipment and safety equipment (e.g. safety screens and fume cupboards);

14. Technicians and/or teachers must inform the Faculty Head or H&S Manager if faults are found in safety equipment;
15. Appropriate staff will receive training in the use of safety equipment;
16. The Faculty Head / H&S Manager are responsible for the induction of new teachers (full time and part time) and technical staff in respect of Science Health and Safety;
17. The Faculty Head / H&S Manager will monitor effectiveness of the Science Health and Safety policy and the teaching of safety attitudes to students.
18. Besides the particular responsibilities of certain individuals all teachers and technicians have certain general responsibilities. They:-
 - a. have responsibility for each other's safety and should warn each other about hazardous situations;
 - b. are required to co-operate with the health and safety policies of Chapelton Academy;
 - c. must set a good example, e.g. by wearing eye protection when needed;
 - d. must check that a proposed activity is in accordance with the general risk assessments;
 - e. must ensure that laboratories and preparation rooms are locked when not occupied (unless this would block a fire exit).
19. In addition, teachers should:-
 - a. Take all relevant safety precautions when preparing lessons;
 - b. Check that technicians know how to carry out hazardous operations which they have asked them to do (e.g. diluting concentrated sulphuric acid);
 - c. Issue students with subject-specific safety rules at the start of their course and explain what they mean and why they are needed;
 - d. Remind students about the safety rules from time to time;
 - e. Never leave students unsupervised in a laboratory.

Procedures

20. The following procedures are to be used in the day to day running of the Science Department.

Leaving the laboratory at the end of a lesson

- a. Apparatus should normally be rinsed and returned by the student.
- b. Laboratory coats to be returned by students and hung up.
- c. Technician / teacher to check that the above has been carried out.
- d. Technician / teacher to check that the room is ready for the next group.
- e. Laboratory door to be locked if materials are left unattended.

Leaving the laboratory at night:

- f. Teacher / technician to close windows, switch off lights and lock laboratory door.

Fire evacuation

- g. Follow the procedure stated in the notice entitled *Fire and Evacuation Instructions* posted in every laboratory.

Accident procedures:

- h. Accidents or potentially dangerous situations involving staff, students or visitors must be reported in the accident book in the administration office in accordance with the provisions in section 50 of the Academy's Health and Safety policy. An accident report form must be filled in by, or on behalf of, the person involved in the incident, and the H&S Manager must be informed. The H&S Manager is responsible for completing any further forms and for advising any appropriate external authorities.
- i. Accident forms can be obtained from the administration office.
 - ii. The form should be filled in accordance with the instructions *ensuring it is signed and dated.*

Spillages

- i. Spill kits are available for spills of mercury, blood, chemicals, etc. in the laboratories and preparation rooms. Staff should be aware of the appropriate procedures if any materials are spilt, but if in doubt they must refer to the appropriate safety resource in the preparation room.

Training students in safety awareness:

21. A copy of Student Laboratory Rules is included in the student handbook. It is the responsibility of every Science subject teacher to ensure that every student has read through the rules, understands them and has signed the attached form to that effect, before the student undertakes any practical work.
22. *Staff need to teach students actively about the rules and the reasons for them. Constant reinforcement and reminders about the rules are essential.*
23. Conduct of practical work: The conduct of practical work is seen as falling into one or more of the following categories. Each category presents the need for risk assessment and consequent precautions to minimise risk so that practical work can be undertaken safely.
 - a. Practical demonstration by the teacher; [Paragraph 24]
 - b. Practical tasks designed by the teacher but undertaken by students; [Paragraph 25]
 - c. Practical work designed and undertaken by students. [Paragraph 26]

24. Practical demonstration by teacher

- a. A summary should be prepared in diagrammatic and / or note form of the demonstration planned. A risk assessment should be prepared on the agreed pro-forma itemising hazards associated with chemicals (COSHH), equipment and processes in terms of their possible effect on the student audience, the technician preparing items for demonstration, and the person carrying out the demonstration. These safety factors should be emphasised verbally at appropriate stages of the demonstration.
- b. After completion, the demonstration and risk assessment should be reviewed and then kept on file.

25. Practical tasks designed by the teacher but undertaken by students

- a. Well established practical tasks should have an accompanying instruction sheet. Each instruction sheet should include relevant methods for minimising potential hazards. These safety factors must also be emphasised verbally at the start of the practical session.

- b. The risk assessment from which the safety precautions were derived should be kept on file in the preparation room.
- c. It is recognised that insistence on a practical instruction sheet for *every* practical task could stifle innovation.
- d. Where simple instructions and safety points on a whiteboard are adequate a copy should be kept on file with the relevant risk assessment.
- e. New practical work must be assessed for possible risks by the teacher concerned and then the work trialled by the teacher to further check its safety *before* students undertake the work themselves.

26. Practical work designed and undertaken by students:

- a. The student(s) should prepare a plan and risk assessment that must then be checked and countersigned by the teacher in charge. The student(s) can then proceed under supervision. A photocopy of the plan, risk assessment and evaluation should be kept on file in the preparation room.

27. Carrying out COSHH risk assessments: Staff should check that any proposed activity is in accordance with the general risk assessments listed in the publications kept in the preparation room. Hazards associated with particular chemicals are listed in most catalogues e.g. Timstar, Oakes Eddon etc. and the CLEAPSS Hazcards also give general risk assessments. These general risk assessments can be used as a basis for specific assessments associated with a particular experiment or method of use, and can be recorded on the practical sheet.

28. New practical work: Any new practical work must be assessed for any possible risks by the teacher concerned and the work must then be carried out by the teacher to check that it is safe. The practical sheet can then be prepared. The work can then be carried out by the students.

29. Ordering requirements for practicals: Staff should give ten working days' notice. A requisition book for practical requirements is available in the Administration Office. Procurement must adhere to the provisions in the Chapelton Academy Financial Handbook.

30. Using radio-active sources and lasers: Only certified personnel should use these sources. Local Rules must be followed and sources must be logged out and in each time they are used.

31. **Microbiology practical work:** The written procedure available from the CLEAPSS website is to be followed.
32. **Electrical testing procedure:** Technicians / teachers must carry out visual checks before any piece of electrical equipment is used. All electrical equipment is to be tested on an annual basis by electricians contracted by the Academy.
33. **Disposal of waste.**
- Special containers are located in the laboratories for the disposal of broken glass.
 - Plant tissue waste must be wrapped in newspaper and placed in the bin.
 - Animal tissue must be placed in a polythene bag and given to the technician or caretaker for disposal in the food waste bin. (Only animal tissue which is fit for human consumption. i.e. purchased from a butcher's shop, may be used.)
 - Microbiological waste must be disposed of according to the written procedure available from CLAPSS.
 - Chemical waste must be disposed of in accordance with the procedure described in the safety resource publications.
34. **Donations from industry:** No donations of equipment or materials must be accepted from industry or any other source without first obtaining the permission of the H&S Manager. The provisions for receiving gifts in the Chapelton Academy Financial Handbook must also be adhered to.
35. **Induction of new staff / student teachers:** Every new member of staff, technician or teacher will be given a copy of this health and safety policy by the Faculty Head / H&S Manager. They will sign a declaration to the effect that they have received the policy. The Faculty Head / H&S Manager will monitor regularly to ensure that the policy is implemented.
36. **Use of laboratories for teaching by non-science staff:** Laboratories will only be timetabled for such purposes if no other accommodation is available. If it does occur the teacher involved will be responsible for the security of the laboratory and the equipment within it as well as for the safety of the students.
37. **Access to preparation rooms:** Students are not allowed into preparation rooms unless accompanied and supervised by a teacher. Part time members of staff should be allowed access to the preparation rooms if required.

38. **Health and safety meetings:** Health and Safety issues will be included in every Chapelton Academy staff meeting. The Health and Safety Committee will meet at least termly to review issues.
39. **Safety inspections:** Every room, laboratory and preparation room will be inspected according to the latest Health and Safety at Work legislation.
40. **First Aid:** All science staff should have EFAW First Aid training. Specific advice for accidents involving chemicals can be found on the relevant hazard. These should be consulted before using the chemical.
41. **Medical Records:** Medical record forms are kept by Tutors and in the Administration Office. Science students are asked to indicate any special medical requirements at the start of their course so that practical work can be planned appropriately.
42. **Safety in Science Labs:** The following notice will be issued to students, who will be required to sign the form. A copy of the form will be kept on file:

There are many potential hazards in labs but there need be no danger if you follow the specified guidelines set out below.

On Entry

- You should not be in a lab without staff supervision
- No eating/drinking in labs
- Wear lab coats and eye protection
- Check for spillages so that you don't slip on the floor
- Check for spillages on desks - they may be corrosive
- Store belongings in a safe position so that they do not pose a risk

When Working

- Listen to the instructions very carefully ☐ If in doubt always ask!
- Read the RISK ASSESSMENT / HAZARD advice on display
- Check equipment before you use it
- Check for all necessary antidotes / counter measures
- Follow instructions to the letter
- Do not modify procedures without permission from staff
- Only use materials provided
- Do not use unauthorised materials without permission from staff

- Report all accidents, spillages or breakages to staff immediately Always think SAFETY

When Leaving

- Dispose of waste only as instructed
- Clear away apparatus as instructed
- Replace lab coats and eye protection correctly
- Wash and dry your hands

Signed..... Dated.....

Risk assessment sheet

Teaching Group Date

Experiment / Assignment.....

Chemicals / Materials issued	Risk / Hazard	Precautions / Method of Use

Processes Used

Disposal / Clearing up

Comments / Review

43. Management of safety in science summary checklist

To be completed annually by Head of Faculty, and signed off by the H&S Manager.

1	Safety Policy Document 1.1 Does your employer expect the science department to have a safety policy document?	Yes	No
	1.2 Does the science department in fact have a safety policy document?	Yes	No
	1.3 If no, what is the target date for producing one?		
	1.4 If yes, when was it last up-dated?		
	1.5 Have copies of the policy or other written guidance been issued to all staff?	Yes	No

2	Safety Check Logbook or File Does the department have a file or log book, showing when various checks/tests were carried out, by whom, and with what outcome?	Yes	No
3	Functions of Named Persons Whether in a policy document, staff handbook or otherwise are there named persons with the following functions (depending on the organisation, some of these may be mutually exclusive).	Yes	No
	3.1 Maintenance of an up to date collection of safety documentations?	Yes	No
	3.2 Radioactive sources/ionizing radiation (the Radiation Protection Supervisor)?	Yes	No
	3.3 Inducting new staff, including newly qualified teachers and technicians, into the safety policy and procedures of the department?	Yes	No
	3.4 Safety aspects of/risk assessment for biology courses?	Yes	No
	3.5 Safety aspects of/risk assessment for chemistry courses?	Yes	No
	3.6 Safety aspects of/risk assessment for physics courses?	Yes	No
	3.7 Are there sufficient 'yesses' in the above list to cover all courses?	Yes	No
	3.8 First Aid (not necessarily a member of the science department)?	Yes	No
4	Risk Assessments (for the COSHH Regulations and Management Regulations) 4.1 Whether in a policy document, staff handbook or otherwise, is there a statement about how risk assessment requirements are being met?	Yes	No

	4.2 Does the risk assessment procedure cover those required by the COSHH Regulations (i.e. hazards to health), the Management of Health and Safety at Work Regulations (i.e, hazards leading to harm) and any other Regulations?	Yes	No
	4.3 Is there a mechanism for alerting staff to the presence of hazardous chemicals (eg by instructing technicians to issue the relevant CLEAPSS Hazcards whenever a hazardous chemical is used?	Yes	No
	4.4 Are schemes of work, lesson plans, teachers' guides, technicians' guides, or similar departmental documentation annotated by the department to identify hazards and list the required precautions?	Yes	No
	4.5 Is there a clear procedure to obtain Special Risk Assessments for situations not covered by the General Risk Assessments?	Yes	No
5	Safety Guidance, Training and Communication – Whether in a policy document, staff handbook or otherwise, is there:		
	5.2 Guidance for staff (teaching and non-teaching) on supervision of students in laboratories?	Yes	No
	5.3 Guidance on access to and the locking of laboratories?	Yes	No
	5.4 Guidance/rules for staff (teaching and non-teaching) on what is expected of them in terms of health and safety generally?	Yes	No
	5.5 A set of clear procedures for the induction and training of new staff, newly qualified staff, students, supply or cover teachers?	Yes	No
	5.6 A set of clear procedures for discussing safety and up-dating all staff on new safety information?	Yes	No
	5.7 An up to date reference collection of safety documentation in a location known to all staff?	Yes	No
6	Fume Cupboard Testing		
	6.1 Whether in a policy document, testing record file or otherwise, is there a statement about fume cupboard testing?	Yes	No
	6.2 Is the testing of fume cupboards a task delegated to the science department?	Yes	No

	6.3 Were fume cupboards last tested within the past 14 months (COSHH Regulations)?	Yes	No
	6.4 What action was taken about any failures?		
7	Pressure Systems 7.1 Whether in a policy document, testing record file or otherwise, is there a statement about autoclave, steam engine, and other pressure vessel checking? (<i>Pressure Systems and Transportable Gas Containers Regulations</i>)	Yes	No

	7.2 Is the checking of autoclaves, steam engines and other pressure vessels a task which has been delegated to the science department?	Yes	No
	7.3 Were autoclaves, steam engines, and other pressure vessels last checked within the past 12 months?	Yes	No
	7.4 What action was taken about any failures?		
	7.5 Are gas cylinder regulator valves regularly checked? (<i>Pressure Systems and Transportable Gas Containers Regulations</i>)	Yes	No
8	Radioactive Substances and Ionizing Radiation 8.1 Whether in a policy document, testing record file or otherwise is there a set of Local Rules for the Use of Ionizing Radiation (radioactive sources)?	Yes	No
	8.2 Is there a log book which shows radioactive sources signed in and out?	Yes	No
	8.3 Does the log book appear to be up to date, and in use?	Yes	No
	8.4 Is there a statement about testing radium sources for leakage?	Yes	No
	8.5 Were radium sources last tested within the past 12 months?	Yes	No

9	Portable Electrical Appliance Testing 9.1 Whether in a policy document, testing record file or otherwise, is there a statement about testing portable electrical appliances?	Yes	No
	9.2 Is the testing of portable electrical appliances a task delegated to the science department?	Yes	No
	9.3 Were portable electrical appliances last tested within the past 12 months?	Yes	No
10	Fire Extinguishers 10.1 Whether in a policy document, testing record file, or otherwise, is there a statement about checking fire extinguishers?	Yes	No
	10.2 Is the checking of fire extinguishers a task delegated to the science department?	Yes	No
	10.3 Were fire extinguishers last checked within the past 12 months?	Yes	No
11	Chemicals 11.1 Whether in a policy documents, or otherwise, is there a statement about the date-stamping of containers of chemicals on arrival?	Yes	No
	11.2 Does it take place?	Yes	No
	11.3 Whether in a policy document, or otherwise, is there a statement about checking the condition of certain chemicals regularly?	Yes	No
	11.4 Is there a log book or similar to record when this was done?	Yes	No
	11.5 Was this within the last 12 months?	Yes	No
	11.6 Whether in a policy document or otherwise, is there a statement indicating the location of a chemical spillages kit?	Yes	No
12	Personal Protective Equipment and Other Safety Equipment 12.1 Are there sets of eye protectors in each laboratory, sufficient for all students in any class likely to be taught there, and teachers	Yes	No

	12.2 Is the eye protection in satisfactory condition?	Yes	No
	12.3 Is there evidence that eye protection is worn whenever the risk assessment requires it?	Yes	No
	12.4 Are other items of suitable protective equipment (eg gloves, safety screens) available for use when required by the risk assessment?	Yes	No
13	Conditions of Laboratories, Store Rooms and Preparation Rooms 13.1 Whether in a policy document, or otherwise, is there a statement about regularly checking the condition of the laboratories, preparation rooms, and stores?	Yes	No
	13.2 Is there a checklist or similar guidance?	Yes	No
	13.3 Does such checking take place (eg, is there a record in a log book, or similar)?	Yes	No
	13.4 What action was taken about any shortcomings?		
	13.5 Are appropriate safety signs and warnings displayed? (eg gas and electricity cut-offs, immediate remedial measures, eye protection etc)	Yes	No
14	Employer's Local Rules or Codes of Practice 14.1 Are any Local Rules/Codes of Practice of the employer known and adhered to (eg lists of hazardous chemicals)?	Yes	No
15	External Health and Safety Audit 15.1 Has the science department ever been subjected to a Health and Safety Audit by someone external to the Academy management (eg the science adviser, or the head of science in a neighbouring college)?	Yes	No
	15.2 If so, when was this done?		

	15.3 What progress has been made in implementing any improvements suggested by the audit (approximate % complete)?		
	15.4 What is the target date for implementing the most urgent of the outstanding improvements?		
16	Action 16.1 Date of discussion with FBHM of any deficiencies.		
	16.2 Agreed outcome(s) of such discussions.		

Completed by [Head of Science Faculty].....

Date.....

Signed off by [Health and Safety Manager]

Date.....

Appendix B: Fire Safety Policy and Evacuation Plan

Introduction

1. The Academy will take all reasonable steps to ensure that (i) the risk of fire is minimised, (ii) its premises have appropriate measures to fight, detect and give warning of fire, and (iii) the safe evacuation of persons, via emergency routes and exits (where necessary).
2. The Academy's Health and Safety policy complies with the duty in paragraph 13 of the Education (Independent School Standards) (England) Regulations 2010, i.e. the duty to provide evidence that it meets the requirements of the Regulatory Reform (Fire Safety) Order 2005. This appendix (Appendix B) provides full details on the Academy's approach to meeting those requirements.

Responsibilities for the management of fire safety

3. Although the responsibility for fire safety is designated as per the description in sections 5 to 14 of the Academy's Health and Safety policy, for the purposes of clarity the Academy's 'Responsible Person' (as defined by the Regulatory Reform (Fire Safety) Order 2005) will be the Head Teacher.
4. The Academy will appoint a sufficient number of 'Competent Persons', also known as "Fire Marshalls" (as defined by the Regulatory Reform (Fire Safety) Order 2005), with sufficient training, experience, and knowledge to assist in taking preventative and protective measures (including fire-fighting and evacuation). Competent Persons will include the Finance & Business Manager, the Deputy Head Teacher, the Student Services Manager and the Premises Manager.
5. Notwithstanding the above, all staff are responsible for ensuring that all means of escape are correctly maintained, kept free from obstruction and are available for safe and effective use at all times.

The Responsible Person's responsibilities - (also known as the Headteacher)

6. The Responsible Person (Headteacher) is responsible for ensuring that:
 - a. there are adequate means of escape in case of fire from all areas of the Academy;
 - b. all means of escape are correctly maintained, kept free from obstruction and available for safe and effective use at all times;
 - c. fire doors are kept shut and free from any obstruction which may force the door to remain open;

- d. adequate emergency lighting (in case of fire) is inspected and maintained in efficient working order (with maintenance conducted by a Competent Person or appropriately qualified contractor);
- e. adequate means for fighting fire (e.g. extinguishers) are present, regularly checked and maintained in working order (with maintenance conducted by a Competent Person or appropriately qualified contractor);
- f. fire alarms are regularly tested, inspected, and maintained by a Competent Person or appropriately qualified contractor;
- g. appropriate instruction on fire evacuation is given to all employees, students and visitors and appropriate arrangements are in place to ensure that people who are not in school every day of the week do experience a fire evacuation practice during the course of a year;
- h. there is clear display of fire evacuation notices;
- i. they have appointed Competent Persons (with sufficient training, experience, and knowledge) to assist in taking preventative and proactive measures (including fire-fighting and evacuation)
- j. they have adequate training (repeated periodically where appropriate) to perform the role of 'Responsible Person'
- k. adequate and appropriate fire training (repeated periodically where appropriate) is given to all Competent Persons (Fire Marshalls) to enable them to perform their role
- l. adequate and appropriate fire training (repeated periodically where appropriate) is given to all other staff where deemed necessary
- m. there is adequate 'Competent Person' cover on a day-to-day basis when the premises are occupied;
- n. in collaboration with the 'Competent Persons', fire evacuations are conducted every other term, or more frequently if there are concerns for safety;
- o. all staff carry out a walk-through fire evacuation practice with all new students at the start of the Autumn Term to ensure familiarisation with the Fire Evacuation Plan;
- p. appropriate signage relating to fire regulations is displayed and clear for all to see;
- q. they sign off a suitable and sufficient fire risk assessment, which should be completed by a Competent Person (appointed by the Responsible Person), on a regular basis, and that any risks identified are addressed with appropriate control measures in accordance with Part II of the Regulatory Reform (Fire Safety) Order 2005;
- r. that where the school is subject to a visit from the local fire authority, any resulting report is filed with the Fire Risk Assessment, and any subsequent actions required are carried out;
- s. There is always the appropriate number of qualified First Aiders on site at the Academy;

- t. staff and any other personnel working / volunteering on the school site have been provided with fire safety information, and are aware of their duty to ‘take reasonable care’
- u. the fire risk policy includes the elimination or reduction of risks from dangerous substances (this provision is achieved through section 39 of the Academy’s Health and Safety Policy, as well as Appendix A to that policy, which deals with Science Health and Safety, including procedures for reducing the risk associated with substances which are hazardous to health)
- v. records of the following are maintained in order to prove that the duties under The Regulatory Reform (Fire Safety) Order 2005 are properly discharged:
 - a. the fire risk assessment of the Academy building and its review;
 - b. this Fire Safety Policy;
 - c. these Fire Evacuation Plans and related arrangements;
 - d. training records;
 - e. fire evacuation practices;
 - f. action points arising from evacuations, and their following up; eg records for the installation and maintenance of fire-fighting systems and equipment.

H&S Manager’s responsibilities – (also known as FBM)

- 7. Notwithstanding the Responsible Person’s ultimate responsibilities as described in section 6 above, the Head Teacher may wish to delegate operational, day-to-day implementation of this Fire Safety Policy and Evacuation Plan to the H&S Manager also known as the FBM, (as per section 8 of the Academy’s Health and Safety Policy).
- 8. Following the delegation discussed in section 7 of this policy, the H&S Manager will:
 - a. arrange and oversee the external fire audit;
 - b. oversee the fulfilment of recommended action points;
 - c. undertake a termly review of fire risks;
 - d. monitor the work of the Competent Persons (Fire Marshalls and the Premises Manager);
 - e. annually review and update the Fire Safety Policy and Evacuation Plan;
 - f. annually review the display of fire evacuation notices;
 - g. ensure that any action points from evacuations are followed up;
 - h. assess training needs and organise training for relevant staff from an approved course provider;
 - i. organise refresher training when required;

- j. ensure that all new employees and any temporary employees / contractors / volunteers are given appropriate fire awareness information at the induction stage; and will ensure that the Premises Manager:
- k. conducts and records **weekly** fire alarm tests;
- l. tests and records the emergency lighting once **every month** to ensure that the evacuation routes are illuminated;
- m. monitors fire exits and emergency routes to ensure that they are always free from obstruction;
- n. is aware of special events, and has planned for them accordingly;
- o. arranges for the fire alarms to be serviced by competent contractors;
- p. arranges for portable fire-fighting extinguishers* to be in place in accordance with Government guidelines and to be tested annually by competent contractors;
- q. briefs any contractors on fire evacuation plans;
- r. contracts with an external contractor to supply the necessary portable fire-fighting appliances;
- s. confirms that all work premises have adequate means for fighting fires.

* Note: BS EN 3 Portable Fire Extinguishers recommends that all extinguisher bodies should be coloured red, with an additional colour-coding panel to be affixed to the extinguisher to indicate the content. The standard colours are:

Water = Red; Foam = Cream; Carbon dioxide (CO₂) = Black; Gas = Green.

Fire Evacuation Plan

Signals of the fire alarm

- 9. The sound of the alarm is a continuously ringing bell. Fire doors in the open position will close automatically, and any mag-lock doors will release to the unlocked position.

Raising the alarm

- 10. In the event of a fire beginning, activate the nearest call point (if the fire is detected by automatic detectors, this will trigger the fire alarm).
- 11. In the event of fire alarm bell failure, Competent Persons will spread the alarm and lead the evacuation of their designated areas.

Location of fire alarm panel

- 12. Ground floor main entrance front lobby (Reception)

Assembly Point

13. The assembly point is at the front of the building, in the car park nearest to the cycle shelter.
 - a. Teachers assemble with their tutor group at the muster points (sign posted).
 - b. Teachers without classes support teaching colleagues in muster points 2 and 3.
 - c. Support staff and visitors assemble at the muster point adjacent to the bin store.

Roles with specific responsibilities

14. In the event of the fire alarm being sounded / raised, the following roles have specific responsibilities:
 - a. The Responsible Person with assistance from the Premises Manager ascertains the severity of the fire and decides whether to call the fire services (dialling 999).
 - b. The Responsible Person, wearing a high visibility vest, is then stationed at the main entrance until the arrival of the fire service.
 - c. The receptionist brings out the "Fire Box". The Responsible Person will have a site plan to hand to the fire service on their arrival which includes the location of gas cut off valves and water inlet areas. The Responsible person will also have a list of all chemicals held on site and their location in school.
 - d. The Deputy Head manages the assembly point with teaching staff.
 - e. Other Competent Persons supervise the evacuation of their designated areas.
 - f. They wear high-visibility vests.
 - g. They support staff to ensure a calm and orderly evacuation.
 - h. They ensure that all rooms (including unlocked store rooms, lavatories (for both genders) etc.) are empty, and that all doors are closed;
 - i. Each Fire Marshall (competent person) reports to the H & S Manager that their area is clear, and the H & S Manager reports to the Responsible Person. Fire Marshall's can then join the muster points to assist.
 - j. The receptionist hands out registers for tutors to check students are present. The receptionist also takes the school visitor book outside and ensures that all visitors have left the building and are present at the Assembly point, then reports this back to the Responsible officer.
 - k. Personal Emergency Evacuation Plans (PEEPs) are in place for staff, students and visitors with pre-existing and foreseen additional needs (e.g. around mobility). General Emergency Evacuation Plans (GEEPs) are in place for visitors with unforeseen additional needs. These are implemented as appropriate, and notified to visitors in the leaflet given on signing in to the school.
 - l. The Premises Manager will be notified by the receptionist of any visitor who may need assistance in case of fire. The H & S Manager will complete the PEEP for staff and

students in school and make appropriate arrangements for their evacuation with staff on site on issue of the PEEP.

- m. The Premises Manager confirms to the Responsible Person that all staff and visitors with PEEPs / GEEPs have left the building and are accounted for.
- n. When no one is in the building, the Academy is vulnerable from a security threat. The H & S Manager goes to her designated point and maintains visual supervision from a safe distance. This designated point should afford visual contact with the main student entrance so that she can ensure no students re-enter the building.
- o. The Responsible Person meets the fire services personnel, confirms that the Academy building is clear, and liaises with them during the period of the evacuation / incident.
- p. The Premises Manager records the time and location of activation, the length of time of the activation, and the time taken to evacuate the building.

Action to be taken by all staff on the fire alarm being sounded

- 15. Everyone evacuates the Academy building via the nearest accessible fire escape and assembles at the designated muster point.
- 16. No bags etc. are taken to the muster point.
- 17. Staff leave the building with their students whilst the Fire Marshalls verify the complete evacuation of their designated areas to the H & S Manager. After reporting their areas are clear, Fire Marshalls join staff at the muster points to help supervise students.
- 18. The evacuation is conducted in silence. All staff are required to remind students about this, and reinforce this at all times during the evacuation, mustering, and subsequent waiting.
- 19. If the fire alarm is sounded during a lesson, all tutors register their students at the assembly point and confirm to the Deputy Head that all those students are present. Thereafter, staff maintain discipline and silence. When permission is given to re-enter the Academy building, staff ensure that students do so calmly and safely and in an orderly manner.
- 20. Any visitors who are in class should accompany the teacher and students as they evacuate, but must meet at the muster point to ensure they are accounted for from the visitor's book.
- 21. Nobody is permitted to re-enter the building until confirmed safe to do so by fire service personnel or instructed by the Responsible Person.

Fire extinguishers

- 24. Fire extinguishers are to be used primarily to make escape possible, not to tackle or extinguish the fire. Personal safety always takes priority: if there is any risk or doubt, there must be no attempt made to tackle or extinguish the fire.
- 25. Fire extinguishers must only be used:
 - a. by a Competent Person who feels confident in their use;

- b. when the trained member of staff decides that it is safe to do so, e.g. the fire is small and the fire extinguisher to hand is appropriate, or
- c. when the trained member of staff decides that it is necessary to do so, e.g. there is no alternative means of escape.

Location of keys for safety hazards

- 26. Gas supply shut off: this is automatically cut off if a call point is activated, or the red button is pressed in the science labs
- 27. Mains Water inlet: is located in the plant room. This door is kept locked, and the Premises Manager holds the key.
- 28. In all cases two sets of keys must be held.

Equipment needed to effect the Evacuation Plan

- 29. Hi-Visibility vests for Fire Marshalls and the responsible officer; Megaphone for communication in a large area (e.g. muster points). A “Fire Box” is kept in reception, and it is the responsibility of the receptionist to take this outside. The box holds the tutor groups registers (for use by the tutors), a site plan including gas taps, water inlet, call points, fire extinguishers and a full list of chemicals kept on site and their location (all of which are handed to the Responsible officer), a megaphone and a first aid kit.

Escape routes

- 29. These are marked on a diagram of the Academy which is displayed in each room, and include the front entrance (reception), and exits from the science corridor, English corridor or from the library doors.

Key responsibilities around the Evacuation Plan

- 30. Ensuring that the Evacuation Plan is kept up to date: Responsible Person (though may be delegated to the H&S Manager)
- 31. Ensuring that the equipment necessary for the Evacuation Plan is on site and in working order: Responsible Person (though may be delegated to the H&S Manager)
- 32. Ensuring that at all times sufficient trained staff are on duty to carry out the Evacuation Plan: Responsible Person (though may be delegated to the H&S Manager, in liaison with the Deputy Head)
- 33. Training staff on the Evacuation Plan and in their roles and responsibilities: Responsible Person (though may be delegated to the H&S Manager)
- 34. Organising training for staff in the use of fire extinguishers in accordance with the Evacuation Plan: Responsible Person (though may be delegated to the H&S Manager)

Further responsibilities for key roles

35. The Premises Manager will:

- a. organise regular fire evacuation practices (one every other term as a minimum) and walk through evacuation practices for new staff and students;
- b. ensure that his / her fire evacuation kit is maintained in good order;
- c. monitor, record and report all fire evacuation practices and any concerns arising from them to the Responsible Person;
- d. undertake basic fire prevention and control training (e.g. in the use of fire extinguishers);
- e. provide an emergency response to a minor fire (as appropriate to their training) and without putting him/herself at risk;
- f. (If delegated by the Responsible Person) undertake annual reviewing (for the start of the new academic year) of fire precaution and evacuation plans, and the drawing up and display of fire evacuation notices;
- g. report to the Responsible Person.

36. The Deputy Head will:

- a. deputise in the absence of the Responsible Person (in which case another member of the teaching staff will oversee the assembly point);
- b. Manage muster points and ensure all students are accounted for, and report to the Responsible Officer.
- c. be familiar with all fire evacuation plans and documentation;
- d. undertake basic fire training (e.g. in the use of fire extinguishers);
- e. provide an emergency response to a minor fire (as appropriate to their training) and without putting themselves at risk.

37. Other Competent Persons will:

- a. usually be members of teaching staff;
- b. have a nominated deputy;
- c. oversee the evacuation from their designated areas;
- d. in the event of an evacuation of the Academy building (as notified by the sounding of the fire alarm), supervise the evacuation of their designated areas, and report that the evacuation has been completed to the H & S Manager at the ground floor main entrance (Reception) before going to the assembly point;
- e. report any concerns they have about the whereabouts of students, staff or visitors to the Deputy Headteacher
- f. support the Deputy Head's management of the assembly point;
- g. ensure that good order and silence is maintained at the assembly point;

- h. prevent staff or students congregating near entrances / exits;
 - i. relay information / instructions to students, staff or visitors at the assembly point, as instructed by the Deputy Head;
 - j. oversee the evacuation to a secondary assembly point if instructed by the Responsible Person or if the nature of the emergency deems this advisable;
 - k. ensure an orderly return to the Academy buildings following an evacuation;
 - l. provide feedback on evacuations to the H&S Manager.
38. In the event of both a Competent Person and the nominated deputy being unavailable, the most senior member of staff in that designated area must assume responsibility.
39. All teaching staff will:
- a. take responsibility for the class they are teaching during the evacuation of the building and then take responsibility for their tutor group at the muster points
 - b. when the fire alarm sounds, immediately remind students that they must remain silent as they make their way to the assembly point;
 - c. ensure that tutor groups are lined up and the tutor group register is taken;
 - d. report to the Deputy Head, confirming that all students have been evacuated and noting any students who were registered present at tutorial but who are now unaccounted for; (the student signing in / out sheet will be checked with the receptionist to check if the student has left the academy building)
 - e. assist the Competent Persons in managing an evacuation to secondary assembly points and in carrying out other instructions as required.
 - f. teaching staff who are not supervising a tutorial group should support other colleagues at the nearest assembly point, and then assist in the maintenance of good order.
40. All staff will:
- a. comply with all instructions given to them in regard to fire safety and any other fire plans;
 - b. report any observed shortcomings in fire precautions to their line manager.

Appendix C: Accident, Incident or Dangerous Occurrence Reporting Procedures

Accident Forms

Accident Forms should be completed for all accidents, however minor, and those which require first aid treatment by a qualified First Aider, or hospital treatment, or an injury which results in absence from the Academy for seven days or more. All accident records must be kept for a minimum of three years in a central record.

The Health and Safety Manager (H&S Manager) must report to the Health and Safety Executive (HSE) in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) any fracture (other than to finger, thumb or toe), dislocation of limb, loss of sight, chemical burn to eye, etc. A report to the HSE must also be made if a member of staff is off for more than seven working days due to an accident, incident or dangerous occurrence.

Incidents to students are also reportable if they are injured, taken to hospital and the injuries are attributable to the Academy organisation (e.g. by a staff member, any plant, equipment, substance or the conditions of the premises). Examples: A visitor slips on a wet floor, is injured and taken to hospital. During a lesson, a student is overcome and rendered unconscious by fumes from a process.

Incident/Dangerous Occurrence Reporting Forms

Incident/Dangerous Occurrence Reporting Forms should be completed for reporting any incident or dangerous occurrence which may require investigation, e.g. an unscheduled emergency evacuation, act of violence or near miss.

Hazard Report Forms

Hazard Report Forms should be completed for reporting any hazards which may present a health and safety risk.

In the event of a serious accident (to be assessed by the First Aider or Appointed Person)

- Follow the steps in the section entitled 'Cases of serious accident/illness' in the Academy's 'First Aid Policy' (Appendix E of its 'Health and Safety Policy') – in particular ensuring that the Appointed Person has been informed and that the emergency services have been called.
- Immediately take all possible steps to rectify the cause of the accident, to minimise danger to other staff members, or students. As a minimum consider the use of warning cones, signage, guarding etc.;



- The H&S Manager or other member of the Senior Leadership Team should take observations at the scene of the accident and take details of any witnesses;
- Complete an Accident Form and forward to the H&S Manager;
- The H&S Manager will be responsible for completing an accident investigation.

Appendix D: Policy and Procedure for Dealing with Critical Incidents

Scope

1. This policy pertains to the whole school community.
2. The Academy endeavours to develop each person's academic, physical, moral, cultural and spiritual potential based on mutual respect, fairness and honesty.
3. The Academy wants its students to emerge as confident, adaptable, responsible and caring citizens.

Goals/Objectives

4. The objectives of this procedure document are as follows
 - a. To identify the vulnerable and manage the students at risk
 - b. To define individual roles and responsibilities
 - c. To outline step-by-step guidelines
 - d. To establish lines of communication both within and without of the school
 - e. To plan the de-briefing process
 - f. To provide after-care service.

Definition

5. A 'Critical Incident' is any incident where death occurs or could occur. This may result in serious injury or trauma. This incident impinges on the staff or student body, the effects of which are outside the scope of the normal school psychological and pastoral/social care system.
6. This could include, but is not limited to:-
 - a. Suicide
 - b. Attempted suicide
 - c. Murder
 - d. Attempted murder
 - e. A child killed in front of others crossing the road
 - f. A bus crash on a school trip or travelling to or from school, where there are multiple injuries or deaths
 - g. Disappearance of a member of the school community
 - h. Kidnap

- i. Sexual Assault / Rape
- j. A physical assault of a staff member
- k. Serious injury or death of a person on school property
- l. A serious criminal incident occurring during the Academy day
- m. Incidents external to the school which might affect students e.g. a local tragedy

The Critical Incident Management Team

- 7. The Critical Incident Management team includes the Head Teacher, the Health and Safety (H&S) Manager (who is usually the Finance and Business Manager), the Chair of Governors, the Vice Chair of Governors and the Deputy Head Teacher.

Breaking the News to Students – Guidelines for Teachers

- 8. In the event of a confirmed death and where the police have given clearance to inform students, the Head Teacher will convene the school community and inform them as a whole.
- 9. Although students react in different ways, teachers must acknowledge the loss for the whole school community in their first communication
- 10. Facts should be explained as far as possible to avoid rumours
- 11. Questions should be encouraged
- 12. Expect emotional reactions and reactions of shock – these are natural
- 13. Explain the existence of existing support mechanisms
- 14. Teachers should be attentive to students who are finding particular difficulty coping with the news
- 15. Appropriate provision (i.e. refreshments, prayer or reflection) can be incorporated into the approach to dealing with the news
- 16. Some students may be able to continue and go to class, and may want to.
- 17. Some will need to stay with the Pastoral Support team
- 18. Encourage students to stay at the Academy to support their friends
- 19. Some students may need to go home

Sample External Statement in case of Student Death

- 20. “It is with profound sadness that the management, staff and students of Chapelton Academy have learned of the tragic death of Our sincerest sympathy is extended to the family of _____”
- 21. “On hearing the tragic news, the Academy’s Crisis Response Team convened a meeting to ensure that students affected by this loss are cared for adequately. Procedures are in place

to ensure that all in the Academy Community affected by this loss are given all the help they need to cope at this time.”

22. “The School is offering counselling and support for students and parents affected by this tragedy.

Students will attend and participate in the funeral service in consultation with the wishes of the family. Our prayers and support are with everyone affected by this tragedy.”

Communication outside of Academy Hours

23. Communication with the staff and student community should an incident happen at the weekend or in the holiday period will be as follows:-

- a. If it is the death of a colleague, the Head Teacher must be informed first and she will inform the rest of the staff
- b. If it is the death of a student, the Crisis Team will be informed immediately – other staff will be informed at the next reasonable opportunity.

Responsibilities

24. Head Teacher

- a. Acts to ensure the immediate safety of students and staff, which may include assembly of a crisis response team
- b. Confirms the death
- c. Makes contact with the family
- d. Clarifies funeral arrangements
- e. Briefs staff at the meeting
- f. Reports to the Governing Body and provides support for affected students/families
- g. Manages legal and financial consequences appropriately
- h. Arranges access to appropriate counselling services

25. Deputy Head Teacher

- a. Facilitates the overall staff team – e.g. arranges for the cover of classes
- b. Makes rooms available
- c. Circulates a notice for staff to report to the staff room
- d. Prepares written and oral statements
- e. Considers involvement of outside agencies (e.g. Health Services, Clergy)
- f. Documents lessons learned
- g. Prepares an appropriate response for the long term safety and welfare of students

26. The Crisis Response Team

- a. Meets and plans a strategy
- b. Distributes key tasks
- c. Issues guidelines for teachers
- d. Outlines plans for the day, and the support available
- e. Updates staff

27. Whilst the procedures outlined in this policy document assume that the critical incident involves a death, the structure of response to any other critical incident would be the same. The school recognises that minor amendments may be required to meet the needs of different critical incident situations and circumstances as they arise.

Appendix E: First Aid Policy

Background

1. This policy aims to fulfil the Academy Trust's responsibilities with respect to first aid as set out in the Health and Safety at Work etc Act 1974, the Health and Safety (First-Aid) Regulations 1981, the Management of Health and Safety at Work Regulations 1992, and the Education (School Premises) Regulations 1996.
2. A good practice guide, *Guidance on First Aid for Schools*, has been written to provide advice for schools on ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which schools may find helpful when undertaking a risk assessment.¹

Responsibilities

3. Although the responsibility for the first aid policy and its implementation is designated as per the description in sections 5 to 14 of the Academy's Health and Safety policy, for the purposes of clarity the Academy's 'Appointed Person' (as defined by the Health & Safety (First Aid) Regulations 1981) will be the Head Teacher.
4. One or more formally trained 'First Aiders' will administer first aid. Staff members who volunteer to be 'First Aiders' must receive adequate, appropriate and timely training/guidance.
5. Other teachers and staff are expected to use their best endeavours at all times, and especially in cases of emergency, to secure the welfare of students. However, teachers' conditions of employment do not include providing first aid and delegation of responsibility must be done on a voluntary basis.

Appointed Person

6. The Appointed Person will:
 - Take charge of the situation when a person is taken ill or injured.
 - Ensure that adequate and well-equipped first-aid equipment is in place.
 - Ensure that professional medical assistance (e.g. an ambulance) has been obtained where required.
7. The Appointed Person is *not* by definition a 'First Aider', and should not give first aid for which they have not been trained. However, they should undertake at least some

¹ 'Guidance on First Aid for Schools', Department for Education and Employment, 2000. Please note, however, that information regarding first aid training *providers* in this publication is no longer current. See the Health and Safety Executive's guidance note, 'The Health and Safety (First-Aid) Regulations 1981: Guidance on Regulation (L74; Third Edition)', for further details.

emergency first aid training, to help them cope with an emergency and improve their competence and confidence.

First Aider(s)

8. The First Aider(s) will:
 - Be formally and suitably trained to administer first aid. They will have an appropriate first-aid qualification (to either 'first aid at work' ('FAW') or 'emergency first aid at work' ('EFAW') standard).
 - Remain competent to perform their role (through refresher courses) □ Give immediate help to persons with common injuries or illnesses.
 - Seek professional medical assistance (e.g. an ambulance) where required.
9. There will be no less than one FAW First Aider per 100 students and staff. In addition, the following high risk areas/activities will require an EFAW First Aider to be present:
 - Science lesson
 - Sporting activity
 - Off-site activity (whether residential or not)
 - Significant Academy event open to visitors (eg: parents' evening)

Risk Assessment

10. It is the duty of the employer to make a suitable and sufficient risk assessment , regarding health and safety in the Academy
11. This risk assessment will consider:
 - The likely risks to staff, students, contractors, volunteers, and other visitors.
 - The mitigating actions which will be taken to control these risks, by whom, and when.
 - How many 'First Aiders' are required (factoring in the information provided by the 'Guidance on First Aid for Schools' booklet)², and whether they should be trained to FAW or EFAW standard.
 - How many first aid equipment containers are required.
12. When consider how many 'First Aiders' are required, the risk assessment will factor in whether the Academy:
 - Is on a split-site layout and has outlying buildings.
 - Has adequate provision for leave and lunch-breaks.
 - Regularly runs off-site and residential activities.
 - Has adequate provision for practical science work in the laboratories.

² 'Guidance on First Aid for Schools', Department for Education and Employment, 2000.

- Has adequate provision for out-of-hours activities.
- Has any other hazardous materials or substances on the site.
- Has construction work on the site.
- The location of the nearest professional medical assistance (eg: hospital).
- Whether any students and/or staff have specific health needs or disabilities.

13. This risk-assessment must be reviewed annually and signed off by the Governing Body.

Cases of serious accident/illness

14. In the case of serious accident/illness, where treatment is beyond the capabilities of the First Aider, the following should be enacted:

- The Appointed Person will take charge of the situation
- As deemed appropriate, and in consultation with the First Aider, the Appointed Person will ensure that an ambulance or other professional medical assistance has been obtained.
- A member of staff should accompany a student taken to hospital by ambulance. Staff should not take students to hospital in their own car.

15. The Appointed Person must ensure that they understand the local emergency services' cover arrangements, and that the correct information is provided for navigation systems.

Students with Specific Health Needs

16. Where a student has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the school should know what to do, such as informing a teacher immediately if they think help is needed.

Providing Information

17. The Head Teacher must inform all staff and students of the following during their induction period:

- The location of first aid equipment
- The location of other relevant facilities (eg: bed)
- The names, typical location, and contact details of the 'First Aider(s)'
- Procedures for obtaining first aid when in an isolated area (eg: on the Academy's sports pitch)

18. Clearly displayed and easily understood notices will be displayed in prominent places which re-iterate all of the information in the point immediately above.

Training

19. Training requirements will be articulated as a result of the annual health and safety risk assessment.
20. The 'First Aider(s)' will require FAW or EFAW standard training (as noted above). The decision between the two types of training will be based on the outcomes of the risk assessment.
21. The Health and Safety Executive no longer approves first-aid training and qualifications, however it does provide guidance on selecting an appropriate provider.³ The due diligence criteria for selecting a provider listed in that document must be followed when selecting a provider.
22. Training must be refreshed as appropriate, and not less than every three years.

First Aid Equipment

23. It is the responsibility of the Appointed Person to ensure that appropriate first aid materials, equipment, and facilities are provided at all times.
24. First aid equipment must be clearly labelled with a white cross on a green background. It must be easily accessible.
25. As noted above, the risk assessment will consider how many first aid equipment containers are required. At a minimum, this will be:
 - One on each floor of each building
 - One for each science laboratory or other high risk area
 - One for each distance sports field
 - A travelling container to be taken on off-site activities
 - A public-service vehicle container for the minibus
26. The 'Guidance on First Aid for Schools' booklet describes the minimum contents which each type of first aid equipment container (regular, travelling, and public-service vehicle) should contain.⁴
27. The contents of the first aid equipment containers (all types) must be replenished following any usage. They must also be monitored regularly, with items which have passed their 'useby' date discarded and replaced.
28. Suitable and sufficient accommodation for first aid medical or dental treatment must be provided. The area must contain a washbasin, and by reasonably near to a toilet. The room need not solely be used for medical purposes, but must be available at any time.
29. Single-use disposable gloves must be readily available to avoid the spread of infection.

³ 'Selecting a first-aid training provider', Health and Safety Executive, 2013.

⁴ 'Guidance on First Aid for Schools', Department for Education and Employment, 2000.

Off-Site and Residential Visits

- 30. First aid provision must be available at all times while students are off the premises whilst on Academy trips/activities. An EFAW First Aider must accompany all off-site trips/activities, and a traveling first aid container must be taken (as noted above).
- 31. If the minibus is used, this must also have a public-service vehicle first aid container (as noted above).
- 32. A risk assessment must be undertaken for all off-site and residential visits. Please see the Academy’s Offsite and Residential policy for more details.

Reporting

- 33. Accident Forms should be completed for *all* accidents, however minor, and those which require first aid treatment by a qualified first aider, or hospital treatment, or an injury which results in absence from the Academy for seven days or more.
- 34. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the Health and Safety Executive.
- 35. Please see Appendix C of the Academy’s ‘Health and Safety Policy’, ‘Accident, Incident or Dangerous Occurrence Reporting Procedures’, for more information.

Insurance

- 36. In the event of a claim alleging negligence by a member of the Academy’s staff relating to the administration/delivery of First Aid, this action is likely to be taken against the Academy Trust rather than the individual employee.
- 37. The Trust should ensure that its assurance arrangements provide full cover for claims arising from actions of staff acting within the scope of this first aid policy.

Signed by *R Maxted & A Wright*

Agreed by TGB – ***June 2014***

Reviewed by	Governing Body
Last Reviewed	<i>September 2016</i>
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