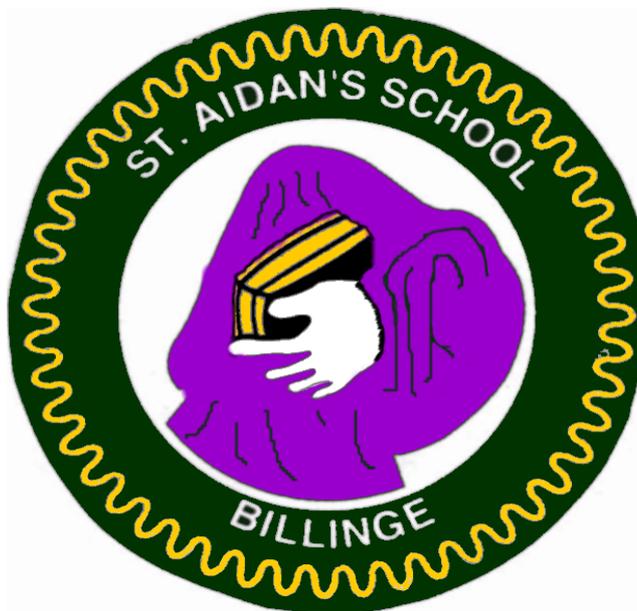


# St Aidan's CE Primary School Safety Policy



Rev Sept 14



## 2.1 Responsibilities

At St Aidan's CE Primary School, the following persons have specific responsibilities for health and safety.

Headteacher is responsible for the circulation of Safety Information, Guidance, Codes of Practice.

Office Manager is responsible for the safekeeping of completed Accident Reports and Records.

Caretaker is responsible for the weekly test of the fire alarm.

Headteacher is the Safety Co-ordinator for this site.

***Guidance: Each category may list more than one person.***

## 2.2 Health and Safety Communication

A successful Health and Safety Policy relies heavily on effective communication and in particular making sure that all staff are aware of their role and have all necessary information concerning the health, safety and welfare of all members of staff, pupils and visitors.

This School has identified the following meetings as being the most appropriate to both disseminate and receive matters on health and safety:-

Staff Meetings  
INSET days  
Communication Book

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The School Health & Safety Policy and Procedures Manual and copies of other Health and Safety Information, Guidance, Codes of Practice and associated literature are kept at the following location(s):-

Policy Folder Teachershare  
HT Office  
School Office

### 2.3 Emergency Contacts

In the case of an emergency outside of School hours contact:-

(i) Head Teacher: Melanie Ravenscroft  
Tel. No. 07810710160

(ii) Deputy Head: Rachel Fisher  
Tel. No. 07786987271

(iii) Caretaker: Bill Williams  
Tel. No.07746409925

### Useful Numbers

<u>Name</u>	<u>Telephone No.</u>
Health & Safety Section	01744 676206/671722
Occupational Health Nurse	01744 676980
Health and Safety Executive	0161 952 8200
Security Service	01744 23044
School Nurse	01744 27940
_____	_____
_____	_____
_____	_____

***Guidance: Add useful telephone numbers to this list.***

### **3.0 RESPONSIBILITIES**

#### **3.1 The Governors**

The Governing Body has a direct responsibility for health and safety in the School. They will ensure they are fulfilling their legal requirements and that persons using the premises are safe and without risk to health. All these responsibilities are, for the purpose of day to day management, delegated to the Head Teacher.

Governors will, however, ensure that they:-

- approve the school statement of safety policy (**this document**) and ensure that it is brought to the attention of all staff;
- receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the School, the Local Authority (LA) or an enforcement agency such as the Health and Safety Executive;

Governors will be expected to make reports on health and safety matters to:-

- the LA when requested to do so for the purpose of monitoring the LA's implementation of its own health and safety policy;
- to parents, through Governors' Minutes, Annual Reports etc.

#### **3.2 The Head Teacher**

The overall responsibility for the School's health and safety system and implementation of the safety policy rests with the Head Teacher, who shall:-

- set up arrangements in the School to cover all legal requirements for health, safety and fire;
- ensure the Governing Body are kept up to date with any new legislation, regulation or provision relevant to health and safety in schools;
- be available to any member of staff to discuss health and safety problems not solved at a lower level or through the established arrangements;
- report to the Governing Body those instances in which the Head's executive authority does not allow the elimination or reduction of risk to a satisfactory level, but to take all necessary short term measures to avoid danger pending rectification;
- be available to any Trade Union appointed safety representatives and co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from any such safety representatives and respond in writing within a reasonable time;
- establish a safety committee within three months of receiving a written request from two Trade Union Safety Representatives of the staff at the School;
- ensure that a system is in place for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent recurrence;
- to review regularly
  - i) the provision of first aid in the School;
  - ii) the emergency (fire) procedures;

- monitor the dissemination of safety information throughout the School;
- report to the Governors matters relating to health and safety;
- ensure that all staff have received appropriate safety training;
- co-operate with the LA Health and Safety Advisor.

### 3.3 **The School Health and Safety Co-ordinator**

In some cases schools may wish to appoint a school safety co-ordinator, in these cases a School Health and Safety Co-ordinator shall:-

- co-ordinate the whole School programme of Health and Safety by ensuring full consultation and participation of all staff, through appropriate meetings and consultation;
- carry out inspections of the School at least once a term and inform the Head Teacher of any problems/deficiencies and ensure that the appropriate action has been taken;
- administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent recurrences. Report as necessary to the LA/appropriate office;
- disseminate safety information within the School;
- ensure that new employees are briefed about safety arrangements and are given a copy of the School's Health and Safety Policy (this document) and the opportunity to read it;
- ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained;
- arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures;
- ensure temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to health;
- co-operate with the LA's appointed Health and Safety Advisor in carrying out and updating risk assessments;
- ensure that health surveillance for staff is provided when appropriate.

### 3.4 **Heads of Department**

Head of Department:-

- have a general responsibility for the application of the LA's and School's safety policy to their own department or area of work and are directly responsible to the Head for the application of safety measures and procedures within their department;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, so far as reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, guillotines);

- shall deal with any health and safety problems referred to them by a member of staff and refer to the Head if they cannot resolve any of these problems;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the School Health and Safety Co-ordinator with a copy to the Head;
- shall ensure as far as is reasonably practicable the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety;
- shall, where appropriate, seek advice and guidance of the relevant LA Advisor or Officer;
- shall propose to the Head or School Health and Safety Co-ordinator any requirements for safety equipment and welfare facilities;

### 3.5 **All Employees**

The Health and Safety at Work etc, Act, (1974) and Management of Health and Safety at Work Regulations (1999), require every employee whilst at work to take reasonable care for the health and safety of themselves and of any other persons, including pupils and visitors, who may be affected by their acts or omissions at work.

All employees are expected:-

- to know those special safety measures and arrangements to be adopted in their own working areas and ensure they are applied;
- to inform the Head Teacher, the School Health and Safety Co-ordinator or their Line Manager of any training they feel they need to carry out their responsibilities;
- to use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- to co-operate with other employees in promoting improved safety measures in their School;
- to co-operate with the appointed safety representatives and enforcement officers of the Health and Safety Executive or Environmental Health.

### 3.6 **Class Teachers**

Teachers have traditionally carried responsibility for the safety of students when they are in charge. Their responsibility can now be delegated to other support staff by the Head Teacher, in line with the National Remodelling Agenda and locally agreed job descriptions/ specifications for support staff.

If, for any reason, a teacher or other nominated person considers that they cannot accept this responsibility they should discuss the matter with the Head before allowing practical work to take place.

The employee is expected:-

- to exercise effective supervision of the students and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out;

- to know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- to give clear instructions and warnings as often as necessary;
- to follow safe working procedures;
- to enforce the use of protective clothing, goods, special safe working procedures;
- to make recommendations to their Head of Department e.g. on safety equipment and on additions or improvements to equipment or machinery;
- to regularly check all equipment, protective clothing, furniture and their environment (heating, lighting, etc.) and report any defects to the Schools Health and Safety co-ordinator.

### 3.7 **Pupils**

The pupils are expected:-

- to exercise personal responsibility for their own safety and other pupils;
- to observe standards of dress consistent with safety and/or hygiene (this includes items of 'jewellery');
- to observe all safety rules of the School and, in particular, the instructions of teaching staff given in an emergency;
- to use and not wilfully misuse, neglect or interfere with things provided for his/her safety.

### 3.8 **Parents**

Have a responsibility to:-

- make provision for full time education;
- abide by/support the rules and regulations of the school;
- comply with the school safety policy (**this document**);
- act as a 'reasonable parent'.

### 3.9 **Visitors**

Regular visitors and other users of the premises should observe the safety rules of the School. In particular adult volunteers will be made aware of health and safety arrangements applicable to them by the teacher to whom they are assigned.

### 3.10 **Parent Volunteers**

Head Teachers must ensure that all parent volunteers have had the appropriate checks made prior to working in a school. Where there is a need to transport children for any off-site activities, the driver of the vehicle must have adequate road insurance, a current MOT certificate and a current valid driving licence.

## 4.0 ARRANGEMENTS

### 4.1 First Aid

The Health and Safety (First Aid) Regulations, 1981 cover all employees, teaching and non-teaching in Schools and education establishments. Although pupils and students are not covered by the Regulations, The DfE recommend that schools have suitable first aid facilities and a sufficient number of trained persons, **normally one First Aider for every 50 employees.**

In estimating additional provision sufficient to cover pupil numbers, **1 First Aider for every 150 pupils is normally held to be a reasonable ratio.**

Where a premise comes under the remit of the Early Years Foundation Stage framework (EYFS), there is a mandatory provision for schools and early years providers in Ofsted registered settings attended by young children (i.e. children from birth to the academic year in which a child has their fifth birthday), to provide at least one Paediatric First Aider. In order to maintain cover these premises should ensure that they have a minimum of two Paediatric First Aiders.

Every School should have suitably equipped first aid boxes in easily accessible places, together with one in each laboratory, gymnasium/sports hall, workshop and home economics/catering area. First Aid kits are kept in The Blue Bell Suite and in the central area in The Infant Department.

***Guidance: List the names of first aiders below.***

#### First Aiders

- |  |  |
|--|--|
| 1. Name: Michelle Rafferty<br>Location: KS1<br>: | 2. Name: Sarah Cunliffe<br>Location: Reception |
| 3. Name: Pam Ashton<br>Location: Nursery         | 4. Name: Sarah Lyon<br>Location: KS1           |
| 5. Name: Debbie Lea<br>Location: KS2             | 6. Name: Janet McDonald<br>Location: KS2       |
| 7. Name: Helen McConville<br>Location: KS2       | 8. Name: Dawn Williams<br>Location: KS2        |
| 9. Name: Sue Bracken<br>Location: KS2            | 10. Name: Sue Bird<br>Location: KS1            |

### **Appointed First Aiders**

- |   |                       |
|---|-----------------------|
| 1. Name: Dawn Williams<br>Location: KS2     | 3. Name:<br>Location: |
| 2. Name: Helen Mc Conville<br>Location: KS2 | 4. Name:<br>Location: |

### **Paediatric First Aiders**

- |  |   |
|--|---|
| 1. Name: Debbie Lea<br>Location: Out of Hours Club | 2. Name: Pam Ashton<br>Location: Nursery      |
| 3. Name: Sarah Cunliffe<br>Location: Rec           | 4 Name: Jackie Pritchard<br>Location: Nursery |

#### ***Guidance:***

- ***A trained first aider should hold an HSE approved certificate.***
- ***An appointed first aider has had Emergency First Aid training.***
- ***Paediatric First Aiders must be provided for children from birth to the academic year in which a child has their fifth birthday.***

### **Functions of First Aiders**

1. To ensure first aid boxes are stocked, regularly checked and refilled.
2. Ensure that records are kept of all first aid treatment.
3. To administer treatment in accordance with the first aid training they have received.

### **Contents of a First Aid Kit**

<b><u>Item</u></b>	<b><u>First Aid Box</u></b>
Guidance card	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20
Sterile eye pads, with attachment	2
Individually wrapped triangular bandages	4
Safety pins	6
Medium sized individually wrapped sterile (12cm x 12cm) unmedicated wound dressings	6
Large sized individually wrapped sterile (18cm x 18cm) unmedicated wound dressings	2

Individually wrapped moist cleaning wipes

10

One pair of disposable gloves

Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline in sealed disposable containers should be provided. Each container should hold at least 300 ml.

***Guidance: First aid boxes and kits should contain only the items that a first aider has been trained to use.***

**They should not contain medication of any kind**

#### **4.2 Accident Reporting Procedures**

***Guidance: Copies of the St. Helens Council Accident Report Forms can be obtained from the Corporate Health & Safety Section, (01744) 671722/676069/676092/676374***

Schools should ensure that they have a responsible person appointed to take charge of the safe keeping and management of all accident forms for the site.

Schools have a duty to record:-

- (i) any accident to any person occurring on school premises;
- (ii) any accident to a member of staff at any location whilst on school business;
- (iii) any accident to a pupil off-site whilst under the supervision of a member of staff e.g. school trips.

Completed accident report forms must be passed to the responsible person named in section 2.1.

Detailed Accident Reporting and Dangerous Occurrences Reporting Procedures are contained in the Health & Safety Policy and Procedures Manual. Briefly they require:-

##### **Procedure for Employees, Members of Public**

- (i) All personal injuries will be recorded on a St. Helens Council Accident Report Form and a copy sent to the Corporate Health & Safety Section.
- (ii) Personal injuries to employees resulting in over 3 days absence will be reported to the Health and Safety Executive (HSE) via form F2508, within **10 days of the occurrence** and a copy sent to the Corporate Health & Safety Section.
- (iii) Fatalities, major injury accidents and dangerous occurrences must be notified immediately (normally by telephone) as follows :-

Head Teacher  
Corporate Health & Safety Section

The Corporate Health & Safety Section will in consultation with the above notify the Health & Safety Executive (HSE).

### **Procedure for Pupils**

- (i) Minor injuries will be entered into a suitable record book kept on site. An example sheet is contained in the School's Health & Safety, Policy & Procedures Manual.
- (ii) Fatalities, major injury accidents must be notified immediately (normally by telephone) as follows:-

Head Teacher  
Corporate Health & Safety Section

The Corporate Health & Safety Section will in consultation with the above notify the Health & Safety Executive (HSE).

**Guidance:** *A list of Major Injury Accidents and Dangerous Occurrences is provided in the Health & Safety Policy and Procedures Manual. Further advice can be obtained from Corporate Safety Section, (01744) 676069*

### **4.3 Fire Safety**

The Regulatory Reform (Fire Safety) Order 2005 (RRO), came into effect from the 1<sup>st</sup> October 2006, reforming Fire Safety Legislation and removing the requirement for a Fire Certificate. The order requires a "**Responsible Person**" to be named who will ensure that the premises complies with the order.

Building Bulletin 100 (BB100), Design for Fire Safety in Schools Produced by the Department for Children, Schools and Families (DCSF), recommends that it is important for each establishment to appoint a Fire Safety Manager.

The named '**Responsible Person**' /**Fire Safety Manager for St Aidan's CE Primary School is the Head Teacher.**

The main duties of the Fire Safety Manager include:

- ✓ Managing the school to minimise the incidence of fire (fire prevention) e.g. good housekeeping and security;
- ✓ Producing an Emergency Fire Plan;
- ✓ Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance;
- ✓ Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly;
- ✓ Ensuring that fire detection and protection systems are maintained, tested and suitable records are kept;
- ✓ Ensuring any close down procedures are followed.

Schools are visited on a regular basis by the Fire Brigade who will make recommendations in relation to means of escape, means for giving warning, the means for fighting fire and any particular hazards present on the premises.

A Fire Risk Assessment has been completed for the school. The assessment must be reviewed on an annual basis to ensure it is still relevant.

Where any structural or procedure changes occur the assessment will require amending and you must contact the Corporate Health & Safety Section to arrange this.

The assessment should be kept together with your Safety Policy and Procedure Manual and be available for inspection by the Fire Authority.

At St Aidan's CE Primary school, regular fire drills and walk through inspections will be carried out in order to ensure that basic fire prevention procedures are observed.

### **Fire Drills**

A schedule of fire drills has been established on the basis of **one drill per term**.

Headteacher has been nominated to organise the fire drills.

A record of the drills using the St Helens Council Fire Safety Logbook will be maintained.

***Guidance: Fill in the appropriate name above and ensure that a record of fire drills and alarm tests are maintained***

### **Fire Emergency Action**

1. If a fire is discovered raise the alarm via the nearest fire alarm call point.
2. On hearing the fire alarm all pupils should leave the school buildings under the direction of their teacher.
3. Doors and windows should be closed as classrooms and corridors are vacated.
4. All laboratory, experimental equipment and apparatus should be turned off.
5. The Head Teacher or his/her Deputy will telephone for the Fire Brigade or detail some other member of staff to do so.
6. When the pupils are assembled the roll will be called via the register. Should there be any absentees an immediate search will be made by the emergency services.
7. Until the Fire Brigade arrives, the staff should, after the pupils are safely evacuated and accounted for, remain at the assembly point until re-entry of the building is allowed by the Fire Brigade.

### **Means of Escape**

Regular inspections shall be made of means of escape, to ensure that they are kept free from obstruction. If it is found that they are even partially blocked, for example, furniture or rubbish, **immediate** action must be taken to clear the obstruction. Inspection shall also include a visual check that all fire safety signs e.g. direction of escape route, are in place and clearly visible. Immediate action will be taken to replace or expose to view any sign which is not visible

### **Fire Fighting Equipment**

Fire fighting equipment will be used only by trained staff when they are confident in their ability to douse a small blaze, in most cases they should leave the area immediately by the nearest escape route.

Fire extinguishers at St Aidan's CE Primary school are subject to an annual inspection by a competent contractor.

Fire fighting equipment including extinguishers, blankets, hose reels, sand and water buckets will also be checked for:-

- (i) its correct location (as advised by the local Fire Authority).
- (ii) vandalism.
- (iii) obstruction.
- (iv) sand and water buckets should be full and not contain any rubbish.

### **Fire Alarm Systems**

The fire alarm system should be tested at a pre-determined time **on a weekly basis** via a **different alarm point** on each occasion.

Caretaker is responsible for the weekly alarm test at this site.

The day and time of the test is Friday 4pm.

This will ensure that in addition to checking the system as a whole all call alarm points are checked on a regular basis. Any sounding of the alarm outside of the agreed time should be treated as an evacuation. Any visitors or contractors should be informed of tests.

### **Fire Doors**

Fire doors play an essential role in prohibiting the spread of smoke and fire, but only if they are closed and stay closed during a fire.

Fire doors are often wedged open or propped open with fire extinguishers or litter bins, therefore, such practices should be discouraged.

Weekly checks will, therefore, be carried out to inspect all fire doors as well as door furnishings such as hinges, glazing, push bar mechanisms and self closing devices. Faults found in any mechanism will be reported for immediate attention.

## **4.4 Electrical Safety**

The Electricity at Work Regulations (1989) require employers to ensure that all electrical equipment used in the workplace is safe to use, properly maintained and without risk to health.

- The fixed electrical circuits, etc, within the school should be inspected and tested at least every **five years** by a competent person.
- Where wiring is subject to damage and abuse (e.g. surface wiring in temporary classrooms) and in external areas such as greenhouses it should be similarly inspected every **three years**.

- Any additions or changes to the school's wiring must be inspected and tested by a competent person before power is applied.
- The electrical circuits associated with stages/theatre halls should be inspected **annually**.
- Schools should keep a register of all electrical equipment and it should not be possible for apparatus previously discarded as defective to slip back into use.
- Equipment which was not manufactured to current standards may require modification (e.g. pottery kilns with exposed elements that can be touched).
- Home-made or modified equipment should not be used.
- All electrical equipment operating at over 50 volts should be visually checked each term and any defective items rectified.
- Any hand-held equipment that has an exposed metal case should be inspected and tested by a competent person each year.
- Any double insulated equipment (i.e. no exposed metal casing) should be visually inspected for any damage to the insulation of the item, cable sheath or plug each time it is used.
- Where equipment is used outside the building via flexible cable a residual current device (RCD) should be used in the supply circuit. (RCDs work by sensing any difference in the current flowing in the two power supply lines. If, because of an insulation failure, damage, etc., an additional current flows to earth from either line, possibly via a person, the power is switched off in a fraction of a second. The trip sensitivity is predetermined; up to 30 mA will provide protection against electrical shock to earth. RCDs do not, however, provide any protection against a shock caused by connection between live and neutral).

### **Portable Appliance Testing**

The Electricity at Work Regulations (1989) require employers to maintain electrical equipment used at work so that it stays safe. The majority of potentially dangerous faults will be picked up by formal visual checks or by informal visual checks carried out by users.

A detailed procedure on the testing and examination of portable electrical equipment is included within the Health & Safety Policy and Procedures Manual.

The person responsible for ensuring that departmental inventories of equipment are drawn up is Sue Bird

All electrical faults must be reported to Office Manager.

Electrical testing where the needs for such has been identified must be carried out by a competent person. This will be a member of staff such as a technician, who has been trained in the use of adequate test equipment, or a suitably qualified electrical contractor.

**Guidance:** *Further advice concerning Portable Appliance Testing can be obtained from: Corporate Safety Section, (01744) 671722/676069/676092/676374*

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

The COSHH Regulations, as amended, require employers to assess the risks to the health of employees posed by the use of toxic, harmful and irritant and corrosive substances, these include many substances in use in CDT, Art, Science Departments and where schools

directly employ Caretakers and/or Cleaners.

More detailed information is contained in the booklet entitled - COSHH: A brief guide to the Regulations (INDG136 rev3- ISBN 071762982) which has been distributed to all schools, further copies can be obtained from the Corporate Health & Safety Section (Tel: 676069/676092//676374/676710).

A risk assessment looks at the ways in which the use of a substance(s) can give rise to harm and the steps required to reduce that harm. The duty to carry out such assessment will normally rest with the Head of Department though the responsibility may be delegated to another person. In all but the most simple of cases the assessment must be recorded.

General risk assessments have been drawn up by CLEAPPS for most substances in use in CDT and Science.

For other substances not covered by these assessments, such as those in Art Departments, an assessment must be completed. A standard proforma for COSHH Assessments has been drawn up by the LA. Copies of the proforma assessment form and guidance on its completion can be obtained from the Corporate Health & Safety Section (Tel: 676069/676092/676374/671722).

Secondary Schools should ensure that they have the following publications all of which contain guidance on compliance with COSHH:-

Risk Assessments for Technology in Secondary Schools: CLEAPPS

Risk Assessments for Science LIG6: CLEAPPS

Hazards: CLEAPPS

#### 4.6 **Asbestos Containing Materials**

In accordance with the requirements of the Control of Asbestos at Work Regulations 2006, a survey has been conducted to determine the location and condition of asbestos containing material within the school.

The Head Teacher shall ensure that any persons carrying out building/maintenance works are made aware of the survey report and the location of suspected asbestos containing materials.

#### 4.7 **Glass and Glazing**

A survey of all glass and glazing panels has been conducted in accordance with the requirements of Regulation 14 Workplace (Health, Safety and Welfare) Regulations 1992. The survey report shall be kept with the Health & Safety Policy and Procedures Manual and be available for inspection by enforcing authorities.

#### 4.8 **Pupils with Medical Needs**

Whenever possible pupils with medical needs will be supported in such a way as to minimise any disruption to their education. This school recognises and follows the Guidance produced by the Department for Education & Skills: Managing Medicines in Schools and Early Years Settings (March 2005). The School nurse is available to answer any concerns that may arise, and can be contacted on 01744 627566.

#### 4.9 Outdoor Education Activities and School Trips

This school recognises the importance of ensuring that outdoor education activities and school trips are planned and organised in such a way as to minimise risks to pupils, staff and helpers.

To this end the school will follow the LA Guidelines for Health & Safety of pupils on Educational Visits (March 2009).

Headteacher has responsibility for on site advice/co-ordination of off site trips and educational activities.

**Guidance:** *Where an EYFS provider arranges off site activities/school trips, at least one Paediatric First Aider must accompany the children. This is in addition to any first aiders provided for employees and older children.*

#### 5.0 CURRICULUM SAFETY MATTERS

**Guidance:** *The following sections will apply primarily to secondary schools although section 5.2 Physical Education will apply to all schools.*

##### 5.1 Craft Design Technology (Woodwork, Metalwork and Heat Process)

The Head of Department shall ensure that teaching staff and technicians operating/tutoring on woodworking machines are competent by virtue of them holding a recognised training award or having received approved training in:-

- a) the correct use of the machine;
- b) methods of using the guards and other safety devices connected with the machine.

Head of Department shall ensure that employees using gas or electric welding/cutting equipment are competent by virtue of them having received appropriate approved training.

Head of Department/Class Teacher shall ensure that pupils do not use the following woodworking machinery:-

Circular saw  
Surface planer/thicknesser  
Single spindle moulding machine

Head of Department/Class Teacher shall ensure that pupils operating woodwork, metalwork or welding/cutting machinery are subject to immediate supervision at all times.

Head of Department shall ensure that teachers/technicians operating or tutoring on the use of woodwork, metalwork or heat process equipment have access to the following reference guidelines:-

BS 4163 2007 Code of Practice:- Health and safety for design and technology in schools and similar establishments.

CLEAPPS Risk Assessments for Technology in Secondary Schools.

Head of Department shall ensure that the names of those employees authorised to operate machinery are clearly displayed adjacent to the machine.

Head of Department shall ensure that local exhaust ventilation equipment is adequately maintained and within current test certification (14 months). The testing shall be organised on behalf of the school by the Children & Young People's Services Departments Property Services Officer. Copies of the tests results shall be retained for inspection.

Head of Department shall ensure that adequate provision is made for the storage of compressed gases in accordance with BS: 4163 (2007). Advice on storage of compressed gases can be obtained from the Corporate Health & Safety Section.

Head of Department shall ensure that pupils use the following protective equipment as required by the CLEAPPS guidance :-

Ear defenders/plugs  
Eye protection  
Gloves.

Teachers shall ensure that pupils operating machinery/equipment are issued with and wear the appropriate personal protective equipment.

## 5.2 Physical Education

Head Teacher/Head of Department shall ensure that supervising teachers have the appropriate qualification/training for the activities taught as outlined in the afPE Publication: Safe Practice in Physical Education.

The Head of Department shall ensure that Risk Assessments are undertaken for activities within Physical Education. Guidance (Risk Assessment in Physical Education for St Helens Schools) produced by the LA for reference has been issued to all schools.

Head of Department shall ensure that gym equipment is within current test period and adequately maintained and inspected before use. The inspection shall be organised on behalf of the school by the Children & Young People's Services Department Property Services Officer.

The Class Teacher shall carry out a cursory visual check of equipment and the playing surface/area prior to the commencement of Physical Education activities.

Head of Department/Class Teacher shall ensure that pupils using the equipment are adequately supervised in accordance with the guidance given in the afPE publication.

Class Teacher shall ensure that areas used for physical education are thoroughly inspected and any necessary preparation works carried out prior to the class commencing. This includes ensuring that landing areas such as sandpits are raked and softened and playing fields are cleared of obvious debris **immediately prior to use**.

Goalposts (rugby/football) shall be checked before use and on a regular basis. Guidelines produced by the Football Association regarding inspection regimes for football posts are issued to all schools.

### 5.3 **Art**

Head of Department shall ensure kiln(s) are separated from main teaching area by means of a specific kiln room or separation from the teaching area by a secure fence or cage providing a physical barrier.

Head of Department/Class Teacher to ensure pupils using equipment are adequately supervised.

Head of Department shall ensure COSHH assessments have been carried out on substances within their department and that information on their use, storage and disposal has been given to staff. Where COSHH assessments are not available the Head of Department must notify the Corporate Health & Safety Section who will assist in the undertaking of a COSHH assessment.

Head of Department shall ensure that teaching staff and technicians have been issued with suitable personal protective equipment when working with dry clay and powdered glazes :-

Respiratory protection  
Eye protection  
Gloves

### 5.4 **Science**

Head of Department shall ensure that teaching staff and technicians have access to CLEAPSS Science Handbook and CLEAPSS Hazcards.

Head of Department shall ensure that equipment including fume cupboards are adequately maintained and tested by a competent engineer and is within the current test period. The testing shall be organised on behalf of the school by the Children & Young People's Services Departments Property Services Officer. The results of tests shall be retained for inspection.

Head of Department shall ensure that each member of staff is issued with employee guidelines on safety in science labs which is found in the CLEAPSS Science Handbook.

Head of Department shall ensure that the CLEAPSS hazcards are kept up to date and COSHH assessments have been carried out where required.

Head of Department shall ensure gas pipework is visually inspected annually by a competent person and a programme to check soundness of gas supply pipe work once every five years. The testing shall be organised on behalf of the school by the Children & Young People's Services Department Property Services Officer.

Head of Department/Class Teacher shall ensure that gas taps/valves are checked at regular intervals for ease of operation, soundness and damage and that the appropriate signs are in place.

Class Teacher shall ensure gas isolation valve is operational at the start of each class.

Head of Department shall ensure that a trained Radiological Protection Supervisor is made responsible for the effective supervision and storage of sources of ionising radiation in accordance with LA Guidelines. Head of Department shall ensure that the radiation source log book is kept up to date.

St Helens Council as the employer have appointed a Radiation Protection Officer under the Ionising Radiation Regulations 1999 to liaise with the Radiation Protection Advisor on the management and use of the sources held by schools, monitor that records of sources are accurate and ensure sources are checked for leakage at suitable intervals.

The Radiation Protection Officer is a member of the Corporate Health & Safety Team and they can be contacted on 01744 676092.

Head of Department shall ensure that all relevant staff have access to CLEAPSS science handbook L93 Managing Ionising Radiations and Radioactive Substances 2001.

**Guidance: Advice on Ionising Radiation can be provided by the Corporate Health & Safety Section (01744) 676092 and/or CLEAPPS**

### 5.5 Drama Theatres

The Head of Department shall ensure that staff and technicians operating/tutoring on theatre lighting/equipment are competent by virtue of them holding a recognised training award or having received approved training.

Head of Department shall ensure that all theatre lighting and associated equipment is thoroughly examined and tested on an annual basis.

Head of Department shall ensure that all hired electrical equipment is within current certification (12 months).

Head of Department shall ensure that staff erecting/using temporary access equipment are competent by virtue of them holding a recognised training award or having received approved training.

Head of Department shall ensure that the use of the following equipment is under the control of a person competent in its use and the activity subject to a specific risk assessment:

Smoke and Vapour effect units  
Lasers  
Strobe Lights  
Pyrotechnics

**Guidance: Smoke/vapour effect units must only use water based fluids.  
The use of Dry Ice Units is prohibited.**

### 5.6 Work Experience/Placements

This school recognises the importance of ensuring that work experience/placements are planned and organised in such a way as to minimise risks to pupils.

Placement providers shall be vetted prior to use by school staff or Project Trident.

To this end, the school will follow the HSE guidelines on Managing Health and Safety on Work Experience: A Guide for Organisers (HSG 199 - January 2000).