

# Health and safety policy

## Hartford Church of England High School



**Approved by:** Finance & Resources Committee

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## 1. Aims

Our school aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

## 2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#) and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height

The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The governor who oversees health and safety is Ruth Stanley.

### **3.2 Headteacher**

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, the Deputy Headteachers assume the above day-to-day health and safety responsibilities.

### **3.3 Health and safety lead**

The nominated health and safety lead is Joanne Williams

### **3.4 Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

### **3.5 Pupils and parents**

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### **3.6 Contractors**

Contractors will agree health and safety practices with the headteacher through the Health & Safety Lead before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## 4. Site security

The Estates Manager and Estates Staff are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Site Team are key holders and will respond to an emergency.

## 5. Fire

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place termly.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are in the yard along the Dome fence line.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

## 6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Heads of Department and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## **6.1 Gas safety**

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure that they have adequate ventilation

## **6.2 Legionella**

- A water risk assessment is completed yearly by Cheshire West and Chester Council, Rob Astles is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the monthly monitoring checks carried out Western.

## **6.3 Asbestos**

- Staff are briefed on the hazards of asbestos, the location of any known asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any known asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site

## **7. Equipment**

- All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents

### **7.1 Electrical equipment**

- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Rob Astles immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

## **7.2 PE equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Site staff.

## **7.3 Display screen equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## **8. Lone working**

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure that they are medically fit to work alone.

## **9. Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The site team retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## **10. Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## **11. Off-site visits**

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details
- There will always be at least one first aider on school trips and visits

## **12. Lettings**

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

## **13. Violence at work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

## **14. Smoking**

Smoking and vaping is not permitted anywhere on the school premises.

## **15. New and expectant mothers**

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly



## 16. Occupational stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

## 17. Accident reporting

### 17.1 Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979. Records are held digitally on a web based system.

### 17.2 Reporting to the Health and Safety Executive

The Operations Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Operations Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

## **18. Training**

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

## **19. Monitoring**

This policy will be reviewed by the Operations Manager and Estates Manager every year.

At every review, the policy will be approved by the Governors' Finance & Resources Committee

## **20. Links with other policies**

This health and safety policy links to the following policies:

- First aid
- Risk assessment
- Accessibility plan

Appendix 1 - **Addendum to Health & Safety Policy – Working from Home approved by the Finance & Resources Committee 15<sup>th</sup> March 2021**

## **1. Aims**

This policy aims to:

- Set out expectations for staff working from home
- Outline how the school will support staff to work from home when they need to
- This policy applies to all staff, with the exception of volunteers.

## **2. Roles and responsibilities**

### **2.1 Headteacher**

The headteacher is responsible for ensuring that this working from home policy is applied consistently across the school.

### **2.2 The governing board**

The governing board will approve this policy and hold the headteacher to account for its implementation.

### **2.3 Other staff**

Staff will ensure they follow the expectations in this policy.

## **3. Circumstances when staff may work from home**

Staff may work home if they are:

- Doing flexible working – see also section 4.1
- Following clinical/and or public health advice

Where staff are unsure about whether they can or should work from home, they must speak to their Line Manager in the first instance.

If a staff member is unable to work for any reason when they would be working from home, for example due to sickness or caring for a dependent, they will report this using the school's normal absence procedure, as set out in the Absence Management Procedure.

## **4. Working hours**

When working from home, staff are expected to be available as per their usual contractual hours.

### **4.1 Flexible working**

Our policy on flexible working continues to apply where staff are working flexible hours from home.

## **5. Duties**

Wherever possible, staff working from home will carry out their normal duties in line with their job description/contract of employment, with adaptations where necessary. Any adaptations will follow school practice or otherwise be agreed with their Line Manager in the first instance.

Where it is not possible for a staff member to carry out some or all of their normal duties from home, their Line Manager will discuss and agree alternative arrangements with the individual concerned.

Where staff are unsure about what work they should be carrying out while working from home, they will speak to their Line Manager.

## **6. Wellbeing support**

To support the wellbeing of staff who are working from home, the school will provide:

- Access to the Staff Wellbeing Google Classroom
- Regular Contact from Team Leaders
- Regular communications from SLT via briefing and emails

Staff should communicate with their Line Manager if their wellbeing is being affected while working from home.

## **7. Safeguarding**

Where staff are interacting online with pupils while working from home, they will continue to follow our existing policies that apply in a safeguarding capacity, e.g. staff behaviour policy/code of conduct, IT acceptable use policy and child protection policy.

## **8. Technical support**

### **8.1 Equipment**

Staff will be able to request technical equipment in cases where they do not have access to a laptop/tablet that they can use at home during working hours.

All requests will be subject to approval based on a hierarchy of need and availability of equipment at the time. Staff should contact their Line Manager in the first instance if equipment is required.

If staff are loaning equipment, they must agree and sign our IT equipment loan agreement before they receive the equipment.

### **8.2 IT support**

If staff are having issues with technical equipment while working from home, they should contact:

- Sergei Yevseyev [sergei@hartfordhigh.co.uk](mailto:sergei@hartfordhigh.co.uk)
- Allan Clark [aclark@hartfordhigh.co.uk](mailto:aclark@hartfordhigh.co.uk)
- 

### **8.3 Workstation safety**

The Governing Body recommends that staff set up an appropriate space for working at home so they do not cause physical injury to themselves. Where possible, it recommends that staff aim to:

- Sit upright at a table/desk, on a chair
- Raise their laptop/tablet (e.g. using books or a stand)
- Use a separate keyboard and mouse
- Have appropriate lighting near to the workstation

## **9. Data protection**

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing anti-virus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

## **10. Monitoring arrangements**

This addendum will be reviewed as part of the Health & Safety policy every year by the Finance & Resources committee.

## **11. Links to other policies**

This policy links to the following policies:

- Remote learning policy
- Staff wellbeing policy
- Child protection policy

Approved by Governors' Finance & Resources Committee 27<sup>th</sup> March 2023

- ICT acceptable use policy
- Data protection policy and privacy notices
- Staff code of conduct/behaviour policy

## **Appendix 2 – Science Department Health & Safety Policy**

### **Science Department Health & Safety Policy – March 2023**

#### **Summary guidelines for staff**

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

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

##### **Teachers**

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

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

This *Science Department Health & Safety Policy* should be read in conjunction with the employer's general Health & Safety Policy and [where separate] the detailed arrangements for implementing that policy in this school. The purpose of this document is to record the arrangements made in the science department to implement the policy.

This document is maintained by the science department. It is copied to all new members of staff, ie, teachers, technicians, trainees, etc working in the department. Staff are expected to sign the list kept ..... to show that they have received a copy. A reference copy, together with various Appendices, is kept in ROSLA and Veritas prep rooms, available for consultation by staff and for inspection by visiting HSE inspectors or a representative of the employer. A copy of this document is available to view in the admin shared staff handbook H&S and another sent to the finance and recourses committee.

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

## **2. General aims**

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

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

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

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

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

The task of overseeing health and safety on this site has been delegated by the employer to the Head Teacher. Within the science department, this task is further delegated to the CTL who has the particular function of maintaining this policy document. See section 10 for the names of the staff members currently with specific H&S functions.

The next major review of this policy will take place before February 2024

### **3.2 Communications**

Communication of health & safety information is of the greatest importance and is the task of the CTL with the assistance of senior science technician.

In this department a reference copy is kept in the prep rooms together with any appendices.

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

### 3.3 Monitoring and checking

The employer expects the science department to monitor the implementation of this policy. Records of monitoring are kept by the CTL

Checklists on resources and facilities for termly / annual use by technicians are customised from those suggested in CLEAPSS Guide L248 *Running a Prep Room*. Records of the checks are kept by the Science Technicians in the *Safety Check File/ Every*.

### 4. Training

The person with the task of seeing that training is provided is the CTL

Generally, this department follows guidance in the CLEAPSS documents G238, *Health and Safety Induction and Training of Science Teachers* and L234, *Induction and Training of Science Technicians*, suitably customised, to identify the training needs of staff.

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

|   |                               |
|---|-------------------------------|
| Health & safety aspects of the work of newly-qualified teachers and other new teachers  | The CTL                       |
| Health and safety of trainees on teaching practice  | The CTL                       |
| Induction of newly-appointed technicians  | The Senior Science Technician |
| Immediate remedial measures and other emergency procedures (spills, bench fires, etc)   | The CTL                       |
| Training in the use of specialist equipment, chemicals or procedures (in line with CLEAPSS guides G238 and L234, as customised) | The CTL                       |
| Health & safety training of non-science support staff   | The CTL                       |
| [Health and safety of non-science teachers using laboratories]  | The CTL                       |
| Manual handling for all staff using laboratories  | The CTL                       |
| Healthy and safe procedures for laboratory cleaners   | CTL / Clean Tec               |
| Regular update training (covering new or changed regulations, new equipment etc)  | The CTL                       |

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



## **5. Risk assessments**

Every employer is required under various regulations<sup>1</sup> to supply employees with a risk assessment before any hazardous activity takes place. (Common hazardous activities carried out in science departments are listed in the publications below.) Because it is impracticable for the employer to write risk assessments for each of the many activities in school science, this employer follows the recommendation of the Health and Safety Commission to adopt published 'model' or 'general' risk assessments which school science departments adapt to their local circumstances.

The employer has endorsed the use of the following publications as sources of model (general) risk assessments.]

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

[CLEAPSS, *Hazcards*, current edition]

[CLEAPSS, *Laboratory Handbook*, current edition]

[CLEAPSS, *Recipe Book*, current edition]

[CLEAPSS, L93, *Managing Ionising Radiations and Radioactive Substances*]

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

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment is obtained, following the employer's instructions, from CLEAPSS. In order to assess the risks adequately, the following information is collected.

Details of the proposed activity.

The age and ability of the persons likely to do it.

Details of the room to be used, ie, size, availability of services and whether or not the ventilation rate is good or poor.

Any substance(s) possibly hazardous to health.

The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.

Class size.

Any other relevant details, eg, high voltages, heavy masses, etc.

**Since the scheme of work has been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been agreed with the CTL.**

**We encourage the development of new practical activities (including on open evenings, at science clubs, etc) but these should be undertaken only after a prior check against model risk assessments and/or a special risk assessment has been obtained.**

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

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

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<sup>1</sup> Risk assessments are required by the *Control of Substances Hazardous to Health (COSHH) Regulations*, the *Management of Health & Safety at Work Regulations*, the *Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)* and many others.

<sup>2</sup> Current versions of all CLEAPSS publications for secondary schools are available to members on the CLEAPSS website.

<sup>3</sup> See CLEAPSS guide L196, *Managing Risk Assessment in Science* and the guidance leaflet GL90 *Making and recording risk assessments in school science*.

## **6 Equipment and resources**

### **6.1 Fume cupboards**

The *COSHH Regulations* require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. Testing normally takes place each year in the summer. The Estate Manager has the function of seeing that this happens. The records of the tests are available for staff reference and for inspection by the employer's representative or an HSE Inspector kept by the Estate Manager

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

The Senior Technician has been trained to carry out a quick check that a fume cupboard is working before use.

Smoking cigarettes is not permitted in the school. However, **demonstrations of a 'smoking machine' are permitted in fume cupboards in designated laboratories**. The following laboratories fitted with efficient fume cupboards, or in which an efficient mobile fume cupboard could be used, are so designated:

Science Ground Floor Room 2 (SG2)

- Veritas Second Floor Room 6 (V26)
- Veritas Second Floor Room 7 (V27)
- Veritas Second Floor Room 8 (V28)
- Veritas Second Floor Room 9 (V29)

### **6.2 Electrical testing**

To meet the requirements of the *Electricity at Work Regulations*, this employer requires portable electrical equipment to be inspected and tested regularly. The designated Technician has the function of seeing that this happens within the science department. Testing normally takes place each year in the autumn.

Completed schedules are kept in a folder which is kept in the Veritas prep room safety check file and are available for staff reference and for inspection by the employer's representative or an HSE Inspector.

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

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

### **6.3 Radioactive sources**

The employer's *Radiation Protection Adviser* (RPA), the Radiation Protection Officer (RPO) and the *Technician in Charge of Radioactive Sources* (*Radiation Protection Supervisor (Schools)*, *RPS (Schools)*) are identified in section 10. Liaison with the RPA is normally via the RPO, not direct.

This school follows the guidance in the most recent edition of CLEAPSS Guide L93 *Managing Ionising Radiations and Radioactive Sources*.

The Standard Operating Procedures for the use of ionising radiations have been adapted from the CLEAPSS model in consultation with the RPO and it is a function of the Teacher in Charge to see that they are adhered to. Staff using ionising radiations have been issued with their own copies, as a part of their training, and a reference set is filed centrally with this policy in ROSLA and Veritas prep rooms and with the radioactive sources.

The *Radioactive Sources History* (ie, authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal) is kept with the radioactive sources and a copy at the school reception.

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

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

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

#### **6.4 Pressure vessels**

Autoclaves, pressure cookers and model steam engines need periodic inspection under the *Pressure Systems Safety Regulations*. Inspection normally takes place on use.

The appropriate written scheme of examination is selected from CLEAPSS Guide G214b *Examining Autoclaves, Pressure Cookers, Model Steam Engines: Written Scheme of Examination*, certified by the CTL and used by the competent person (see section 10) to carry out the examination. Records of examinations are kept in the Veritas *Safety Check File*.

#### **6.5 Animals, plants and microorganisms in schools**

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

#### **6.6 Equipment safety**

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

Equipment restricted to those users who have received special training (see section 4, *Training*) is listed in section 10.

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

#### **6.7 Personal protective equipment**

The employer accepts the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them (*Personal Protective Equipment at Work Regulations*). Prescription safety spectacles are to be ordered from your optician and the school will meet the extra cost of the safety features. Laboratory coats are supplied by the employer and the cost of laundering claimed against income tax.

The employer expects eye protection to be available for students and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them. Goggles or face shields to chemical-splash standard are worn whenever there is a risk to the eyes. The condition of the eye protection is checked regularly (see section 3.3, *Monitoring and checking*).

#### **6.8 Chemicals**

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

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

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

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

## **6.9 Waste disposal**

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

## **7 Activities and procedures**

### **7.1 Outdoor activities**

When planning any field trips etc, staff consult one or more of the following the Trips and Visits policy and the CLEAPSS *Laboratory Handbook*.

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

All regular operations involving lifting or carrying equipment, pushing trolleys, etc will be assessed to see if any may give rise to risks of injury (*Manual Handling Operations Regulations*) by Senior Technician and or Estate Manager.

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

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

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

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

### **7.3 Security**

Access to laboratories and preparation rooms will be controlled to comply with the *Management of Health & Safety at Work Regulations*. All laboratories, preparation rooms and store rooms are to be kept locked at **all times** except when in use. It is the task of the staff member leaving such a room to see that the room is empty and that the door is locked. All laboratories which are left open are cleared of all hazards, including shutting-off all services when supervision by a qualified science teacher comes to an end. No class is allowed to be in a laboratory without supervision by a qualified science teacher, familiar with the departmental safety procedures or adequate supervision.

Any non-science staff who have to supervise any class in a laboratory will receive brief training in laboratory rules. The guidance for such staff is filed as an Appendix to this policy in the reference copy kept in Admin Shared staff handbook and on teacher's benches.

### **7.4 Concern for others**

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

## **8. Emergency procedures**

### **8.1 Fire**

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

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

### **8.2 Spills**

Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers or technical staff using a 'spill kit' prepared for this purpose [in accordance with section 7 of the CLEAPSS *Laboratory Handbook*]. Spill kits are kept in all prep rooms.

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small amounts can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures which may involve calling the Fire and Rescue Service. This training is supported by regular drills arranged by CTL. See section 4 for the name of the staff member currently with this function.

### **8.3 Injury**

Science staff will follow the normal school procedures in cases that require first aid. Science staff are trained to carry out immediate remedial measures (eg, eye rinsing), while waiting for first aiders, after accidents which occur in science. See the most recent edition of the CLEAPSS *Emergency Hazcards (cards E2A and E2b)*. A copy of these should be readily available to all staff in labs and prep rooms, eg by having it on a suitable computer, or having a copy of the cards displayed on a wall.

See section 4 for the name of the person responsible for coordinating training in immediate remedial measures.

### **8.4 Reporting procedures**

Injuries or suspected injuries to a pupil or a member of staff, dangerous occurrences and instances of damage or theft will be reported using the standard school procedures. Following an injury, so that the Regulations (*RIDDOR*) can be complied with, the accident must be reported to the Operations Manager / Estate Manager as quickly as possible.

Dangerous situations and incidents which might have resulted in injury ('near-misses') should be [reported to the CTL in writing and recorded using Every. These will be analysed and discussed at departmental meetings.

## **9 Laboratory rules for students**

The rules for students during science lessons are as follows.

### **Laboratory Rules**

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

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

**Staff roles**

| Staff roles and/or emergency contacts updated on: 10 February 2023  |   |
|---|---|
| Advice on health & safety and all aspects of practical science generally                                    | CLEAPSS <b>Helpline</b> 01895 251496. Email: science@cleapss.org.uk |
| Local authority or MAT science adviser  | Michelle Mainwaring 07827877686                                     |
| Local authority health & safety adviser   | Michelle Mainwaring 07827877686                                     |
| Overseeing health and safety in this school   | Joanne Williams   |
| Overseeing health and safety in the science department  | Ken Douglas   |
| Science department health & safety officer  |   |
| Senior technician   | Julie Roberts   |
| Various training functions  | See table in section 4.   |
| Subject specialist for consultation over health & safety matters in biology                                 | Ken Douglas   |
| Subject specialist for consultation over health & safety matters in chemistry                               | Ken Douglas   |
| Subject specialist for consultation over health & safety matters in physics                                 | Ken Douglas   |
| Overseeing the checking of activities against the model risk assessments and recording significant findings | Ken Douglas   |
| The person trained to test fume cupboards   | J Roberts   |
| The person trained to do electrical inspection and testing  | M Osborne   |
| The teacher in charge of radioactive sources (Radiation Protection Supervisor (Schools), RPS (Schools))     | M Osborne   |
| The employer's Radiation Protection Adviser, RPA  |   |
| The local authority's Radiation Protection Officer, RPO   | Michelle Mainwaring 07827877686                                     |
| The person considered competent to examine pressure vessels   | M Osborne   |
| The person in charge of chemical storage and disposal   | J Roberts   |
| The person in charge of manual handling   | Rob Astles 07907272148  |
| The union health and safety representative(s)   | N/A   |

**Emergency contacts**

|   |                                      |
|---|--------------------------------------|
| <b>Emergency advice</b><br>CLEAPSS can provide support and guidance with all of these situations. | CLEAPSS <b>Helpline</b> 01895 251496 |
| <i>Serious accident:</i> Ambulance service  | 999                                  |
| <i>Serious accident:</i> School first-aiders  | Radio Contact                        |
| <i>Serious accident:</i> School health & safety officer   | Joanne Williams Internal tel 318     |
| <i>Serious chemical theft:</i> Police or Police anti-terrorist hotline                            | 999 or 0800 789 321                  |
| <i>Serious accident:</i> Employer's health & safety office]                                       | Michelle Mainwaring 07827877686      |
| <i>Major chemical spill:</i> Fire & Rescue Service Chemical Incident Unit                         | 999                                  |
| <i>Gas leak:</i> Gas company  | If mains gas call 0800 111 999       |
| <i>Radiation accident:</i> Local authority's RPO  | Michelle Mainwaring 07827877686      |
| <i>Radiation accident:</i> Employer's RPA   |                                      |