

**Cannock Chase High  
School**

**Achievement for All**

**Health & Safety Policy**

**&**

**Procedures**

**2018 - 2019**

Reviewed: February 2018  
Next Review Date: February 2019

## **Statement of Local Health and Safety Intent Cannock Chase High School**

- ❖ Cannock Chase High School recognises the requirement to provide a safe and healthy working environment for all employees is acknowledged. The Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.
- ❖ In compliance with the Health and Safety at Work etc. Act, this school's Governing Body will ensure so far as is reasonably practicable that:
- ❖ All places and premises where staff and students are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
- ❖ All plant and equipment is safe to use and that arrangements exist for the safe use, handling, and storage of articles and substances at work.
- ❖ Appropriate safe systems of work exist and are maintained.
- ❖ Sufficient information, instruction, training and supervision is available and provided to ensure that staff and students can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- ❖ A healthy working environment is maintained including adequate welfare facilities.
- ❖ In addition to the above, the school will ensure, so far as is reasonably practicable, that the health and safety of non-employees is not adversely affected by its' activities.
- ❖ Employee involvement is an important part of managing safety, and consultation on health and safety with employees and employee representative's forms part of this policy.
- ❖ This policy statement and the accompanying organisational arrangements supersede any previously issued.

Signed .....  
(Head Teacher)

Signed .....  
(Chair of Governors)

Date .....

## **Cannock Chase High School Health and Safety Policy**

This document details the organisation and arrangements required to maintain and continuously improve our school's health and safety management system.

The contents include a list of our local procedures for this school and the document control system we use.

### **The Aim of the Policy is to:**

- Ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of all persons using the premises.
- Ensure that all reasonably practicable steps are taken to ensure the health and safety of staff, students, and other supervising adults participating in off-site visits.
- Establish and maintain safe working procedures amongst staff and students.
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Develop safety awareness amongst staff, students and other supervising adults.
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

### **To meet these responsibilities the Governors will pay particular attention to:**

- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Appropriate information, instruction, training and supervision to assist all staff, students and visitors to avoid hazards and to contribute positively to their own health and safety whilst on school premises.
- A safe workplace and safe access and egress.
- A healthy working environment.
- Procedures for fire evacuation, first aid cover and other emergency situations.

The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

### **Head Teacher** (and duties passed to the Business Manager)

The Head Teacher will ensure that:

- Policies and procedures with regard to health, safety, and welfare matters within the school are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood and followed by all members of staff, including temporary/supply staff.
- Any health and safety matters raised, and guidance from other sources, are brought to the attention of the Governing Body.
- To make or arrange for risk assessments of the premises and working practices to be undertaken and recorded.
- Regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary, and are reported to the Governing Body.
- To ensure appropriate information on significant risk activities is given to visitors and contractors.
- To ensure emergency procedures are in place.
- Accidents, incidents, and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken.
- Adequate first aid provision is made for staff and students and other persons, whilst on school premises and when working away from the school, in accordance with relevant guidance.

- Training needs are identified and arrangements are made for those needs to be met.
- Necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives.
- All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
- To ensure arrangements are in place to monitor premises and performance.
- Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
- Any unsafe items which are reported to the site staff using the correct procedure and any item which constitutes a health and safety hazard are actioned by the site staff and taken out of use.
- Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
- Working arrangements are agreed with contractors working on the premises through the Business Manager and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, students or other persons working on the premises.
- Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

### **Governors**

- A school safety policy is produced and that the policy is regularly reviewed.
- A Health and Safety Committee will be established if requested by at least two persons and health and safety is included in the terms of reference of an existing committee.
- The Safety Policies will be brought to the notice of all employees.
- Their health and safety obligations are properly considered and provision made for meeting those obligations.
- The school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
- Health and safety issues concerning the school are identified and appropriate action taken.
- Appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfil their duties.
- All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.
- Participating in a site inspection at least once a year.
- Attending meetings of the health & safety committee.
- Must ensure that those who have been assigned specific responsibilities in school for Health and Safety have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on Health and Safety issues.
- Seek advice from and receive reports from the County Council Health and Safety Advisors and Elite Safety in Education and their school Health and Safety Co-ordinator as appropriate and take actions as necessary.
- Ensure that the auditing of Health and Safety takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety, and welfare issues.

## **Teaching and Support Staff holding Posts of Responsibility**

Staff holding posts of special responsibility, such as, Deputy Head Teacher, Assistant Head Teacher, Pastoral Managers, Directors of Community, Directors of Year, Clerical Managers/Supervisor, Site Staff, Catering Manager, and Technicians are responsible to the Head Teacher/Business Manager for the implementation of the Health and Safety Policy within their area of work. To fulfil their responsibilities they will assist the Head Teacher:

- In the monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and safety instruction and safe working practices are being followed by staff and students, and for making any necessary changes in practices and procedures.
- To investigate any accidents and incidents as instructed by the Head Teacher
- To ensure departmental risk assessments are carried out and departmental inspection check lists are completed and submitted.
- By informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction, and training to carry out their duties without risk to health or safety.
- By ensuring that staff and students are aware of emergency procedures, which should be regularly reviewed.
- By ensuring that adequate supervision is maintained at all times.
- By ensuring that all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.

The Business Manager will assist the Head Teacher to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

## **School Health & Safety Representatives**

The Governing Body and the Head Teacher should recognise the role of health and safety representatives appointed by a recognised trade union. Health and Safety representatives will be allowed to investigate accidents and potential hazards, peruse employee complaints and carry out school inspections within directed time but, wherever practical, outside teaching time.

They are also entitled to certain information, for example about accidents, and to paid time off to train for, and carry out their health and safety functions. However, they are not part of the management structure and not carrying out duties on behalf of the Head Teacher or Governing Body.

## **Site Staff**

The Site Staff are responsible for looking after the premises. Their responsibilities include:

- To maintain an understanding of the health and safety policy arrangements and the responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements.
- To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented.
- Ensuring adequate security arrangements are maintained.
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided.

- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor; that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained.
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained.
- Ensuring that plant and equipment is adequately maintained.
- Arranging for the regular testing and maintenance of electrical equipment.
- Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made.
- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
- Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise.
- Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations.
- Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date.
- Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests.
- Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures.
- To respond promptly to notifications of a defect that could affect the health and safety of building occupants/visitors.

### **Health and Safety Working Group**

- The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and Safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that Health and Safety is a regular agenda item in these meetings.
- An annual report to the Governing Body outlining achievements against the Health and Safety plan and annual KPI's should be considered. The school's Health and Safety Co-ordinator may be responsible for collating this information for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

### **Hirers**

When the premises are used for the purposes not under the direction of the Head Teacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

Any person who uses the school premises will conduct themselves and carry out their operations in such a manner that all safety requirements are met at all times.

When school activities are conducted beyond the core school hours organisers of the event are responsible for following the school's normal Health and Safety procedures, but must also take into consideration additional requirements for example school security, responsibility for fire muster etc.

When the premises are hired to persons outside the employment of the governing body, it will be the condition for all hirers, contractors and others using the school premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Governing Body and that they will not, without the prior consent of the Governing Body:

- Introduce equipment for use on the school premises.
- Alter fixed installations.
- Remove fire and safety notices or equipment.
- Take any action that may create hazards for persons using the premises or the staff or students of the school.

### **Educational Visits Co-ordinator (EVC)**

The school has an 'Educational Visits' policy and an appointed Educational Visits Co-ordinator. The school utilises the web based EVOLVE system for planning and managing the administration of risks associated with educational visits.

### **Radiation Protection Supervisor**

The School Radiation Protection Supervisor will ensure that:

- Local procedures are in place for the safe use, storage, and disposal of radiation.
- Follow the good practice guidance that is sent via CLEAPSS.
- Liaise with CLEAPS Radiation Protection Advisor (RPA) and co-operate on health and safety matters.
- Source containers are suitably labelled/marked and identifiable.
- Regular inspections and leak tests are carried out and the findings are recorded.
- A check has been made that the total activity of the radioactive substances kept are within the limits allowed by the regulations.
- An approval letter from the DfE is on file and agrees with the number of sources kept on site.

### **Class Teachers**

Staff timetabled to be in charge of classes have the following responsibility to assist the Head Teacher:

- To follow safe working procedures personally.
- To ensure the safety of students in classrooms and other areas of the school whilst in their charge.
- To be aware of and to adopt safety measures within their teaching areas.
- To request special safe working procedures, protective clothing, guards etc. where necessary and ensure they are used.
- To make recommendations to the Site Staff using the correct procedure regarding the safety of equipment or tools, in particular any equipment or machinery that is potentially dangerous.
- To report all accidents and near misses to the heads of department and serious accidents/incidents to the Business Manager.
- All defects and dangerous occurrences to be reported to the Site Staff.
- To be aware of emergency procedures in respect of fire, bomb alert, first aid, accident etc. and to carry them out.

### **Employees General Responsibilities**

All employees have a general duty under the Health and Safety at Work Act 1974 to:

- Take reasonable care of their personal safety and that of other persons.
- Co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully.
- To use correctly any equipment provided for his/her safety.
- Report any defective equipment or shortcomings they consider in the school's health and safety arrangements to their manager and/or the Site Manager.

- Report accidents or dangerous occurrences at the earliest possible opportunity.
- Be familiar with and observe at all times all safety policies and procedures.
- Take reasonable precautions to ensure the safety of all persons in their charge.

### **Students**

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

- Exercise personal responsibility of the health and safety of themselves and others.
- Observe standards of dress consistent with safety and or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Not to wilfully misuse, neglect or interfere with items provided for their health and safety.
- Students are informed by letters sent to parents regarding the wearing of jewellery. This is reinforced by staff throughout the school year.

### **Arrangements for Health and Safety**

(See local arrangements section)

### **Document Control**

We will develop and maintain local documentation. Changes including re-issues and deletions to local school documentation will be authorised by the Head Teacher and Governing Body.

### **Co-operation**

Local systems and documentation will be implemented following consultation through our school's health and safety governance meetings.

### **Communication**

Local systems and documentation will be held electronically and made accessible to staff members through the school's intranet system.

Any premises health and safety concerns must be reported to the Site Staff through the email system. Accidents and incidents must be reported to the Business Manager.

There should be a standing item on the agenda of departmental meetings to enable health and safety matters to be discussed openly when required. Extracts of these minutes must be emailed to the Business Manager so issues can be followed up.

The policy is available for all persons to view on request from reception.

### **Competence**

The school has competent persons in place to provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.

School staff members will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

### **Emergency Plans**

The Head Teacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident, so that everything possible is done to save life, and prevent and minimise loss. This sequence will determine the priorities of the emergency plan. The plan will be agreed by the Governing Body and will be rehearsed if necessary (paper exercise) by staff.

Any concerns will be reported to governors.

## **Planning & Prioritising (Setting Standards)**

### **School Health & Safety Plans**

School health and safety planning will be part of our school improvement planning process.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

### **Risk Assessments**

Job and specific risk assessments will be carried out by line management within the team in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

### **Local Arrangements**

We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school. (See local arrangements section)

### **Measuring H&S Performance**

#### **Active Monitoring**

Our school management team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

#### **Reactive Monitoring**

The school management team will oversee reactive monitoring to include accidents, near misses, and hazard reports in accordance with our local arrangements and report relevant findings to the health and safety committee.

#### **Reviewing Health & Safety Performance**

Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.

The school health and safety performance will be reviewed by nominated persons and any outcomes/actions will be reported back to the Head Teacher and Governors.

#### **Auditing/Inspecting Health & Safety Performance**

Health and Safety auditing/inspecting will be carried out on a regular basis by the H&S Governor, Business Manager, and Heads of Departments of high risk areas.

#### **Review**

The Governing Body will review the policy and procedures documentation on an annual basis and update/amend as considered necessary to ensure the health, safety and welfare of staff and students.

## Local Arrangements

- Appendix 1 - [Accident/Incident Reporting](#)
- Appendix 2 - [Art & Design](#)
- Appendix 3 - [Contractors](#)
- Appendix 4 - [Control of Substances Hazardous to Health](#)
- Appendix 5 - [Design & Technology](#)
- Appendix 6 - [Display Screen Equipment](#)
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- Appendix 12 - [Health and Safety Information and Training](#)
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**Cannock Chase High School**

# Accident/Incident Reporting

### **Accident Reporting**

#### **Policy Statement**

Cannock Chase High School aims through its organisation, ethos and practices to minimise the frequency and gravity of accidents on site.

The school recognises however, that within a large community, a number of accidents will occur.

Consequently, the remainder of this policy sets out: accident procedures which are based on statutory requirements and LA advice, and Information on accident prevention.

#### **Outline of Procedures**

Further details are given below. Comprehensive information and advice is available to personnel with access rights at [www.education.staffordshire.gov.uk](http://www.education.staffordshire.gov.uk) under School Admin and Management, Health and Safety.

#### **Immediate Detailed Actions:**

When an accident occurs follow procedures below.

#### **Accidents on School Premises**

- Wherever possible, stay with the injured party and send for help, initially to the First Aid Officer (or Main Office if First Aid Officer is not available).
- Stay calm and try to make the injured person as comfortable as possible, reassuring him/her and other pupils present.
- DO NOT ATTEMPT TO MOVE THE INJURED PARTY UNLESS HE/SHE IS IN IMMEDIATE DANGER OF FURTHER INJURY.
- The First Aid Officer (or a Senior Member of Staff) will then co-ordinate events, attending to the injury, arranging for an ambulance to be called if necessary, and contacting parents.

The First Aid Officer will also arrange for an accident form to be completed in cases where the injury requires medical treatment or could have been potentially serious.

All accidents are also recorded in the school accident book/form.

The Head of Year should ensure that siblings (within the school) of the injured party are kept informed, especially if the injuries are thought to be serious.

#### **Accidents off School Premises: Road Traffic Accidents**

- The priority is to ensure that all parties are removed from immediate further danger (e.g. fire, further collision) as carefully and safely as possible.
- Although seriously injured victims should ideally not be moved, they too must be carried to a safe place if necessary. However, be sure that you are not putting yourself in danger when doing so. Bear in mind that some children may be in shock. Try to remain calm and issue clear instructions, ensuring that the children stay together in a safe place as a group.
- Arrange for the emergency services (police and ambulance) to be brought to the scene as quickly as possible. If the mobile phone is not available, this may entail waving down another motorist, or even sending two pupils, to make the 999 call.
- If possible arrange for someone to alert other motorists of the incident in order to prevent further accidents. For example, use of hazard lights, warning triangle or other persons directing traffic around the accident until the emergency services arrive can be very helpful, though this will require discretion as it may itself be hazardous.
- Stay at the scene of the accident as above. Assess the priority of the injured –those not breathing come first, those bleeding severely, second. If necessary, resuscitation should be administered and severe bleeding should be controlled.

- Contact the school as soon as possible. (The police may elect to do so)\*. Emergency contact numbers of senior staff are listed in the minibus log book for cases where the accident occurs outside school hours. If not travelling by minibus, the member of staff in charge of the visit should ensure that he/she has these numbers in his/her possession, in accordance with normal visits procedures.  
(Emergency Contact information is to be carried on all school visits)

### **Accidents off School Premises: Non-residential trips (e.g. Sports Fixtures, Museum, Theatre, and College Visits**

- If medical attention is urgently required, arrange for an ambulance to be called. Stay with the injured party as above.
- If the pupil is taken to hospital he/she must be accompanied by an adult. If he/she is then detained there, efforts should be made to telephone the parents and ask them to contact the hospital before going there direct (in case permission to operate is required). If an operation is needed and parents cannot be contacted, in emergency follow the advice of medical staff.
- If another adult has taken the pupil to hospital, at the first opportunity, go to the hospital (taking the whole party if necessary) and ascertain that a parent has arrived before beginning the return journey (unless an accompanying adult can take responsibility for the return journey).
- If it is obvious that the party will thus arrive back at school much later than anticipated, ensure that the school (or a senior member of staff) is contacted so that waiting parents can be informed of the reasons for the delay.
- Complete an accident report form at school at the first available opportunity.

### **Residential Visits**

A list of contact numbers should always be carried by the Party Leader.

### **Within the UK**

If at all possible, visit the hospital at least daily if the pupil is admitted.

### **Abroad**

Clearly it may not be possible for parents to travel to the hospital.

If an operation is needed, parental consent forms completed prior to the visit should already contain a clause acceding to this.

If the party is scheduled to begin its return journey and the injured pupil is still in hospital, one member of staff or a responsible adult must remain behind to supervise the pupil, unless a parent is already present.

Occasionally, especially if an accident is a serious one, pupils and staff may have need of counselling. There are references to this in the Emergency and Critical Incident Policy.

### **Required Measured Steps:**

#### **When an Accident Occurs:**

It is recorded in the general accident book. An Accident Investigation Form EDAF2 (copies in Reprographics/First Aid area) must also be completed for all but the most "trivial of playground" type accidents. Employees who sustain injury must make their own record of their accident (whenever they are capable of so-doing) in the B1510 Accident Book and hand a copy of the record to their line manager for investigation;

- An investigation is carried out into the cause by the supervising adult in the case of students (with line manager support, where appropriate) and by the line manager in the case of employees
- The supervising adult and/or line manager (as appropriate) carries out a post-accident risk assessment to determine whether any improvements are necessary. (see Stages of an Investigation);

- The facts and the main findings of the Risk Assessment are recorded and outcomes and resulting changes to procedure and practice communicated to everyone who may be affected;

A copy of the completed Accident Investigation Form(s) is sent to the Directorate Health and Safety Team within 10 days (within 3 days in the case of accidents to staff or when there has been a “dangerous occurrence”).

- If an accident involves or results in dangerous occurrences, students requiring immediate transfer to hospital, major injuries or fatalities, the school immediately notifies an officer in the Directorate Health and Safety Team by telephone/fax. A written report is then submitted to Directorate to confirm telephone/fax notification - usually in the form of EDAF2 and, for staff, form B1510.
- When an accident has serious consequences, the Head Teacher will seek support from LA officers in arranging for appropriate counselling for pupils and/or staff.
- Accident books are kept for 10 years before disposal.

## **Brief Notes on Accident Prevention and Management**

### **Introduction**

An accident can be defined as an unplanned and undesired event which may or may not result in injury.

Accidents can be potentially serious even though there may be little or no injury. Often exactly the same incident could easily be responsible for the death or serious injury of a person who happened to be in the vicinity at the time. So an accident may be considered serious, even though no person was injured or killed.

It is this philosophy that must be behind our efforts to prevent accidents. We must:

- Be alert to potential danger;
- Be capable of identifying the actual hazard;
- Take appropriate measures to control the risk. (See risk assessment).

Every person at work has both a moral and a legal duty to contribute towards accident prevention. The prevention of accidents should be of constant concern to all involved with the Cannock Chase High. Anticipation of danger, consideration for others and good standards of cleanliness and tidiness all play an important part in reducing the number and the seriousness of accidents.

Many accidents in school result in relatively trivial injuries such as bruises, sprains, cuts and grazes. Most accidents to students occur in the ‘playground’ and during sport or other recreational activities, and may appear to be largely unavoidable. However some apparently minor injuries, particularly those involving the face and head can be followed by quite serious complications, and staff must ensure that proper medical advice is sought in cases where there is concern.

If the legal responsibility for an accident has to be decided, it is a matter for the courts, but the moral responsibility for the safety of students lies with the school.

Accident details and statistics are considered by our Governors’ Health, Safety and Security Committee (the Premises Committee) which meets termly.

### **Incidents/Near Misses**

When reported accident statistics are analysed it can be seen that the majority are near-miss accidents.

Although there is actually no legal requirement to record and report near miss incidents, these events can be potentially more serious than accidents that have resulted in someone sustaining an injury. When such incidents are identified, it is advisable to have an investigation/review system in place which identifies any problem areas and addresses any inherent hazards.

Research actually shows that an accident control programme has the greatest effect in schools which concentrate on incidents and near misses.

The Directorate's Safety Advisor must be informed of any such incidents/near misses which give cause for concern and may be common to other similar establishments.

### **The Causes of Accidents**

Accidents do not just happen. In every case they are caused, and are frequently as a result of someone's inappropriate action or failure to act in a proper way.

The majority of accidents in schools continue to happen through:

- Incorrect lifting and handing methods.
- Being struck by falling objects.
- Stepping on or striking objects.
- Incorrect use of hand tools.
- Accidents associated with machinery.

### **Accidents Can Result From:**

- Ignorance/lack of knowledge: "I had no idea ....."
- Distractions: "I wasn't thinking ....."
- Misunderstandings: "I thought you said ...."
- Overconfidence: "Of course I've done this before ...."
- Horseplay: "I was only having a bit of fun ...."
- Accidents will only be reduced by minimising the root cause. This is achieved by ensuring greater awareness, consideration, and forethought.

### **Making an Entry in the Accident Book**

Schools must keep a record of all accidents.

Accidents to staff must be reported by the injured person themselves (or on their behalf where this is not possible) by making a formal record in the school's accident book. All injuries should be reported in this way regardless of the severity of injury. Forms BI510 for reporting accidents to staff are obtained from HMSO Books ISBN No. 0-11761384-3. Whenever a member of staff sustains an injury at school, the event must also be reported to the line manager or Head Teacher.

Details of every accident involving a pupil must be recorded in a separate accident book. The entry must be made by a member of staff who was responsible for the child at the time of the accident. If the accident occurs outside lessons and no member of staff is in the immediate vicinity, the entry must be made by a member of the duty team.

Staff accident books must be retained for a minimum period of three years from the date of the last entry. However, it is good practice to retain the book for ten years. During school audits, inspections or other visits, LA officers and HSE enforcement inspectors may ask to see the accident book. When pupils have sustained an injury at school, they have a right to make a personal injury claim until they reach the age of 21. For this reason, secondary schools should also retain pupil accident books for ten years.

### **Accident Investigation**

Every accident must be appropriately investigated. Details of the procedure recommended by

Directorate are available on the Staffordshire Intranet

[www.education.staffordshire.gov.uk](http://www.education.staffordshire.gov.uk) under School Admin and Management, Health and Safety.

Accident investigations are undertaken for a variety of reasons – the main one being to prevent the recurrence of a similar event. Each accident provides a valuable opportunity to review existing safety arrangements and implement improvements where necessary. At the Cannock Chase High, we must not waste this opportunity. All accident investigations must be recorded.

The extent of the investigation will, of course, depend on the nature of the accident and its injury potential. For trivial "playtime" injuries, an entry in the accident book will suffice.

Other accidents involving pupils must be investigated using the accident report form EDAF2 (appendix).

All staff accidents will require a fully completed accident report. Remember, an accident which has resulted in little or no injury is not necessarily minor in nature and will normally require an initial further investigation.

When investigating an accident you should be concerned with trying to identify the root cause of the accident, not just the immediate cause – without identifying the root because the investigation is inadequate. For example:

- Accident: Teacher falls down a set of stairs.
- Immediate cause: The treads on the stairs are worn.
- Possible Root causes: There is no maintenance system in place, there is no system for inspection of the premises, there is a lack of overall management of the premises and personnel.
- Accident investigations should be carried out by individuals who are competent.

For this reason all staff need to be fully familiar with this document and the school and are capable of accessing supporting information on the Staffordshire Intranet [www.education.staffordshire.gov.uk](http://www.education.staffordshire.gov.uk)

### **Injuries Resulting in Absence from Work – (Over 7-day injuries)**

When an employee sustains injury at work which results in them being absent from work or being unable to carry out their normal duties for more than seven days, this must be clearly indicated on the report form. For calculation purposes absence includes weekends and holiday periods.

Where the form has already been submitted by the time it becomes evident that the absence is over 7 days, the Health and Safety Advisor must be informed by telephone.

The definition of employee includes students and pupils on work experience or undergoing other work based training. Schools should therefore notify C&LL of all accidents involving pupils on external training activities.

### **Accidents away from the School Premises.**

All accidents occurring off the school premises which occur in connection with an organised school activity must be reported in the accident book at school.

This applies even if, in addition, the accident is reported in the accident book at other premises such as at College, another school or at the premises of a work experience employer.

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# **Cannock Chase High School**

# **Art**

Draft Only

### **Art & Design (Draft Only)**

Cannock Chase High school is committed to teaching all practical subjects in a safe way. This policy outlines the processes and procedures for ensuring safe working in Art and Design.

Any activity taking place in practical rooms should comply with the recommendations of B.S.4163 2014. A copy of this document is available from the school secretary.

Teaching staff are responsible for the maintenance of safe working conditions. They should anticipate potentially dangerous situations and act to prevent them from developing.

Staff should set an example in maintaining safe working and discipline within the classroom. Work needs to be well planned in order to prevent accidents.

Students must obey the school and classroom rules at all times and behave with thought and care when using materials and equipment.

### **COSHH**

Substances used in the workplace should be assessed with reference to the Control of Substances Hazardous to Health.

### **Risk Assessment**

All practical activities must be assessed for risk, and safety measures used to keep the risks low.

All risk assessments must be carried out BEFORE a practical activity is undertaken and the effectiveness of the risk assessment must be regularly monitored; if any new activities are to be undertaken, it is essential that a full risk assessment is carried out beforehand.

The activity must NOT be undertaken until the risk assessment has been completed and recorded.

Risk assessment should form part of lesson planning if any dangerous substances are to be used.

Alternatives to hazardous substances should be sought.

Suppliers of substances covered by COSHH regulations will supply details in order to assist risk assessment.

### **Room Safety**

- All practical rooms must be locked when not in use.
- Unsupervised students must not be allowed in hazardous rooms.
- Staff are expected to leave workrooms in a safe condition.
- When starting practical lessons, staff should check that rooms are clear, all thoroughfares and room exits are free from obstruction, floors are dry and in a safe condition, and the lighting is adequate for the work being undertaken.
- Fire doors must be unlocked and clear. Only authorised staff are permitted to switch on the electricity and gas mains isolators. Students may not switch on these – not even under supervision.
- Students must not use utensils, tools, machines or other equipment until they have been taught how to use them correctly.
- Only one person may operate a machine or piece of equipment at a time.
- A specialist room may only be used for other curriculum activities if the person supervising the students understands room hazards in the room and can prevent them.
- Supply or cover teachers must be given information on the room hazards; this could be a laminated A4 sheet for the room explaining the location and operation of main services such as electrical isolators, any local hazards, and where help can be

obtained. Cover teachers must not supervise practical work unless they are competent and experienced in the practical subject and understand the relevant safety procedures.

### **Safety Signs, Notices and Displays**

Each workroom must have a set of safety rules and the fire procedure displayed clearly. Cautionary notices and signs must be displayed where appropriate.

### **Clothing**

Protective clothing such as aprons or overalls must be used in any 'messy' practical work, or where hazardous materials are being used.

Do not use nylon or other plastic protective clothing in high-temperature work.

People wearing bandages on the hand or forearm are not permitted to use machinery which has exposed moving parts.

### **Eye Protection and Guards**

Eye protection must be used if there is any significant risk of eye injury in the work being carried out or observed. Do not overlook the risk when working with stretched materials; Eye protection must conform to **BS EN166**. Select the type of eye protection suitable for the practical work.

Eye protectors must be kept clean and scratch free. They must be periodically washed in a mild household disinfectant.

### **First Aid**

Each practical room must have easy access to a first-aid kit.

### **Storage**

- Storage must be kept well organised and tidy. Large items should not be stored high and proper stepladders or similar must be available for reaching high shelves safely.
- Standing on benches, chairs, tables etc. is not permitted.
- Sharp tools and utensils must be stored so that accidental contact with the sharp part is unlikely and they must be securely locked when not in use.
- All materials which are hazardous, for example they may be toxic, flammable or corrosive, must be clearly labelled. The labelling must state the material and the nature of the hazard(s).
- Keep all working quantities of these materials to a minimum.
- Access to hazardous materials must be restricted to authorised staff only.
- All hazardous materials must be stored away from direct access by students.
- Stocks of flammable liquids must be stored in a lockable fire-resistant cabinet in a well-ventilated stockroom.

### **Shelving**

Make regular checks to ensure that shelving is in a safe condition.

Shelves must not be overloaded and heavy materials must not be stored high up.

Ensure that the shelf space is used sensibly with no items stacked precariously.

Proper stepladders must be provided for access to shelving beyond easy reach from the floor.

### **Maintenance, Inspection, and Testing of Equipment**

Health and Safety law requires that equipment and machinery is maintained in a safe condition. To achieve this, equipment must be maintained, inspected and, where necessary, tested.

There are 3 levels of inspection, maintenance and testing of equipment which must be carried out. These are:

- A visual check by staff of equipment prior to its use or on a daily basis.

- A more formal visual inspection which should be carried out termly by staff. This requires checking equipment against an inventory using a checklist. Small items, e.g. hand tools, knives, can be banded together.
- Formal maintenance/inspection checks carried out by specialist contractors. This is normally undertaken annually, or for LEV equipment, every 14 months.

### **Training Records and Certification**

All practical work must be supervised by a suitably qualified teacher

It is every teacher's responsibility to ensure that his or hers knowledge of Health and Safety is current.

Any perceived training needs should be discussed with the Head of Year or the Business Manager.

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**Cannock Chase High School**

# Contractors

### Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

This document describes the Cannock Chase High School's procedure for the management of the risks to school employees who may be exposed to contractors working locally and to consider whether the Construction (Design and Management) regulations (CDM) apply.

All major work would normally be carried out under an appointed clerk of works.

Responsibilities of the Business Manager:

- The Business Manager is responsible for arrangements regarding the induction of contractors.
- The exchange of health and safety information coupled with agreed safe working arrangements, risk assessments, frequency of liaison meetings.
- The Business Manager will ensure all works carried out is in line with the supplied method statements, risk assessments etc.

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Note;

CDM refers to the Construction (Design and Management) Regulations 2015 and apply to any building, demolition, maintenance or refurbishment work.

Such projects are notifiable to the HSE where the project duration is longer than 30 days and will foreseeably have more than 20 workers on site at any one time, or the project duration will exceed 500 person days.

In addition 2 specific and specialist roles of Principal Designer and Principal Contractor must be appointed.

In such instances it is recommended that an agent be used to work on the school's behalf



**Cannock Chase High School**

**Control of  
Substances  
Hazardous to  
Health**

## COSHH

### Rationale

Many substances can hurt you if they get into your body. Exposure can have an immediate effect and repeated exposure can damage your lungs, liver or other organs. Some substances may cause asthma and many can damage the skin. Nearly all organisations, including our school will have some type of hazardous substance on their premises, whether it is toilet cleaner, correction fluid or asbestos. Therefore, we consider it important to identify the risks and introduce safe systems of work to manage them. Documentation is an important part of this process.

Hazardous substances may take the form of a solid, liquid, gas, fibre, dust or vapour. Harm may arise if these substances are inhaled, ingested, or absorbed through the skin. The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires organisations to conduct assessments to decide if any changes need to be made to the control, usage, and storage of substances. Our school will undertake necessary assessments as outlined in this policy.

### Responsibilities

The whole school community has a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of students, staff and visitors.

Within curriculum areas (in particular Science, Art, Catering and DT) the heads of department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

More specifically:

#### **The Senior Science Technician will:**

- Be responsible for the day to day implementation of COSHH organisation within science and advise HODs in particular Science, DT, Art, and Catering.
- Will liaise with the school to control the receiving of all hazardous substances required by the school.
- Maintain an approved supply list and any authorised documents required.
- Review material data sheets (MSDs) that arrived with each substance from the supplier.
- A safe system of work will be put in place to reduce risks to health.
- Complete a log of all hazardous substances stored on the premises on the hazardous substances log form.

In all other areas the establishment's nominated person responsible for substances hazardous to health will be the Site Staff.

#### **They Shall Ensure:**

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Will liaise with the school to control the receiving of all hazardous substances required by the school.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances.
- All chemicals are appropriately and securely stored out of the reach of students.
- All chemicals are kept in their original packaging and labelled (no decanting into unmarked containers.)

- Suitable personal protective equipment (PPE) has been identified and available for use.

**All Staff will:**

- Ensure they have read the COSHH policy.
- Fully support all COSHH arrangements.
- Take reasonable care of their own health and safety and that of others, who may be affected by their actions.

**No substances can be used in school until the HODs have assessed and recorded the risks and control measures involved.**

**COSHH Assessment:**

Each department will undertake an annual review of their hazardous substances log form to update and ensure the effectiveness of control measures.

If any issues or concerns are raised they should be discussed immediately with the Head Teacher.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

**Radioactive Sources**

The school follows CLEAPSS guidance L93 in Managing Ionising Radiations and Radioactive sources.

- Staffordshire Council's Radiation Protection Officer is the Curriculum Advisor for Science.
- CLEAPSS provide the Radiation Protection Adviser. (RPA)
- Member of staff in charge of radioactive sources (RPS) is the Science teacher and is responsible for ensuring all records pertaining to radioactive sources are maintained.

**Control of Hazardous Substances**

- Substances in classrooms not under lock and key should be hazard free.
- Marker pens should be kept in drawers or in safe areas.
- Site Staff should ensure all cleaning products are kept in a locked store.
- Students should not enter this area without permission. This door must be locked at all times.
- Students are not allowed entry to the kitchens.

**Precautions against Infections and Communicable Diseases**

The following control measures are in place:

- Hand washing facilities including hot water and liquid soap, paper towels in dispensing units and/or hand drying units.
- Toilet rolls in suitable dispensing units.
- Regular cleaning regime of all surfaces in high risk areas (toilets) and thorough cleaning regime in all areas.
- Cleaning contract managed by Staffs CC Cleaning Services.
- Toilet areas not used for storage of materials other than those required in the toilet rooms.
- Drinking water provided in water coolers positioned around the school.

**Asbestos**

The Business Manager retains the school asbestos manual and advises contractors and staff prior to the commencement of any maintenance or building work.

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# **Cannock Chase High School**

# **Design & Technology**

Draft Only

### **Design & Technology (Draft Only)**

Cannock Chase High school is committed to teaching all practical subjects in a safe way. This policy outlines the processes and procedures for ensuring safe working in Design and Technology.

Any activity that takes place in a school workshop situation should comply with the recommendations of BS.4163: 2014. A copy of this document is available in the Design and Technology office.

### **General Considerations**

All occupants of a workshop and similar rooms are in a potentially hazardous environment and must therefore be fully trained and instructed on Health and Safety matters. It is the teaching staff however, who carries the overall responsibility for the maintenance of safe working conditions. They should anticipate potentially dangerous conditions and act before they can develop. Their example in the handling of tools and equipment, wearing protective clothing and maintaining general workshop discipline will encourage a sense of responsibility in the students and an understanding of the importance of planning work in order to prevent accidents. In short, staff must see themselves as a role model for the students and act accordingly at all times.

Every student, on first entering a workshop (and at intervals thereafter), must be instructed on the rules of behavior including such matters as:

- Avoiding pranks, carrying and handling tools, tidiness, and the necessity for quiet and orderly movement.
- Not to stand too near other students operating machines, never to operate machines unless told to do so and the purpose of guards, controls and protective clothing.
- There should be appropriate warning notices on relevant machinery and the school learning plan should be prominently displayed in practical rooms.

All courses must continue to highlight the elements of safety involved, with particular attention being paid to: General Health and Safety. (B.S.4163: Page 28)

Before a member of staff can instruct a student on any machine or workshop process he/she must be experienced in the use of the machine or process and understand the dangers likely to arise in practice.

Only staff qualified under the "Provision and Use of Work Equipment (PUWER) 1998" are permitted to use the circular saw or the planer.

Students; having being instructed in the safe and appropriate use of the machinery below; may use (with permission):

- Wood turning lathes (Non-composite materials only)
- Centre lathes
- Pillar drills
- Jig saw
- Brazing equipment

### **Students May Not Operate:**

- Circular saws
- Planers
- Millers
- Grind stones
- Students must not pour molten fluids

Close and constant supervision is vital if accidents are to be prevented and should the teacher be required to leave the workshop he/she must ensure every machine is switched off and the master ignition key removed until his/her return.

- No teaching group should be so large as to be a risk to the Health and Safety of the group or staff involved.
- Certain machinery is fitted with guards and other safety devices. These are part of the machine and must be used correctly. Guards must be secured so that they cannot be removed without a tool or some other device. No machine must be operated if the necessary guards are missing, broken or out of position.
- The protection of eyes is of paramount importance and therefore a special warning notice should be fitted to each machine or in areas where protection is to be used.
- No unauthorised adjustment, modification or adaptation may be made to any item of machinery or equipment without reference to the manufacturers, the Head of Department and the Head Teacher.
- All activities undertaken within the department are to consider Health and Safety and appropriate information recorded in the schemes of work. Reference to the BS.4163: 2014 may also be useful.

## **COSHH**

Control of Substances Hazardous to Health (1999)

- Substances used in the workplace must be assessed with reference to COSHH and be stored in a locked metal cupboard in G60.
- A risk assessment should be carried out in the normal course of lesson planning, which takes place in the academic year prior to lessons being delivered either by the writing of new modules or by the review of existing modules. Such risks should be identified on the Department's Lesson Planning Sheets.
- Alternatives to the hazardous substance should be sought and used if possible.
- Chemicals used in the workplace can be assessed with reference to HAZCARDS available from the Science Faculty.
- Suppliers of substances covered by COSHH regulations will supply details in order to assist risk assessment.
- A central record of identified substances should be maintained and updated. It is the responsibility of all department staff to co-operate in this process and assist with the identification and assessment of such substances.

## **Risk Assessment**

All practical activities must be assessed for risk, and safety measures used to keep the risks low.

All subjects will use the relevant Model Risk Assessments provided by CLEAPSS

Where significant, these MRAs will be adapted by the individual subject leaders to take account of the local circumstances of the school.

All risk assessments must be carried out BEFORE a practical activity is undertaken and the effectiveness of the risk assessment must be regularly monitored; if any new activities are to be undertaken, it is essential that a full risk assessment is carried out beforehand. If a model risk assessment does not exist, the subject leader should contact the CLEAPSS helpline. The activity must NOT be undertaken until the risk assessment has been completed and recorded.

## **Safety Signs, Notices and Displays**

Each workroom must have a set of safety rules and the fire procedure displayed clearly. Cautionary notices and signs must be displayed where appropriate.

## **Clothing**

Protective clothing such as aprons or overalls must be used in any 'messy' practical work, or where hazardous materials are being used.

Do not use nylon or other plastic protective clothing in high-temperature work.

People wearing bandages on the hand or forearm are not permitted to use machinery which has exposed moving parts.

## **Eye Protection and Guards**

Eye protection must be used if there is any significant risk of eye injury in the work being carried out or observed. Do not overlook the risk when working with stretched materials; Eye protection must conform to **BS EN166**. Select the type of eye protection suitable for the practical work.

Eye protectors must be kept clean and scratch free. They must be periodically washed in a mild household disinfectant.

## **First Aid**

Each practical room must have easy access to a first-aid kit.

## **Chemicals used in Design & Technology**

Certain chemicals are presently in general use within Design and Technology. All members of staff should be aware of the very real hazards that exist in relation to these chemicals.

If any new chemical is borrowed from another department then the following should be undertaken:

- Read the relevant HAZCARDS available from the Science Faculty.
- Make a Risk Assessment and signify that you are aware of the dangers.
- Give 24 hours notice of your intention to use the chemical. (At the latest by afternoon break of the day before you intend use).
- A copy of the document "Risk Assessment for Technology in Secondary Schools" which identifies current chemicals in use (and others) is stored in the Design and Technology office. This document is for reference purposes only and is not to be removed.

## **Food Technology**

### **Storage**

- Food should be stored appropriately, either in cupboards, refrigerators or freezers, according to the labels on the food.
- Food should be wrapped and kept according to the sell-by date.
- Food should not be left out in school unless it is in use of for a display (it must not be allowed to grow mould unless in a closed container).

### **Preparation**

- Wash hands beforehand.
- Don't lick fingers while cooking.
- Ensure that equipment is clean and tables sterilised before use.
- Cooked foods must be kept separate from raw foods.

### **Cooking**

- Students must be supervised at all times.
- The correct temperature must be used for cooking.
- Correct Health and Safety procedures and correct equipment must be used when handling hot food.
- Food or boiling liquids cooking on the hob must not be left unattended.
- Cool foods quickly unless the recipe says otherwise.

## **Cleaning Up**

- Washing up must be carried out safely (no sharp knives to be placed in the sinks).
- All food rubbish must be put in black plastic sacks and tied up.
- Cookers must be cleaned after use.
- Tables should be sterilised.

### **Eating the Food or Transporting It Elsewhere**

- Food should be put in a clean container with a lid.
- Food should not be left out in school uncovered.
- Students must inform the teacher if they are intolerant or allergic to certain foods or ingredients.

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**Cannock Chase High School**

# Display Screen Equipment

### **Display Screen Equipment (DSE)**

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, bursars, Business Manager etc. shall have a DSE assessment carried out.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use.)

#### **Responsibilities**

##### **The Business Manager will:**

- Make sure that all employees (who are DSE users) complete the self –assessment.
- Ensure that assessments are completed for all workstations within the school (i.e. those in libraries, IT suites).
- Take appropriate corrective actions as identified by the DSE assessor.
- Review the appropriate risk assessment after the report of any incident resulting from using DSE.
- Maintain a file of completed assessment forms and a record of review.
- Review findings of self-assessment and refer to the Site Staff where corrective actions are required.

##### **Relevant Teaching Staff Will:**

- Ensure that students who use DSE are aware of the risks to health.
- Ensure all DSE within their area of control have had an assessment.

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# Cannock Chase High School

# Drama

Draft Only

## **Drama Department**

### **Staff Guidelines**

Students are not allowed in any of the drama areas unless a member of staff is present.

No food/drink/sweets/gum in any of the drama areas.

Please keep all doors locked when the rooms are not in use.

Students should be directly supervised at all times. Please do not send small groups out to rehearse in different places.

The Resources room/wardrobe are primarily our areas for resources. Please do not allow students in there unsupervised.

Valuables should be left in the designated area.

During lessons please do not allow students to 'hide' behind the perimeter curtains.

If students want to bring in their own props/costumes, they should check with the teacher first.

The props/costumes are primarily intended for school productions. A lot of time, effort, and money have gone into them. If you wish to use any in your lessons, please check with the Head of Department first. Please do not allow students to help themselves.

At the end of each lesson, please ensure that the room is left clean and tidy: encourage the students to take responsibility for this.

### **Work At Height**

All work at height must be assessed prior to activity being carried out.

No lone work at height to be carried out, two persons to be present at all times.

Staff must have received higher level work at height training prior to working on ladders. (Alternative control measures must be considered prior to using ladders i.e. use of mobile tower scaffolding)

### **Electrical Equipment**

All electrical equipment must be tested and inspected on a regular basis and visually inspected prior to use.

Students and staff must not use electrical equipment which has been brought in from outside school unless they have been PAT tested by the school's electrical contractor.

Students should not operate any electrical equipment unless a member of staff is present.

### **Students' Guidelines**

Before the lesson:

- NEVER go into any of the drama rooms without permission.
- ALWAYS WALK into the room/studio and never run or push anyone.
- LINE UP quietly outside the room.
- OUT OF BOUNDS: the stage, lighting gallery, electrics room.
- Appropriate footwear, e.g. trainers/plimsolls should be worn in lessons/rehearsals. It is desirable that girls should change into trousers.
- Valuables should be left in the designated area.

**During The Lesson:**

- ALWAYS know exactly what you are doing – listen and concentrate.
- ALWAYS be aware of other students' safety during active drama sessions – never push, punch, hit, strike out at another student. Stage fight scenes must be taught and fully supervised by your teacher.
- ALWAYS stack chairs and tables safely.
- ALWAYS report an accident or breakage immediately.
- NEVER use any electrical equipment unless directly supervised by your teacher.
- NEVER use any other equipment without permission from your teacher.
- NEVER eat, drink, chew or put anything in your mouth during lessons.
- NEVER interfere with any equipment or remove any safety notices.

**After The Lesson:**

- ALWAYS leave the drama areas clean and tidy.
- ALWAYS collect your belongings from the designated area.
- ALWAYS line up and wait to be dismissed.
- ALWAYS leave the areas in a sensible and orderly manner.

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**Cannock Chase High School**

# Educational Visits

## Educational Off-Site Visits

### Introduction

Cannock Chase High school acknowledges the many benefits of learning outside the classroom and is committed to supporting educational visits and activities that enrich the learning opportunities of children and young people.

The school works within the requirements set out in Staffordshire County Council's [Educational Visits Policy](#) and the formally adopted Outdoor Education Advisers' Panel 'Employer Guidance' (available at <http://oeapeg.info/>)

All school staff will be made aware of the requirements of this policy and any changes that are made when the policy is reviewed.

### Roles and Responsibilities

The Head Teacher is responsible for ensuring visits are approved as necessary, that all visits approved can be accommodated within the timetable and that the ethos of each visit is one with which the school wishes to be associated.

The Educational Visit Co-ordinator (EVC) is a staff member who has received relevant training and induction and is delegated with the following tasks: -

- To grant verbal permission that a leader may plan a visit after deciding that the timetabling and ethos of the visit are acceptable.
- To check and approve that the planning and risk management for visits follows employer policy and guidance, and to liaise with the LA as required.
- To ensure that there is sample monitoring of visits in keeping with the recommendations of employer policy and guidance.

The designated EVC for the Cannock Chase High school is the Head Teacher's PA who has received training in this role.

The Head Teacher will ensure that the EVC, Visit Leaders, assisting staff and voluntary helpers are appropriately trained as required and specifically competent to carry out the responsibilities allocated to them for all visits.

Visit Leaders will have overall charge of the visits they lead, which will be effectively supervised with an appropriate level of staffing. Relevant visit information is shared with parents and consent is sought where necessary.

Details related to a visit and its participants (including staff) will be accessible to a designated 24/7 emergency contact in case of emergencies.

### Procedures

Staff wishing to plan and undertake a visit (prospective Visit Leaders) should first seek permission from the Head Teacher or EVC to plan a visit. Once granted they should then add the visit details through the EVOLVE system which will then be automatically passed to the EVC for checking and approval that the planning and risk management for the visit follows employer policy and guidance. The Head Teacher will further be asked to declare that the Visit Leader and staff are competent to supervise the visit.

Approval from the Local Authority (LA) will be required for all overseas visits, residential visits and those which include adventurous activities, be it provider or establishment lead. The EVOLVE system will automatically pass such identified visits to the LA for approval.

Visits requiring LA approval should be submitted six working weeks before a visit is set to take place, and before anyone is financially committed. Approval notification will be sent out as soon as possible up to two working weeks after receipt of the visit form.

When providers are used it is a requirement for them to hold Public Liability insurance cover with a minimum limit of indemnity of £5M.

Regularly repeated visits may receive block annual approval subject to parents being made aware of every visit, especially any involving a return time outside the normal school day.

The Head Teacher, EVC and Visit Leaders should take account of the legal framework relating to charging, voluntary contributions and remissions as set out in sections 449-462 of the Education Act 1996 and detailed in the [Charges for Off-Site Activity](#) guidance document.

### **Risk Management**

The risk management of an activity should be informed by the benefits to be gained from participating. The Cannock Chase High school recommends a 'risk-benefit assessment' approach, whereby the starting point for any risk assessment should be a consideration of the targeted benefits and learning outcomes.

This appreciation of the benefits to be gained through participating provides objectivity to a decision that any residual risk (i.e. the risk remaining after control measures have been put in place) is 'acceptable'. HSE endorse this approach through their 'Principles of Sensible Risk Management' and advocate that it is important that young people are exposed to well-managed risks so that they learn how to manage risk for themselves.

There is no legal requirement to produce a risk assessment in a particular format; but there is a legal requirement for the process to be recorded and for suitable and sufficient control measures to be identified for any significant risks i.e. those that may cause serious harm to an individual or harm several people.

It is recommended that the Cannock Chase High school staff adopt and adapt the risk management materials available through EVOLVE to ease the burden of bureaucracy that might otherwise discourage leaders from making full use of educational visit learning opportunities.

### **Emergency Procedures**

The risk management for each visit will identify the relevant emergency procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school that may be needed as a link between the party, the parents, the school, and the County Council in the event of an emergency.

In the event of a delay (of more than 1 hour), or of an incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible to inform the Head Teacher or designated Deputy so that they can decide: -

- If the incident is of a less serious nature then the next of kin or parents of those affected will be informed about what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far. In appropriate circumstances the Visit Leader will be designated to undertake this task.
- If the incident is very serious to contact Staffordshire County Council using the emergency contact phone number and details given below:

The emergency contact phone number for Staffordshire County Council outside office hours is 00-44-1785-278499 or 00-44-8451-213322. This is the number for Staffordshire Fire & Rescue Service Fire Control and it will be answered by a Control Operator. Upon connection, please provide the Operator with your name, a contact number and a brief outline of what has happened. Then ask the Control Operator to page the CCU Duty Officer and to pass this information in full onto him/her. Please note that calls to the numbers above are to be used only in extreme circumstances, such as serious injuries

and/or fatalities. This provision is not for resolving matters such as lost passports, lost luggage and forgotten items such as medication.

Under no circumstances should these numbers be given to young people or to their parents or guardians.

### **Accident Reporting**

All accidents will be handled in line with Staffordshire County Council's [Accident Policy](#). Accident investigation and employee hazard report forms are available from the [Health and Safety](#) intranet site alongside other relevant policies and useful information. A copy of any County Accident Forms (HSF40) submitted to the Strategic Health and Safety Service should be attached to the visit form on EVOLVE.

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**Cannock Chase High School**

# Electrical Equipment

## **Electrical Equipment**

### **Introduction**

Staff, are expected to give a brief inspection of electrical equipment prior to each use. Portable appliance testing is carried out on an annual basis by specialist contractors. Fixed electrical testing is carried out by the Local Authority at least once every five years. Latent defects and defective equipment are reported to the Site Staff for remedial action. County Catering inspect the kitchen equipment and a Service Level Agreement is in place to inspect and maintain the Design Technology equipment.

### **Responsibilities**

#### **The School Manager will:**

- Include electricity in the general risk assessment process and highlight any future risk areas with staff.
- Identify where students are exposed to a risk from electricity and implement suitable controls (to include classroom / lesson rules).
- Identify all items of electrical equipment used and maintain the list.
- Arrange for checks and tests to be carried out, at the recommended frequency, on:
  - Portable electrical equipment: - before use visual inspection. (Staff to undertake this for students)
  - Electrical systems:- (building installations) by a competent electrical engineer,
  - All electrical equipment: - combined test and formal visual inspection by competent, trained person.
- Maintain a file of completed assessments and a record of review.

#### **Teachers/Technicians will**

- Ensure that agreed controls are implemented on every occasion where electricity is used.
- Contact the Health and Safety Co-ordinator where risks are seen to be unacceptable.
- Ensure that students under their control follow instructions properly.
- Report problems and/or defects identified in any electrical equipment/installation to the Site Staff.
- Only use extension leads as a last resort, these must be inspected as portable appliances and be correctly earthed. Extension leads must never be chained, or their safe working load exceeded.
- Electrical power tools e.g. in workshops must be: reduced voltage, earthed, centre trapped transformer fed or battery powered. From this date the use of 230 volt power tools are to be phased out.

#### **All School Staff will:**

- Follow instructions given to ensure safe use of electricity.

### **Power Failure Procedure**

In the event of a power failure within the school, staff to turn off as much equipment as possible that was active when the power failed, as the surge when power is regained will trip circuits.

Site Staff to telephone electricity supplier to establish cause and probable length of disruption.

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**Cannock Chase High School**

# Fire & Emergency Arrangements

## **Fire Arrangements**

### **General**

The overall aim of the planning of fire precautions contained in this advice is to ensure the highest standard of safety of persons using the premises and minimise structural damage by fire.

The teacher has the first and over-riding duty of looking after students or persons in their charge and this will entail evacuation of the building(s). No attempt should be made to fight the fire until their safety is assured and then without exposing any person to risk.

### **Checking of Firefighting Equipment:**

All fire extinguishers and ancillary equipment are supplied and serviced annually by a contractor.

The Site Staff will carry out and record weekly visual checks to ensure all firefighting equipment is in place, unobstructed and available for immediate use.

Once a hand operated fire appliance has been used, the Site Manager must be immediately informed who will arrange removal and recharge.

### **Fire Alarms**

All buildings have electric fire alarms installed. The Site Staff will check and log the systems weekly.

### **Escape Routes etc.**

All escape routes must be kept unobstructed at all times. All doors required for escape must not be locked or fastened in such a way that they cannot be immediately opened from either side, except in the case of external doors which must have 'panic bolts' e.g. school hall. A check will be made periodically on doors not in normal use to ensure they open easily.

### **Fire Exit or Emergency**

Notices will be placed above all emergency exit doors. All rooms used for public assembly will have illuminated signs having a secondary power source. These are to be checked frequently by the Site Staff and prior to any public assembly, to ensure that they function from both power sources.

### **Electronic Self-Closing Fire Doors**

These doors provide a valuable few minutes in the event of a fire.

The doors and their self-closing devices must be maintained in good condition and doors must be close-fitting against their frames.

The smoke seals must be regularly checked by the Site Staff and any faults must be repaired immediately.

Any defect noticed by staff should be reported immediately to the Site Staff.

A fire notice '-FIRE DOOR - KEEP CLOSED'- should be used. Staff are required to note that fire doors must never be wedged open or otherwise fixed in the open position.

### **Emergency Lighting**

- Fixed system – Every half term the system will be checked in-house by the site staff.
- When the system is restarted, the charger should be checked for proper function.

### **Green Door Release Boxes**

These will be tested regularly by the Site Staff.

### **Emergency Red Pull Cords**

These will be tested regularly by the Site Staff.

A log, showing the date of each routine test and its results should be kept. Any servicing or repairing of the equipment must only be undertaken by qualified personnel and the log must be used to record any test or repairs carried out.

### **Security**

External contractors are employed for the security of the school and will investigate and call the emergency services if necessary.

At the end of the school day, members of staff will ensure all windows are closed and that any electrical appliances are switched off. (This does not apply to the main computer administration network, where signs or bars across plugs have been installed).

Staff will also check that there are no combustible articles left in positions on or near to heating units in their rooms.

Premises staff upon closing the building will check that there are no apparent risks of fire starting and that all doors which would restrict the spread of fire are closed.

### **Fire drills and instruction on fire procedure**

Fire drills will be held at the beginning of each term and at irregular intervals. All staff, teaching, and non-teaching together with visitors on site will be involved in such drills.

Under no circumstances is any person to re-enter the building(s) until sanctioned to do so by the senior member of staff present.

The receptionist or other nominated member of staff will ensure the fire brigade is informed about:

- The location of fire hydrants.
- The location of the isolation points for mains services.
- The location of known hazards.

In the event of a fire, the senior member of staff present or, in the event of the fire occurring during a letting, the senior person, will report the circumstances to the fire officer in attendance and hand over operations to him/her and provide whatever assistance is necessary.

Any contractors working on site in the event of a fire drill or other necessary evacuation will leave the building.

All staff will be allocated who they are responsible for, and/or who they must report to, in the event of a drill or evacuation. Staff must report any discrepancies to the Business Manager. It is the duty of all staff to be clear of their responsibilities at such times.

### **Letting of School Premises**

All hirers should be made familiar with the school's fire routine.

### **Stage Lighting**

Under no circumstances are temporary stage lighting systems to be employed unless carried out under expert control.

### **Rubbish and Combustible Waste**

Rubbish and combustible waste must not be allowed to accumulate in boiler rooms, laboratories, workshops, craft areas, escape routes and stair case closures.

### **Temporary Displays and Decorations**

Great care must be taken when using paper, polystyrene or flimsy materials for decorations or costumes. Decorations must not be suspended from light fittings.

## **Laboratories**

Firefighting equipment is available in these areas. Under no circumstances are experiments and demonstrations to be carried out near the door of a laboratory or workshop, where that door is the only exit.

## **Food Technology Rooms**

A fire blanket and CO2 extinguishers are provided in every practical room. No posters or paper work of any description should be pinned to walls near cookers.

## **Smoking**

The entire site is designated as a non-smoking area this also includes the use of all forms electronic cigarettes.

## **Electrical Supply and Fittings**

Portable electrical equipment must be checked and all other procedures laid down in the Health and Safety Policy will be adhered to.

## **Boiler Rooms**

Under no circumstances are combustible items to be stored or allowed to accumulate in boiler rooms.

## **Curtains & Furnishings etc.**

Only flame retardant materials are to be employed.

## **Use of Portable Heating Appliances**

Portable oil heaters should never be used.

Any supplementary heating should be by electric heaters only and of the convector type, and only with the permission of the Business Manager. These should never be allowed in close proximity to combustible materials.

## **Responsibility for Fire Safety**

The site staff are responsible for organising fire drills.

## **Fire Log**

The log is retained by each individual caretaker and is completed immediately following a fire drill. It is available for inspection by any visiting officer from the fire brigade.

The Business Manager will complete a report on issues relating to each fire drill which will be discussed at the next health and safety/Governors meeting.

## **Bonfires and Fireworks**

Students are prohibited from setting off fireworks/bringing fireworks onto the site. No bonfires are to be held on site. This does not include curriculum activities.

## **EMERGENCY PROCEDURES**

### **Fire Fighting**

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable firefighting equipment.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

Staff should be made aware of the type and location of portable firefighting equipment and receive basic instruction in its correct use.

## **EMERGENCY PROCEDURES**

### **FIRE EVACUATION**

#### **If You Find A Fire Or One Is Reported To You:**

Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point.

## **Fire Fighting**

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.
- Ensure the alarm is raised **BEFORE** attempting to tackle a fire.

### **On Hearing the Fire Alarm:**

- All staff, students, occupants of the building must respond to alarm activations. The fire alarm is a continuous ringing bell.
- The Site Staff will check the fire panel and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm.
- Fire alarm is linked direct to a call centre. The call centre will call the school to confirm if a false alarm. If it's a fire they will contact the fire brigade.
- Staff will supervise/effect the evacuation of students/visitors to the designated assembly point(s).
- Staff not with students, visitors and contractors must leave the building by the nearest exit and report directly to the allocated member of staff at the designated assembly point.

### **Assembly point – Sports field**

- Students should leave in single file when instructed by the teacher in charge of the class. Students should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Students should walk in their subject/form groups and remain with their form tutor at the assembly point.
- If a student is not in a classroom when the alarm sounds, he/she must walk to their designated assembly point leaving the building by the nearest marked escape route.

### **A calm orderly exit is essential**

#### **Walk quickly – DO NOT RUN or stop to collect belongings**

- On arrival at the assembly area students must stand in their form groups while their form tutor checks their registers and reports any issues to the fire marshals. Registers, visitors' book etc. will be taken out to the assembly point by the Office Staff. The result of this check must be reported to the fire marshal as soon as it is completed.
- Fire marshals are responsible for ensuring corridors/buildings are cleared.

All Fire Marshals are trained and should report to the Chief fire marshals that corridors/buildings are cleared.

- The chief fire marshal will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff have been notified it is safe to do so by the chief fire marshal.
- If the building cannot be reoccupied following an evacuation, the school Emergency Plan procedures will be implemented.

In the event of a bomb threat follow the evacuation procedures as above.

## **GENERAL EVACUATION FOR PEOPLE WITH SPECIAL NEEDS**

### **Mobility Impairment**

Those people who require only limited assistance should evacuate the building using the nearest exit. If they have to move at a slower pace they should allow other persons to exit the building before them and then continue their evacuation to a place of safety. A responsible member of staff will be nominated to escort those who need assistance from the building.

If staff or students with significant mobility impairments access the upper floors then additional measures such as Evac-chairs have been provided for the school, these are located on the top floor of each staircase, which are the refuge areas for students/staff

with mobility problems. (These are specially designed chairs for bringing a person down a stair.) Specific staff have been trained to operate the Evacuation Chairs across both floors and an evacuation plan for these students has been devised.

- In the event of an evacuation designated staff will proceed to their nearest “refuge area” evacuation point.
- Once safe to do so staff will safely evacuate students who require assistance using the evacuation chair.
- They must not reenter the building unless agreed with the fire officer/warden in attendance to assist other students requiring evacuation.
- The designated senior school personnel will liaise with the fire officer informing them of any persons remaining in the refuge areas.

### **Visual Disability**

People with a visual disability will usually require the assistance of one person, on stairways the helper should descend first with the person’s hand on their shoulder, on level surfaces they should take the helper’s arm and follow them.

### **Hearing Disability**

People with a hearing disability should be escorted out of the building by staff. In the event of staff with a hearing impairment joining then they may require additional means of being warned in the event of an alarm e.g. pager that vibrates when alarm is activated, flashing beacon linked to alarm etc.

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**Cannock Chase High School**

**First Aid  
&  
Medication**

## **First Aid & Medication**

First aid boxes are located at various locations around the school.

Nominated first aider will be responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

### **First Aiders:**

The school has sufficient numbers of first aiders (includes Initial First Aid at Work and Emergency First Aid).

A list of first aiders is displayed in the staff room & reprographics room.

### **The Business Manager Will Ensure:**

- First aiders have a current certificate and that new persons are trained should first aiders leave.
- Arrange for all new employees to complete a safety induction package.
- Determine the required first aid provision for the school.
- Authorise payment for first aid material.
- Make sure that appointed first aiders are trained and certification is up to date.
- Review first aid treatment after the report of any incident and decide if an investigation is necessary, if so this will be delegated to a member of SLT.
- Review the check list for provision of first aid and complete the risk assessment.
- Take appropriate corrective actions were required.
- Make sure that appropriate signs are positioned detailing first aider and location of the first aid box.
- Arrange for first aid training with an organisation approved by the HSE.

### **The Nominated First Aiders Will:**

- Attend first aid training and refresher training when required.
- Ensure the first aid kit is properly stocked and stored. The list of contents is in the first aid box.
- Complete accident report forms when first aid is given following an incident.
- Ensure the Business Manager is informed to complete R.I.D.D.O.R documentation as appropriate.

### **All School Employees will:**

- Familiarise themselves with the location of the first aid box.
- Be aware of the emergency procedures.

Drivers will check that any vehicles are properly equipped with first aid boxes before they are used.

### **Transport to Hospital:**

If the first aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

## **Administration of Medicines**

The only medications kept within school are those prescribed specifically for a student at the request of the parent/guardian and with the consent of the Head Teacher. Students will self-medicate etc.

All medication will be administered to pupils in accordance with the DfE document

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

## **Health Care Plans**

Health care plans are in place for those students with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

These plans are reviewed annually and written precautions/procedures made available to staff.

Staff undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

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**Cannock Chase High School**

**Health & Safety  
Information  
&  
Training**

## **Health & Safety Information & Training**

### **Consultation**

The school's resources committee who have responsibility for health and safety meets twice a year to discuss health, safety and welfare issues affecting staff, students or visitors. The Business Manager prepares a report detailing any issues regarding health and safety and buildings. Action points from meetings are brought forward for review by the school leadership team.

The Health and Safety Law poster is displayed in a prominent position.

Elite Safety in Education 01543 574824 and Staffordshire County Council 01785 278855 provide competent health and safety advice for our school.

### **Health and Safety Training**

Health and safety induction training will be provided and documented for all new employees by the Business Manager and specific departmental training by HODs. The induction form is completed and signed with a copy kept by the member of staff and the original will be placed in the staff's member personal file.

The Business Manager is responsible for ensuring that there is adequate first aid supervision and all certification is up to date. Any concerns to be reported immediately to the Business Manager.

It is the responsibility of the Head Teacher's PA to inform the Business Manager of all new staff requiring induction.

The Business Manager is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

Training records are held in the general school office. Departmental specific health and safety training will be the responsibility of the designated Assistant Head, who is responsible for co-ordinating training needs and for including details in the training and development plan. The Business Manager will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

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**Cannock Chase High School**

# Health & Safety Monitoring

## **Health & Safety Monitoring and Inspection**

A general inspection of the site and services will be undertaken by the Site Staff on a regular basis and where applicable the Business Manager will be in attendance. The Preventative Planned Maintenance is reviewed annually by the Business Manager.

Monitoring inspections of individual high risk departments will be carried out by the heads of department or nominated staff.

Accident statistics will be compiled by the first aid team.

The person(s) undertaking such inspections will complete the inspection safety checklist and submit this to the Business Manager. Responsibility for following up items detailed in the safety inspection report will rest with various heads of departments.

A named Health and Safety Governor and Business Manager will be involved/undertake an inspection on an annual basis and report back to the Head Teacher/Health and Safety sub-committee and the full Governing Body.

This Governor monitoring will also cover management systems in addition to inspecting the premises.

Inspections will be conducted jointly with the school's health and safety representative(s) if possible.

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# **Cannock Chase High School**

# Legionella

## **Legionella**

Water hygiene tests are carried out under the County Council contract. The monthly temperature checks are carried out by the site staff along with the flushing of little used outlets and the records are held by the Business Manager.

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**Cannock Chase High School**

# Lettings/Shared Use of Building

## **Lettings/Shared Use of Premises**

### **School**

The school has in place a 'Lettings' policy governing the use of school facilities by third parties. Lettings are only sanctioned following consultation and agreement with appropriate staff e.g. Lettings Manager.

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# **Cannock Chase High School**

# **Lone Working**

## Lone Working

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone
- Out of hour's activities - cleaning, maintenance, etc.

Lone working is undesirable but in some circumstances it cannot reasonably be avoided.

Suitable risk assessments of working practices will be carried out to determine the level of risk for each member of staff lone working.

### Definition of Lone Working

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

It is the responsibility of the Head Teacher to ensure members of staff are aware of the risks of Lone Working.

Hazards identified will be evaluated by the Head Teacher for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.

### Controls

Staff should seek the permission of the Head Teacher to work alone in the building outside of normal school hours.

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency situation.

Whenever possible it is recommended that staff work with a colleague.

A staff member must seek permission to work alone and contact the Head Teacher by e.g. text message, the staff member must receive a response before lone working. If a reply is not received from the Head Teacher the member of staff must ideally contact another member of staff or a family member as the default position.

Good practice would be to liaise with other staff during school holidays, but in the absence of doing so, the member of staff should ensure a family member is aware s/he will be working alone on the school premises. At weekends and during school holidays, it is the staff member's personal responsibility to ensure someone is aware. If exceptions to this are identified then the policy will be reviewed. The staff attendance log in must be maintained.

Staff should not enter the school premises if there are signs of intruders but are advised to immediately call the police.

Staff should lock the outer doors when lone working and ensure that areas of the school not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance.

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Head Teacher's or SLT's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

It is not normally practicable for the Head Teacher to periodically visit and visually monitor people working alone.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the school's Fire and Emergency Procedures. Staff have a responsibility for making themselves familiar with and following the school's safety procedures and location of safety equipment.

Contractors should have access to their own first aid kit suitable for treating minor injuries.

If staff rely on mobile phones they must ensure that their network has good reception within school. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.

In the situation where two or more people are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task.

All school personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all school personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health and safety to the Head Teacher. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The School respects the right of the employee, under the Health and Safety at Work etc. Act 1974, to refuse to carry out work where there is a serious and imminent risk of danger. They also can advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Head Teacher any aspect of work related risks.

The Head Teacher will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its findings used to inform change to procedures and working practices.

- All staff are asked to vacate the premises by 17:30pm.
- All external doors on both sites are closed by 16:00pm.

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**Cannock Chase High School**

# Manual Handling

## **Manual Handling**

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

**Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely.**

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Site Staff and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

## **Moving and Handling**

All staff who move and handle students have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use.)

All moving and handling of students has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

The Site Staff will assist with any heavy items which require moving, this can be reported through the helpdesk email system.

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**Cannock Chase High School**

**Mobile Phones  
&  
Communication  
Technology**

## **Mobile Phones**

### **Aim**

To, inform all members of our school community about the appropriate use of mobile phones at our school and to outline the procedures and processes of this policy.

### **Staff**

During teaching time, while on outside duty and during meetings, mobile phones will be switched off or put on 'silent' and stored in the lockers/staff room available for staff.

Except in urgent or exceptional situations, mobile phone use is not permitted during the school day, while on outside duty and during meetings. These situations must be agreed in advance by the Head Teacher or a member of the SLT, should the Head Teacher be unavailable.

Should staff need to take photographs whilst on the school site, they should seek the Head Teacher's approval in advance and must utilise the school's own photographic equipment. Under no circumstances can Ipads be used to take photographs of the students or other staff without the consent of the Head Teacher. The Ipads must not be used for communication of social networking sites.

Disciplinary measures can and will be taken, should staff be deemed to have used social networking sites inappropriately. Contravening The Data Protection Act, bringing the school into disrepute, disclosing information about the school and/or its' personnel constitute inappropriate use.

### **Students**

The Head Teacher and Governors of Cannock Chase High School recognise that many pupils and their families own a mobile phone. We also recognise that some parents/guardians may request that their children bring a mobile phone to school for before and after school safety/security reasons.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school will not allow the use of mobile phones in school by students, unless under exceptional circumstances which must be agreed prior with the Head Teacher or a member of the SLT.

In general, students should not bring valuable items to school, as they can be easily lost or stolen.

Students remain responsible for all their personal effects whilst at school. When students enter the school grounds the school takes no responsibility for mobile phones. As such, mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

There are no reasons why a student needs to use, a mobile phone during the school day.

Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure their child is reached quickly and assisted in any appropriate way.

### **Sanctions**

For those students who fail to follow the above guidelines, the following sanctions may be applied:

Confiscation of the mobile phone (handed back at the end of the day).

Communication with parents/guardians regarding mobile phone use at school.

## **Inappropriate Use**

Generally, a mobile phone will be deemed to be used inappropriately if it:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school
- threatens or is likely to threaten the safety or well-being of any person; or is in breach of any law
- distracts from the performance of duties

Inappropriate use of mobile phones will include students using them to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone.

It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. The school may consider it appropriate to involve the police.

## **Related Technology**

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, Ipods and similar devices.

## **Parents/Performances and Events**

The school actively promotes the taking of photos and videos. However, on occasions, it may not be possible for these to be taken when the performance is taking place, for a variety of reasons. The Head Teacher will inform parents prior to the performance if this is to be the case. Parents will still have the opportunity to take photos and videos of their child/children after the performance.

Parents will be reminded that photographs and videos of other children must not be posted on social networking sites without permission.

## **Exemptions**

Exemptions of this policy can only be approved by the Head Teacher and then only in exceptional circumstances.

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**Cannock Chase High School**

# **New & Expectant Mothers**

## New & Expectant Mothers

### Introduction

All the normal rules relating to risk assessment apply for expectant and new mothers, though because certain hazards present more significant risks for this group, the law requires employers to follow a slightly stricter regime of preventative or precautionary measures. The table below briefly summarises the main points. The same general principles apply in relation to students who are expectant or new mothers and, though the employer's legal duties do not specifically apply in such situations, our policy is that risks must be assessed. Appropriate precautions must be taken to protect people to whom we owe a duty of care.

The majority of simple risks are already covered by advice based on generic risk assessments. However, there are circumstances in which the school must always undertake specific risk assessments; for example when a member of staff notifies the school that she is pregnant. The school will produce a risk assessment specific to her. The law requires that adjustments are made to an employee's work and/or environment where these are necessary to ensure that the woman and the baby remain healthy and safe. These adjustments may have to be varied as a pregnancy progresses as the woman's capabilities and tolerances are likely to change. Remember that, even after giving birth, certain risks may still need to be controlled to ensure the safety of the new mother and, if she is breastfeeding, the safety of her baby.

In certain cases it may be necessary to move the member of staff to alternative work or, in extreme cases, grant paid leave. If an employer fails to protect the health and safety of their pregnant workers, it is automatically considered to be sex discrimination.

**Some risks (some chemicals, physical risks such as radioactive substances and some biological risks) may have more significance very early on in the pregnancy. The risk of damage to the foetus and of miscarriage may be greater and it is therefore important that expectant mothers in some occupations (school lab technicians, for example) give the school as much notice as possible so that adjustment can be made.**

Heads of Departments/Line Managers must ensure they explain the matter to their female staff of childbearing age. It is important also not to exaggerate the risks, which are generally quite low in the school setting, to avoid creating unnecessary anxiety. The school will consult the [CLEAPSS](#) guidance for more specific advice on these issues.

### Responsibilities

Risks to employed expectant and new mothers must be adequately assessed and controlled.

#### **The Health and Safety co-ordinator will:**

- Include new mothers and pregnant women in the general risk assessment process and highlight any future risk areas with female staff.

#### **The Business Manager will:**

- Carry out a risk assessment when notified of a pregnancy taking into account the risk areas identified in the guidance note and arrange for rest areas within the school.
- Take appropriate corrective actions where required.
- Review the risk assessment every month during the pregnancy and update once the employee is a new mother and returns to work.
- Where new mothers return to work and wish to express milk, discuss arrangements for use of an appropriate rest area.
- Refer to Occupational Health where considered appropriate.

### **The Business Manager will:**

- File the completed assessment forms in the relevant personal file.
- Forward the completed local authority maternity leave application form to HR/Pay Roll.

### **All School Employees will:**

- Notify their manager as soon as possible if they become pregnant.
- Complete the appropriate local authority maternity leave application form and forward to the Business Manager for the Head Teacher to authorise the leave of absence.
- Modify their practice in line with the risk assessment agreed with their line school manager e.g. such personnel must not work at height.

Written risk assessments must be produced as soon as the member of staff has notified the employer that she is pregnant. Schools must create and keep up to date records of the control measures in force.

- In the interests of their own health and safety and that of their unborn child, employed women must inform their employer as soon as possible when they are pregnant. The Head Teacher is responsible for ensuring the risk assessment is completed and for informing women in the school about the need for notification.

### **Pregnant Students**

The school will produce a similar risk assessment when it is notified that a student is pregnant. As students may be unaware, or reluctant to inform the school, of being pregnant, teachers should be alert to the possibility and respond to clues. Participation by a pregnant student in routine PE and educational visits will need to be reviewed by the school, the student's parent/guardian and medical adviser.

### **Notifying the Employer**

It is sensible for the expectant mother to consult her doctor (or other competent adviser) at an early stage of the pregnancy and discuss how the pregnancy may affect her while she works. The adviser should help the employee to decide how soon the employer needs to know about the pregnancy – as a general rule this should be as soon as possible, though for very low risk work and conditions this may not be essential. As soon as the school is made aware it will start the process of risk assessment specific to the woman and her work. The school may require a member of staff to produce a doctor's certificate confirming the pregnancy.

### **Risk Assessment**

Remember that it is necessary to assess risks arising from work activities and those presented by the workplace. It is not necessary to assess risks which arise which are incidental to work, such as those occurring during travel to or from work at the start or end of the normal working day. However, risks arising in travel **during** work should be assessed.

As a general rule, employer's risk assessments are only needed where the risks associated specifically with work would generally be considered to be greater than the risks encountered in normal day to day life outside the work situation. This is particularly relevant in connection with the risk of infections that may exist in the workplace. For example, when considering such risks, pregnant or breastfeeding mothers may well be exposed to infections from other staff, just as they might from their friends and family outside the workplace. Control of these infection risks is not the school's responsibility. However, schools must bear in mind the following **significant** factors:

- Close proximity to large numbers of children who may continuously present a wide range of infection risks (specially chickenpox or rubella);
- School visits to farms, etc.;
- Work in biology and other sciences;

- Students with special needs may present unusual infection risks (as well as risks related to uncontrolled, unexpected or aggressive behaviour).

**Other Factors Include:**

- Exposure to chemicals with potentially significant risks and/or radioactive materials may occur in some schools.
- The movement of large numbers of children around a school or the lifting of equipment, etc. may pose physical hazards.
- Assessors need to bear in mind student, visitor and colleagues' behaviour and the possible need for restraint or other physical interventions.
- Temporary or intermittent hazards such as slippery floors, trip hazards, display screen equipment work, environmental conditions, or prolonged standing need to be noted.

Pregnancy may affect the expectant mother's ability to continue with existing work patterns; fatigue and other factors may require that schedules are adjusted or are more flexible. In lone worker situations additional support or cover may be required to enable the expectant mother to work successfully and safely. Pregnancy may also affect the woman's tolerance to environmental factors such as noise, smells, temperature and humidity. Where this is the case the school may be able to make adjustments but, when that is not feasible or successful, changes to working patterns may be required. The table below summarises the main factors:

<p><b>Working conditions</b></p> <ul style="list-style-type: none"> <li>▪ Work patterns, shifts and schedules</li> <li>▪ Facilities (including rest rooms)</li> <li>▪ Mental and physical fatigue</li> <li>▪ Stress (including postnatal depression)</li> <li>▪ Passive smoking</li> <li>▪ Temperature (including extremes of heat or cold)</li> <li>▪ Working with computers and display screen equipment</li> <li>▪ Working alone or at height</li> <li>▪ Travelling</li> <li>▪ Violence or excessive hustle and bustle in school</li> <li>▪ Work equipment (requiring standing or awkward posture)</li> <li>▪ Personal protective equipment, including comfort and fit</li> <li>▪ Night work or extended working days</li> </ul>	<p><b>Physical risks</b></p> <ul style="list-style-type: none"> <li>• Movements and postures</li> <li>• Manual handling and/or restraint</li> <li>• Noise, vibration and shocks</li> <li>• Radiation (ionising and non-ionising)</li> <li>• Slip, trip or fall hazards</li> </ul> <p><b>Chemical risks</b></p> <ul style="list-style-type: none"> <li>• Toxic chemicals, including Mercury</li> <li>• Antimitotic (cytotoxic) drugs</li> <li>• Pesticides</li> <li>• Carbon monoxide</li> <li>• Lead</li> </ul>
<p><b>Biological &amp; Infection Risks</b></p> <p>A wide range of microbes cause infections in the human population and may also infect pregnant women. They may or may not have an adverse effect on the baby. These include: Chlamydia psittaci, Cytomegalovirus, Hepatitis and HIV, Listeria monocytogenes, human Parvovirus, Toxoplasma, <b>Rubella</b>, Varicella-zoster (<b>chickenpox</b>), Borrelia burgdorferi (Lyme disease); Goxiella burnetii (Q fever); Campylobacter and Salmonella (gastroenteritis); Lymphocytic choriomeningitis virus (LCM), Mycobacterium tuberculosis (TB).</p> <p>Exemplary hygiene practice and standard first aid procedures should minimise risks from these organisms. In some cases (farm visits) it may be better for vulnerable staff not to participate.</p>	

## Definitions

The phrase '**expectant or new mother**' means an "employee who is pregnant; who has given birth within the previous six months; or who is breastfeeding;"

'**Given birth**' is defined in the Management of Health and Safety at Work Regulations as "delivered a living child or, after 24 weeks of pregnancy, a stillborn child;"

The term '**controls**' is used in Health and Safety Executive publications as a shorthand term for preventative and precautionary measures. The two terms may be used in this guidance and are interchangeable without affecting the meaning of the sentence.

## Solutions

To risks in schools that may affect new and expectant mothers include:

A reduction in the amount, or type of, manual handling and similar work;

It is impossible to specify a specific weight that new or expectant mothers should avoid moving or lifting. The normal rules relating to manual handling risks should be applied first, which will mean unnecessary lifting and handling tasks should be avoided and that handling aids, such as trolleys, should be employed where possible. The woman's medical adviser(s) may be able to provide more specific advice about her capabilities.

However, where there is any doubt, it is sensible to work within the limits to which the woman says she feels capable and confident.

PE teachers will need to be more careful about their active involvement in some activities in class, but as a general rule, there should be no need for them not to continue teaching as long as they feel able and the medical adviser agrees.

- Variation in workload or type of work to reduce pressure and stress.
- Changes to workplace layout or workstation including seating, etc. to allow for altered mobility and other physical changes to the expectant mother as the pregnancy progresses.
- A reduction or cessation of work with radioactive substances.
- For pregnant teachers and other classroom staff (and students), flexibility with or alteration to routines so that she can avoid moving around the school between normal lesson change times –avoiding the busiest times in corridors etc.
- Alteration to the hours of work to compensate for early onset of fatigue and other effects associated with the pregnancy.
- Swapping a classroom to enable quick access to a toilet or other privacy may prove helpful.
- Arrangements to ensure lone working activities are more closely monitored.

In all cases, the pregnant woman should keep the school informed of any advice she receives from her medical adviser(s).

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# **Cannock Chase High School**

# **Noise**

## Noise

### Introduction

Repeated and long-term exposure to excessive noise levels can lead to premature hearing loss and/or constant hissing or ringing in the ears known as tinnitus, which can be temporary or permanent. Music teachers and key support staff such as technicians, can in fact be exposed to quite high 'noise' levels during the course of a typical working week from individual and classroom teaching, as well as ensemble events and of course their own practice and performance.

Sound levels produced by groups of student's instrumentalists are likely to be higher than those produced by a professional group of players because of less developed technical abilities and their natural enthusiasm.

Teaching staff therefore have a responsibility to not only protect their own hearing and the hearing of colleagues from damage but also have a responsibility to make noise awareness part of a complete music education.

### **The Business Manager will:**

- Identify any potential employees who may be exposed to noise hazards ensure noise is included in the risk assessment.
- Contact a relevant qualified contractor to arrange a noise assessment if necessary.
- Take appropriate corrective actions where required.
- Maintain a file of completed assessments and a record of review.

### **All School Staff will:**

- Follow any instructions given in relation to noise hazard.
- Always wear hearing protection when mandated or advised.

### **Relevant Teaching Staff will:**

- Ensure students understand the need for hearing protection.
- Ensure students wear hearing protection when required.
- Ensure hearing protection available for student use is cleaned between different students using them.

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**Cannock Chase High School**

# Occupational Driving & Minibus

## Occupational Driving & Driving the School Mini buses

### Introduction

This document describes the procedure for the management of occupational driving. NB This does not include hired transport and drivers.

### Mini Buses

#### Introduction

These procedures are designed to give guidance but are not exhaustive. In essence the school must ensure that its vehicle is operated safely and complies with all the relevant legislation governing transport operations.

It is a requirement that the school's procedures are followed by all employees. Failure to do so may result in action being taken under the school's Conduct and Discipline Procedure. If you are in any doubt you must seek advice from the Site Staff.

#### Responsibilities

The vehicle must not be used for "hire and reward".

The school minibus will not exceed the weight limit of 3.5 tons and/or no more than 17 passengers plus the driver.

The vehicle must be used only for the purposes of school business; this includes transporting students to and from local sports fixtures and occasionally on educational visits, unless authorised by the Head Teacher.

#### The Minibuses

School minibuses are supplied on lease by Staffordshire County Council in March 2007 and in January 2008, and therefore, also satisfies all requirements and regulations applicable at the time. Both vehicles are Ford Transits (16 forward facing seats), powered by diesel engines.

#### Permission to Drive

All drivers must have successfully taken the Staffordshire County Council minibus test in order to be placed on the official list. Once on the list any subsequent convictions, accidents or relevant health problems must immediately be reported to the Business Manager (failure to do so may invalidate the individual's insurance status).

#### Booking

Staff should enter their bookings in the reservation book held in the Upper School caretaker's office.

#### Keys

These should be collected from and returned to the Upper School Caretaker's office.

#### Drivers' Hours

- (a) The total working/supervision/driving day must not exceed 11 hours in any 24 hours.
- (b) A break of 20 minutes must be taken after every 2 hours of driving.
- (c) Longer or potentially arduous journeys should be discussed with the Educational Visits Co-ordinator, Head Teacher or Assistant Head Teacher (Health and Safety) in order to determine the necessity of route plans and "second" drivers.

#### Minibus Checks

All drivers should make a visual check of the vehicle prior to use and any problems reported to the Site Staff. A more stringent mechanical check will be made weekly by the Site Staff.

#### Fuel

The vehicles are powered by **diesel** engines. The school uses an account card to purchase fuel.

## **After Use**

Drivers must ensure that the minibuses are returned to the compound. Any defects should be reported to **SITE STAFF** as soon as possible. The vehicles should **not** be left low on fuel.

## **Loan of the Vehicles to Other Schools**

This can only take place if all potential drivers meet Staffordshire County Council requirements.

The minibus can only be driven by approved drivers. These drivers must have the D1 category on their driving licence and/or passed a competency test i.e. MIDAS training or relevant training with an experienced driver. Minibus drivers must be over 21 years of age and at least 1 year post qualification experience on a normal clean driving licence.

Approved drivers must be medically fit to drive and are required by law to inform the DVLA at once if they have any disability which is or may become likely to affect their fitness as a driver, unless they do not expect it to last for more than three months. They must also inform the Business Manager.

Approved drivers must inform the Business Manager if they receive any endorsements on their driving licence.

Approved drivers are responsible at all times for the operational safety and legal requirements of their vehicle, and must check the following before taking the minibus out on the road:

- Lights, horn, stop lights and reflectors.
- Brakes and steering.
- Windscreen washers and wipers.
- Visually inspect the tyres for damage and wear.
- That there is no damage to the body of the vehicle that is likely to cause harm.
- Seat belts are working correctly.
- The interior is safe and luggage is appropriately stowed.

Drivers must adhere to the current speed limits.

All fines and fixed penalty tickets are the responsibility of the driver of the minibus.

If the minibus is involved in an accident the driver of the bus should, if reasonably practicable, complete an accident report form and inform the Business Manager.

## **Responsibilities**

### **The Business Manager will:**

- Ensure that all drivers fill in a driver declaration form.
- Follow up any issues raised through risk assessments.
- Review driver's driving licences for inspection at three monthly intervals using the ADR (Authorised Driver Records).
- Manages bookings and co-ordinates the use of the minibus.
- Follow up any incidents/accidents where appropriate.
- The fuel will be purchased on the school account using the fuel card; however drivers may purchase the appropriate amount of fuel and obtain a dated receipt which must be handed to the school bursar.
- Review the annual insurance certificates for drivers.

### **All Staff that Drive on Behalf of School will:**

- Fill in a driver declaration form when they apply to drive the minibus.
- From the risk assessment findings, take appropriate corrective actions where identified and record the action taken.

- Provide the relevant personnel with your driving licence, and MOT certificate as appropriate in accordance with the completion of the Authorised Driver Record (ADR).
- Report any endorsements, impending endorsements and disqualifications to Cheryl Rovetto immediately.
- Carry out the pre-start checklist attached at the start of your journey when driving on school business.
- Where the journey time is more than 1 hour a second person should accompany the driver, or where the findings of a risk assessment indicates an additional member of staff is required to accompany the trip.
- Take a 20 minute break away from the wheel when you drive continuously for more than 2 hours.
- Wear seat belts at all times unless they hold a medical exemption.
- Not use mobile phones when the vehicle's engine is running, whether the vehicle is moving or not.
- Not drive under the influence of drugs or alcohol.
- Not eat, drink or use a mobile phone whilst driving.
- Drive in accordance with the Highway Code.

**In the event of an R.T.C, obtain the following information:**

- Stop; and check whether you need the emergency services.
- Are there any witnesses? If so, record their details.
- Exchange details with other drivers.
- Call for further assistance if required and inform SLT.
- Make a sketch drawing/take photograph of the accident site.

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**Cannock Chase High School**

# Personal Protective Equipment

## **Personal Protective Equipment**

### **Introduction**

This document describes the procedure for the management of the risks to staff and students who use personal protective equipment (PPE) during work or lesson activities.

### **Responsibilities**

The Head Teacher will authorise payment for required PPE and provide a suitable store for PPE.

### **The Business Manager and Designated Staff will**

- Review the job and activity risk assessments for staff and student activities and ensure that PPE is identified as a last resort (i.e. you have considered engineering controls and safe systems of work first).
- Take appropriate corrective actions where required.
- Carry out an assessment of the suitability and compatibility of PPE for the job, the environment and the wearer (use the personal protective equipment assessment form attached to this local arrangement for this process).
- Ensure that PPE is CE marked.
- Ensure that use of PPE does not increase other risk.
- Issue or replace appropriate PPE to staff for their individual use.
- Maintain a list of PPE provided to staff that need it which will identify the required inspection for each item.
- Ensure that PPE is in good condition and replaced / disposed of as required.
- Provide information, instruction and training to staff when issued with PPE about the risk or risks that the PPE will avoid or limit; how to fit and use it; about the maintenance and cleaning (see PPE guidance) and record that this has been done.
- Where appropriate, and at suitable intervals, you must organise demonstrations on how to wear and use PPE correctly.
- Review the risk assessment where any incident involving PPE is reported.
- For PPE provided to students, you must consider their health and safety, including disinfecting the equipment before reusing it.

### **School staff that use PPE will:**

- Read any instructions provided along with the PPE (e.g. the manufacturer's instruction sheet).
- Check PPE and ensure that it is suitable for the prevailing conditions before use and use in line with information and instruction given.
- Contact their Line manager where risks are seen to be unacceptable.
- Store PPE in the place provided or an agreed alternative.
- Clean and maintain PPE as instructed.
- Report any items of PPE which are damaged to their line manager.
- Label damaged items 'Not for Use' and will ensure the item is stored safely until repaired or removed from use.

### **Teaching staff who issue PPE to students for use in lessons will:**

- Issue the correct PPE to students as identified in the risk assessment.
- Provide information, instruction and training to students when issued with PPE about the risk or risks that the PPE will avoid or limit; and how to fit and use it. Also, where appropriate, and at suitable intervals, you must organise demonstrations on how to wear and use PPE correctly.
- Supervise the wearing of PPE by students.
- Ensure that PPE has been disinfected before issue/ use by students.

## **In Use Life**

Different types of PPE are only usable for a set time. This time is sometimes in the instructions accompanying the PPE and is based on normal use.

Please note: Dependant on the frequency of use, damage, and wear and tear of PPE, you must carry out inspections of the PPE to ensure that it is in a good condition and still provides the required level of protection. Based on this information, you should inspect the PPE you use at a set frequency.

Where no date is given we will look at all PPE after 1 year:

A decision will be made at that time on the condition of PPE and the need for replacement. For example, PPE with issued expiry:

- Hard Hat - 5 years
- Hi-Visibility clothing - 5 years (based on 10 wash cycles)

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**Cannock Chase High School**

# Physical Education

Draft Only

## Physical Education

### Safety in Physical Education & School Sport

#### Introduction

Safe practice in physical education should be an integral feature of all aspects and in all phases of education, from the very early years of playgroup and reception through to adult, further and higher education.

Teachers and others in positions of responsibility have a duty of care for those in their charge to ensure that planning and implementation include recognition of safety as an important element.

Young people should learn about the principles of safety as applied to themselves and to the care and well-being of others. This should be a planned and intentional aspect of the curriculum.

Comprehensive guidance and advice for schools and outdoor education groups is to be found in the following publication:

'Safe Practice in Physical Education and School Sport' published by the Association of Physical Education (formally BAALPE)

<http://www.afpe.org.uk/>

ISBN 1 902523 68 7

#### Duty of Care

In loco parentis forms the basis for duty of care which all teachers must operate when they have children in their care. This applies to all activities within the school curriculum, to extra-curricular activities during or outside normal school hours and whether undertaken on or away from school premises.

#### Risk Assessment

Hazards in PE are reduced through effective management, i.e. by balancing appropriate challenge and acceptable risk.

Cannock Chase High School (CCHS) has created and maintained a risk assessment for each PE work area.

Significant hazards and their control measures should also be included in "schemes of work" as appropriate.

CCHS ensures that stringent checks, including Disclosure and Barring checks, are made before allowing any unsupervised access to children.

Refer to;

'Guidelines for Local Education Authorities, Schools and Colleges' in the use of 'Adults other than Teachers in Physical Education and Sport Programmes', BAALPE.

#### Class Sizes in Physical Education

In determining the size of teaching groups in physical education, Head Teachers and teachers take into account of the;

- Nature of the activity.
- Age, experience and developmental stage of student/students.
- Requirements of National Curriculum.

## **General Health & Safety Issues in PE**

### **Manual Handling and Storage of Equipment**

Where possible manual handling tasks should be avoided or the risk of handling injury minimised by appropriate task design or the use of handling aids (e.g. trolleys). The layout of storage areas should minimise the need to stretch, reach, bend or twist the body excessively to reach frequently used or heavy items. This can be enhanced by ensuring that storage areas are kept tidy and well organised.

### **Apparatus Handling By Students**

It is an integral part of the subject to involve students in apparatus handling, particularly in gymnastics and trampolining. However this must be carried out in such a way as to reduce risk to students as far as is reasonably practicable. The school has arrangements in place to enable students to learn how to handle equipment safely according to their age and strength.

BAALPE guidance, pages 196 and 199 refer.

### **Inspection of Equipment**

All PE facilities (gymnasiums, halls, sports halls, multi-gyms etc.) and equipment is inspected regularly.

The school makes arrangements with competent contractors to inspect PE equipment at least annually.

PE department staff to carry out pre-use visual checks of equipment to identify obvious defects; this includes a visual sweep of playing areas prior to use to ensure any hazardous objects are removed.

Games posts are kept in good condition, lighter portable posts secured to prevent them falling over, free standing posts secured and all posts checked regularly.

### **Hazards and Equipment Defects**

It is the responsibility of everyone in the PE department to inform the teacher in charge of any hazards, e.g. defects to equipment, so that appropriate action can be taken. If the teacher in charge considers a defect to be a significant threat to health and safety, the equipment must be taken out of use until the defect has been remedied. Such equipment should also be labelled indicating that it is faulty and must not be used.

### **First Aid**

CCHS have suitable numbers of trained first aiders available. The school first aider is located in the Upper School reception area.

A travelling first aid kit and clear, effective procedures for contacting the emergency services is in place.

There are procedures to address the needs of injured students and the remainder of the group if anticipated, in particular on visits away from school premises.

### **Incident Reporting**

Any injuries to staff arising out of PE or school sports activities and those to students resulting in significant injury/first aid attention should be reported immediately.

It should be noted that accidents and incidents that happen in relation to curriculum sports activities and result in students being killed or taken to hospital for treatment are also reportable to the Health and Safety Executive (HSE).

In these circumstances the teacher should complete both an F2508 and an Incident Report Form.

## **Clothing and Footwear**

This must be appropriate to the activity.

For indoor activities (dance, gymnastics etc.) it is not acceptable to work in stocking feet because they do not grip the floor, for trampolining, socks should be worn so that toes do not go through the trampolining bed webbing. Bare foot work is acceptable when floor conditions are suitable, i.e. smooth, clean and without splinters. If the condition of the floor does not allow bare feet, then soft soled plimsolls provide the best alternative. Wherever possible, clothing allowing freedom of movement should be worn, appropriate to the activity. Pupils should wear the CCHS PE kit which is a white polo shirt, black shorts and white socks. Boys should also wear a rugby shirt when participating in rugby or football.

## **Personal Effects (Jewellery etc.)**

Jewellery, i.e. watches, rings, earrings, bracelets, necklaces etc. (including jewellery worn through the ears, nose, eyebrows, lips and other exposed areas of the body) should not be worn whilst participating in PE lessons. All pupil valuables should be handed to a member of PE staff at the start of the lesson. These will be kept in individual plastic bags and handed back to pupils at the end of the lesson.

In addition belts with metal buckles should not be worn and long hair should be secured as appropriate to the activity. Students should be consistently reminded of these requirements and a check carried out to ensure compliance before activity begins. The school includes a section in the prospectus outlining the school policy on this issue.

When ears, etc. are newly pierced, studs and rings cannot be removed for a period of around four to six weeks while the piercing heals. In such cases BAALPE guidance should be followed, i.e.:

- All personal effects should be removed if they cannot be removed, the adult in charge should take action to make the situation safe (e.g. adjust the activity for the individual student or group).
- **If the situation cannot be made safe, the individual student should not actively participate.**
- Some students may need to wear personal effects such as glasses or hearing aids. In these circumstances, the adult in charge should determine whether it is more hazardous for them to actively participate wearing such items, both in terms of their own safety and that of the other students.

Taping over ear studs is sometimes used to make the situation safe. However, the adult in charge should be confident that this strategy will be effective.

**Teachers must not remove or replace earrings.** They cannot be responsible for the consequences of removing or replacing earrings. Parents cannot transfer this responsibility to teachers.

## **Specialist Activities**

### **Athletics**

Athletics embraces a range of tasks, activities and events for the teaching of / coaching children in secondary school. Guidelines for secondary physical education specialists covering the use of equipment, landing areas and facilities can be found in BAALPE guidance Chapter 12.

### **Gymnastics**

The essence of gymnastics is the development of skilled movement under control, on the floor and using apparatus. A child, who learns to lift correctly, carry, assemble and check apparatus in the gymnasium or hall, is acquiring fundamental knowledge about safe practice which will translate in a general way to safe and competent movement in the wider environment.

A variety of different forms of gymnastics have been developed, however they are largely divided into two groups;

Thematic approaches in which tasks are set, to which varied individual responses are made and for which support is not generally applicable. (With this approach a teacher will give help and encouragement where appropriate)

A formal approach, where provision of support in some activities is essential. (This approach should only be used by the teacher/coach with the relevant knowledge and skills and where appropriate, the governing body award)

### **Rugby**

The strenuous and physical contact nature of rugby means that safety must be given paramount importance. Teachers have a good up to date working knowledge of the game. Pupils participating in rugby should all wear rugby or football boots and a gum shield.

### **Trampolining**

All teachers of trampolining are knowledgeable on fundamental skills and techniques, including the assembly and dismantling of equipment. Teachers must hold a British Gymnastics trampoline award/qualification as a minimum and keep themselves apprised of new developments through relevant in-service training.

When not in use, trampolines should be secured (e.g. chained and padlocked) to prevent unauthorised use or removed from the area.

### **Climbing Wall – Indoor**

Only trained members of staff should teach climbing to pupils. In addition to the rules about footwear, kit and jewellery, all climbing rules should be followed by pupils when participating. These rules are on display in the lower school gym. Pupils should ensure that they always wear their helmet. This should be checked by PE staff and pupils should not adjust it once this has been checked. Likewise, climbing harnesses – once checked by PE staff – should not be adjusted. Pupils will be taught how to belay another climber, although only trained PE staff can use the black handle on the gri-gri to lower pupils down. Climbing pupils should never put their fingers through the metal holes in the climbing wall and should only commence climbing when the rope is tight. All knots and the rope through the gri-gri should be checked by PE staff prior to pupils climbing.

### **Football**

Pupils participating in football should all be wearing the correct kit: football boots, shin pads (covered with socks) are a must. No pupils should participate in football matches if they do not have shin pads. When using portable goals, PE staff should make sure that they are anchored to the ground correctly.

### **Basketball**

When participating in basketball, pupils should be wearing correct footwear (trainers) in the upper school gym, sports hall or upper school courts. PE staff should ensure that the size of ball used in a lesson is correct for the year group they are teaching.

### **Badminton**

The main risk when playing badminton is pupils getting hit with a racquet. Therefore all pupils should be spaced out when playing badminton and there should be no more than 4 players to a court. Spectating players should be kept a safe distance away from the court as to avoid collisions with other pupils and racquets.

## **Cricket**

When participating in cricket pupils should be adequately protected if using a real cricket ball. They should wear pads, gloves, helmet and a box to protect themselves. When completing batting practices PE staff should ensure that pupils are spaced out adequately to avoid getting hit with bats. Likewise, when playing a cricket match, pupils should be well away from the batsperson to avoid getting hit with the ball or bat.

## **Rounders**

Similarly to cricket, the main risk is in pupils getting hit with a bat or the ball. PE staff should ensure that pupils are spaced out evenly when completing batting practices and the backstop should be well behind the batsperson when playing a match. Waiting batspersons should also be a safe distance behind the pitch to avoid collisions with running players and the ball or bat.

## **Dodgeball**

When playing dodgeball, all pupils should be wearing the correct footwear to avoid them slipping on the playing surface. The ball should be kept below head height, and only shots that hit below the shoulders should count. The balls used should also be soft (practice volleyballs).

## **Table Tennis**

Pupils should be wearing the correct footwear when playing table tennis to stop them slipping on the gym floor. Tables should be adequately spaced out to avoid players colliding with each other. Spectating pupils should also be kept a safe distance away from pupils playing.

## **Clothing**

For all physical activities students must be suitably dressed to ensure their safety at all times.

For example when using climbing equipment, hazards can arise from - unfastened coats, woollen gloves, scarves, ties, etc.

Appropriate footwear must be worn. Hazards arise from - slippery soles, open toed and sling back sandals, heels and untied laces, etc.

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**Cannock Chase High School**

# Premises & Work Equipment

## **Premises & Work Equipment**

### **Statutory Inspections**

The Site Staff and/or the departmental technicians arrange for the inspection, testing and maintenance of equipment in school. The equipment includes but is not limited to the following; ladders, steps, fume cupboards, extraction systems, PE equipment, D&T machinery, emergency lighting, alarms, fire extinguishers etc.

New equipment is procured following County Council guidelines.

The Site Staff are responsible for identifying all plant and equipment in an equipment register. Heads of Departments are responsible for ensuring that any training or instruction needs personal protective equipment requirements are identified and relevant risk assessments conducted.

All staff are required to report any problems found with plant / equipment to the Site Staff. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

### **Curriculum Areas**

Heads of Department are responsible for ensuring maintenance requirements for equipment in their areas is identified and implemented and any necessary training is carried out and recorded.

### **Gas Safety**

All gas appliances will be inspected and tested on an annual basis by a "Gas Safe" registered contractor.

### **Electrical Safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use and report all defects to the Site Staff.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) as required, and carried out by a qualified competent person.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and will be subjected to the same tests as school equipment.

### **Glass & Glazing**

The Site Staff will ensure that all glass meets safety standards and where required confirms to safety glass standards. The Site Staff hold records regarding the types of glass in the school.

### **Housekeeping, Cleaning & Waste Disposal**

The school premises are kept clean by school cleaners. Waste disposal is managed by the Site Staff and waste bins are located in a compound away from the main school building. Safe access to the school, when it has snowed or is icy, is managed by the Site Staff.

### **Air Conditioning Units (if applicable)**

All Air Conditioning Units will be inspected and tested by an approved contractor following guidance from the manufacturer/supplier.

### **Smoking**

The site is kept as a non-smoking site this also includes the use of all forms electronic cigarettes

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**Cannock Chase High School**

# Risk Assessment

## General Risk Assessments

The school risk assessments (for all activities, teaching and non-teaching) will be co-ordinated by Elite Safety in Education and the school.

The risk assessments are held centrally on the schools intranet system, and a hard copy will be kept in the Business Manager's office.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the sooner. Staff are to be made aware of any changes to risk assessments relating to their area of work.

## Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/student are held on that person's file and will be undertaken by the relevant person.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

## Curriculum Activities

Risk assessments for curriculum activities will be carried out by relevant heads of department or subject teachers using the relevant codes of practice and model risk assessments developed by national bodies.

The school has a subscription to CLEAPSS (through the LA) in science and DT. Their publications<sup>1</sup> can be used as sources of model risk assessment.

In addition the following publications are used as sources of model risk assessments:

BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice

Safeguards in the school laboratory 11<sup>th</sup> edition, ASE 2006 <http://www.ase.org.uk/>  
Topics in safety, 3<sup>rd</sup> Edition ASE 2001

National Society for Education in Art & Design (NSEAD)  
<http://www.nsead.org/hsg/index.aspx>

Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'  
<http://www.afpe.org.uk/>

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<sup>1</sup> CLEAPSS Science and D&T publications CD Rom or via [www.cleapss.org.uk](http://www.cleapss.org.uk)  
Elite Safety In Education



# Cannock Chase High School

# Science

Draft Only

## Science Health & Safety Policy (Draft Only)

### Introduction

This Science Department Health and Safety Policy should be read in conjunction with the school's general Health and Safety Policy and the 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 in accordance with any Code of Practice or Guidance issued by the employer.

This document is maintained by the Science department. It is kept available for consultation by Science staff and for inspection by visiting HSE inspectors or a representative of the employer. A copy of this document has been placed in the school prep room and another passed to the employer for endorsement.

This document recognises the right of any or every trade union in the workplace to elect health and safety representatives for their members and their right to require a safety committee to be set up in the school. The Science department will cooperate with any union health and 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.

### General Aims

It is the duty of all Science staff, i.e. teachers, Staff who work in the department occasionally, technicians, and other support staff to:

- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions during work.
- Be familiar with this policy by periodic reference to it.
- Look out for any revisions.
- Follow its provisions.
- Co-operate with others in promoting health and safety.

### Duties and Functions/Tasks

The employer, Staffordshire County Council, has the ultimate duty to ensure the health and safety of employees and others on the site. 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 Health and Safety Co-ordinator who has the particular function of maintaining this policy document.

See Appendix 1 for the names of the staff members currently with these functions.

### Risk Assessments

Every employer is required under various regulations<sup>2</sup> to supply employees with a Risk Assessment before any hazardous activity takes place. (Hazardous activities, common in Science departments, are listed in the publications described in Appendix 2.) Because it is impractical for the employer to write risk assessments for each of the many activities in school Science, this employer follows the HSE recommendation to adopt published 'model' or 'general' risk assessments, which school Science departments adapt to their local circumstances. See Appendix 2 for the list of publications adopted by this employer.

If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special assessment is obtained, following the employer's instructions,

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<sup>2</sup> Risk assessments are required by the *Control of Substances Hazardous to Health Regulations 2002*, the *Management of Health & Safety at Work Regulations 1999* and others.

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 used, i.e., length, width and height, availability of services and whether or not the ventilation rate is good or poor.
- Any substances possibly hazardous to health with concentrations of solutions.
- The quantities of substances hazardous to health likely to be used.
- Class size.
- Any other relevant details, e.g. high voltages, heavy masses, etc.

Since the scheme of work has been checked against the model risk assessments, staff should **not** deviate from it, unless their proposed activities have been agreed with the Head of Science.

Staff should also ensure that they undertake a risk assessment for every lesson making use of the agreed risk assessment grid:

**Risk Assessment Grid**

	<b>Activity</b>	<b>Materials and Procedures</b>	<b>Group Size and Venue</b>	<b>Group Dynamics</b>
1	Practical activity within the experience of the individual	Physical, Chemical and Electrical hazards within the everyday experience of that particular age group and ability range	Small group with adequate working area.	Well behaved, mature group
2	Outside the everyday experience of the individual but tasks have familiar aspects	Physical, Chemical and Electrical hazards similar to those encountered in the day-to-day routines of the particular age group and ability range	Large group with adequate working area	Generally well behaved. Most of group have a mature attitude
3.	Outside the everyday experience of the individual, sufficient training/ demonstration given	Physical, Chemical and Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, COSHH and Electricity at work	Small group with restricted working area	Group requires strict classroom management. Will act appropriately when reminded/cautioned

		regulations, but are not specifically mentioned in the Hazcards or laboratory manuals		
4	Outside the everyday experience of the individual, training given for certain aspects only	Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, COSHH and Electricity at work regulations and are mentioned specifically in either the Hazcards or laboratory manuals	Large group with restricted working area	Group with many discipline problems. Some members lack maturity and respond slowly to the warnings and sanctions
5	Outside the everyday experience of the individual, no training given or the individual is not able to retain satisfactorily instructions/information given	Electrical hazards peculiar to science disciplines that are covered by Health and Safety at work regulations, and are mentioned specifically in either the Hazcards or Laboratory manuals and have a high level of associated risk e.g. concentrated acids, heating to high temperatures	Insufficient work space. Room too small for the group size, and/or not furnished appropriately	Badly behaved, immature group

1. Select the descriptor that matches the lesson being planned for each category.
2. Add the values of each descriptor to give a Risk Assessment total.
3. Refer to table below for decision.

<b>Low Risk</b>	<b>Medium Risk</b>	<b>High Risk</b>	<b>Caution</b>
-----------------	--------------------	------------------	----------------

4 – 6	7 - 12	13 - 16	17 – 20
The possibility and nature of an accident occurring are not substantially different to those encountered in everyday experience.	The hazards encountered are outside the groups' experience but adopting principles of safe practice should bring them to an acceptable level.	Individuals in a group may need special handling. Extra emphasis must be placed on classroom management and safety protocol.	Would this be safer as a demonstration? Could the same point be taught another way? There could be serious consequences if an accident results.

## Equipment and resources

### Fume cupboards

The COSHH Regulations require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. The Senior Technician has the job of seeing that this happens. Copies of completed forms are kept in the Safety Check File<sup>3</sup>, available for staff reference and for inspection by the employer's representative or an HSE Inspector. All users have been trained to carry out a quick check that a fume cupboard is working before use.

### Electrical Testing

To meet the requirements of the Electricity at Work Regulations 1989, this employer requires portable electrical equipment to be inspected and tested regularly. A contracted electrical technician has the job of seeing that this happens within Science.

This work will be carried out by electrician using a proper earth-bonding and insulation test set. For details/schedule to be completed, see Appendix 4. Completed schedules are kept in the Safety Check File and are available for staff reference and for inspection by the employer's representative or an HSE Inspector. See Appendix 1 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.

### Radioactive Sources

The school's Radiation Protection Supervisor (RPS) is identified in Appendix 1 +14. This school follows the provisions of AM 1/92. The use of ionising radiations in education establishments in England and Wales. The Local Rules for the use of ionising radiations (Appendix 5) have been drawn up in consultation with the RPA and it is a function of the RPS to see that they are adhered to.

The History of the Radioactive Sources (i.e., authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal) is kept in the radioactive sources file in the prep room and kept up to date by the Senior Technician. The Use Log (showing the times that sources are removed from and returned to their store) is also kept with the sources in the locked cupboard.

### Pressure Vessels

Autoclaves, pressure cookers and model steam engines need periodic inspection under the Pressure Systems Safety Regulations 2000 (PSSR). In accordance with this employer's Code of Practice, the examination is carried out by the inspector employed by the insurance company who uses a written scheme of examination provided by Zurich. Records of examinations are kept in the Safety Check File.

### Animals, Plants and Microorganisms in Schools

The hazards associated with the use of animals, plants and microorganisms are discussed in texts listed in Appendix 2, which also give advice on controlling them. This

<sup>3</sup> The Safety Check File is a ring binder kept in the Science prep room.  
Elite Safety In Education

advice will be followed and any queries referred to Lisa Williams, Senior Science Technician (see Appendix 1).

## **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 1998). 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 or are receiving special training (see Appendix 6 + 8) is labelled accordingly. Any user who discovers a hazardous defect in an item of equipment must report it to the Senior Technician.

## **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 1992*). Prescription safety spectacles are to be ordered from any optician and the employer will meet the extra cost of the safety features. Laboratory coats are supplied by the employer and laundered by the school.

The employer expects eye protection to be available for students and visitors. 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 8 - Monitoring and Appendix 13).

## **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, including highly flammable liquids, is given to the Senior Technician who will see that labels are readable and that a spill kit is to hand and properly replenished. See Appendix 1 for the name of the staff member currently with this function. Hazardous activities involving chemicals restricted to those who have received or are receiving special training (see Section 6 - Training Policy and Appendix 6) are identified as part of the risk assessment.

## **Manual Handling**

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 1992*). This role will be delegated by the Head Teacher to relevant trained staff. Occasional (i.e., one-off) manual-handling operations will be assessed by individual staff before attempting them. Problems will be reported to the Business Manager.

## **Security**

Access to laboratories and preparation rooms will be controlled to comply with the Management of Health and Safety at Work Regulations 1999. All preparation rooms and store rooms are to be kept locked at all times except when in use. 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 carry out practical work in a laboratory without supervision by a qualified Science teacher, familiar with the departmental safety procedures. In the unusual circumstance of any non-Science staff being required to lead practical work, adequate training in laboratory rules will be provided. See also Appendix 11.

## **Concern for Others**

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

## **Outdoor Activities**

When planning any field trips etc., staff must consult one or more of the following: employer's code of practice, CLEAPSS Laboratory Handbook, Managing Out-of-classroom Activities, Geographical Association.

## **Local Code of Practice**

Staff will follow instructions from the employer, whether temporary or long term as expressed in the employer's Code of Practice. Copies of temporary instructions are attached to this policy in Appendix 7 as are recently rescinded (lifted) instructions.

## **Emergency Procedures**

### **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 (see Appendix 8). This training is supported by regular drills arranged by the school. See Appendix 1 for the name of the staff member currently responsible for this.

### **Spills**

Spills of any volume 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. Advice on dealing with spills is given in the CLEAPSS Laboratory Handbook. Absorbed spills should be transferred to a bucket and taken to the prep room for appropriate treatment.

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small volumes can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures (see Appendix 9). See Appendix 1 for the name of the staff member currently with this function.

### **Injury**

Science staff will follow the normal school procedures in cases, which require first aid (see Appendix 10). They will carry out immediate remedial measures, while waiting for first aiders, after the accidents, which occur in Science. See Appendix 8 and the CLEAPSS Laboratory Handbook. See Appendix 1 for the name of the person responsible for co-ordinating training in remedial measures.

### **Reporting procedures**

Dangerous occurrences, injuries or suspected injuries to a student or a member of staff and instances of damage or theft will be reported using the standard school procedures. See Appendix 10.

## **Science department rules**

The Guidelines for Science Staff are contained in Appendix 11 and the Rules for Students in Appendix 12.

## **Training Policy**

The person with the task of seeing that training is provided is the Head of Science. Particular training functions are delegated as follows:

- Induction of newly-appointed technicians – Lisa Williams, Senior Science Technician
- Safety aspects of the work of NQTs – Neil Carney, Head of Science
- Safety of students on teaching practice – Neil Carney, Head of Science + supervising class teacher
- Safety of non-Science teachers using laboratories – Neil Carney, Head of Science
- Manual handling for all staff using laboratories – David Lister, Head Teacher
- Safe procedures for laboratory cleaners – Staffordshire County Council
- Training in the use of specialist equipment, chemicals or procedures - safety training of non-Science support staff – Lisa Williams, Senior Science Technician
- Regular update training covering new or changed regulations, new equipment etc. – Neil Carney, Head of Science

## **Communications**

It is acknowledged that communication of safety information is of the greatest importance and is the job of the Head of Science with help from the Senior Technician. All staff have access to this Policy via the ICT network. The main copy is kept in the prep room. Any new instructions, restrictions or rescinded (lifted) restrictions made by the employer are communicated to all staff in writing.

## **Monitoring**

The employer expects the Science Department to monitor the implementation of this policy. Laboratories, store rooms and preparation areas are checked on a regular basis by the Senior Technician. Any issues are raised with the Head of Science and relevant action is taken e.g. problem resolved or referred further.

## Appendices to the Health and Safety Policy

### Appendix 1 - Names of Staff with Particular Functions

The task of overseeing health and safety on this site is given to the Head Teacher. Within the Science department, this task is further delegated to the Head of Science who is.....

The subject specialists for consultation over safety matters are:

- ❖ Biology –
  - ❖ Chemistry –
  - ❖ Physics –
- The Science health and safety co-ordinator is .....
  - The Senior Technician is .....
  - The person trained to do electrical inspection and testing is.....
  - The employer's Radiation Protection Adviser (RPA) is provided through Staffordshire County Council and is .....
  - The member of staff nominated as Radiation Protection Supervisor (RPS) is ..... (See Appendix 14)
  - The person in charge of chemical storage is .....
  - The person in charge of manual handling is .....
  - The person with the task of arranging drills on fires etc. is .....

### Appendix 2 - Publications to Be Used as Model Risk Assessments

The school has endorsed the use of the following publications as sources of model (general) risk assessments:

- CLEAPSS, *Hazcards*, CLEAPSS<sup>4</sup>, latest edition
- CLEAPSS, *Laboratory Handbook*, CLEAPSS<sup>3</sup>, latest edition
- ASE – General information

This information is stored in the prep room.

### Appendix 3 - Monitoring Fume Cupboards: Guidance Notes and Forms

The records of the tests performed by ..... are in the Safety Check File.

### Appendix 4 - Notes and Schedule for the Examination and Testing of Portable Mains-Operated Equipment

The employer requires school staff to inspect and test portable electrical equipment used in the Science department. Items which suffer lots of wear/abuse need testing more frequently than once per year. Items which are never moved or used only rarely can be tested less frequently. The records of the tests are in the Safety Check File.

### Appendix 5 - Local rules for ionising radiations

This employer's RPA has agreed Local Rules for the use of ionising radiations. These are stored in the Prep Room and should be consulted before the sources are taken out.

### Appendix 6 - Equipment or activities restricted to those users who have received or are receiving special training

The employer permits the following activities to be carried out only by persons who have received appropriate (in-house) training.

- Chemical reactions with particular hazards: i.e., using alkali metals, phosphorus, and Thermit reaction, the reduction of copper oxide with hydrogen or magnesium.
- Demonstrations involving an air rifle or pistol.

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<sup>4</sup> CLEAPSS School Science Service, Brunel University, Uxbridge, UB8 3PH.  
Tel: 01895 251496; Fax: 01895 814372; E-mail: Science@cleapss.org.uk

- Equipment supplying or using high voltages: e.g. all mains-powered equipment, HT power supplies, high-voltage electrophoresis apparatus, power line demonstration.
- Equipment with hot or moving parts: e.g. hotplates/fractional horsepower motors.
- High pressures: e.g. pressure cookers, autoclaves, steam engines/compressed-air systems.
- Human physiology equipment: e.g. sphygmomanometers/spirometers.
- Technician tasks, e.g. diluting strong acids, handling strong alkalis, clearing up spills, disposal of residues, glass handling, fitting mains plugs + regular inspections of electrical equipment, microbiology: preparation tasks + disposal procedures.
- Use of microorganisms

### Appendix 7 - Local instructions from the employer

There are currently no local instructions attached.

### Appendix 8 - Remedial measures for Science staff

<b>What Science Staff should do while waiting for first aid</b>
The First Aid Regulations do not necessarily require there to be a qualified first aider among Science staff, yet this is clearly desirable. Nevertheless, all staff have a duty to carry out remedial measures immediately while waiting for first aid or professional medical treatment. The following advice covers common laboratory accidents and is intended as a supplement to any local guidance on dealing with non-laboratory events, e.g. epileptic fits.
<b>Chemical splashes in the eye</b> - Immediately wash the eye under running water from a tap for at least 10 minutes and for much longer in the case of alkalis. The flow should be slow and eyelids should be held back. Afterwards, the casualty should be taken to hospital (with irrigation continuing during the journey for an alkali in the eye).
<b>Chemical splashes on the skin</b> - Wash the skin for 5 minutes or until all traces of the chemical have disappeared. Remove clothing as necessary. If the chemical adheres to the skin, wash with soap.
<b>Chemicals in the mouth, perhaps swallowed</b> - Do no more than wash out the casualty's mouth. After any treatment by the first aider, the casualty should be taken to hospital.
<b>Burns</b> - Cool under gently running water until first aid arrives.
<b>Toxic gas</b> - Sit the casualty down in the fresh air.
<b>Hair on fire</b> - Smother with a cloth.
<b>Clothing on fire</b> - Smother by pushing the casualty to the ground, flames on top. Spread a thick cloth or garment on top if necessary. A fire blanket is ideal but use only if very close by.
<b>Electric shock</b> - Taking care for your own safety, break contact by switching off or pulling out the plug. If it is necessary to move the casualty clear, use a broom handle or wooden window pole or wear rubber gloves. If casualty is unconscious, check that airways are clear and begin artificial ventilation if necessary.
<b>Severe cuts</b> - Lower the casualty to the floor and raise the wound as high as possible. Apply pressure on or as close to the cut as possible, using fingers or a pad of cloth. Protect yourself from contamination by blood. Leave any embedded large bodies and press round them.

## Appendix 9 - Emergency Procedures

If a major spill of a fuming substance occurs, the staff will ask the fire service to deal with it, warning it that breathing apparatus will be needed.

Emergency	Body	Telephone number
Serious accident	Ambulance	999
	First aider	
Chemical spill	CLEAPSS	01895 251496

## Appendix 10 - School Injury Reporting Procedure

Following an injury, so that the Regulations (RIDDOR) can be complied with, the incident must be recorded in the incident book. The Head of Science will notify the Head Teacher.

## Appendix 11 - Guidelines for Science 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 students. They have specific duties: to be familiar with this health and safety policy, its updates, appendices and the safety texts it refers to. They must observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific safety duties. They have a duty to report any failure of equipment, which has a safety function.
2. Staff practice must set a good example to students and be consistent with student laboratory rules, e.g. over the wearing of eye protection.
3. Staff must be familiar with emergency drills and familiar with the location of: the escape route, fire-fighting equipment, the nearest first-aid box, eye wash station, gas cock and the spill kit.
4. Laboratories must be left safe. Special arrangements must be made for equipment, which has to be left running overnight and hazardous equipment, which has to be left out. In general, all gas taps should be completely turned off and all mains-operated apparatus switched off. At the end of the day, if practicable, gas should also be turned off at the laboratory main gas cock
5. Eating, drinking, smoking, and the application of cosmetics should not take place in laboratories, preparation rooms, or storage areas.
6. A teacher or technician must assess the risks very carefully before conducting any practical operation in the laboratory when alone in the Science department. Nothing should be done which could lead to an accident needing a remedial measure. (See Appendix 8.)
7. In general, students must not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks, 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.
8. Science laboratories, preparation rooms and stores should be locked by the staff when not in use, unless so doing hinders an essential fire escape route. They should be available for teacher-supervised club activities only by special arrangement.

## **Responsibilities of Teachers**

1. At the beginning of each school year, teachers must make sure that their classes have copies of the student rules and issue them if necessary. They should be stuck in the exercise book.
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 them, with appropriate demonstrations.
3. Lesson preparation should be adequate and include checking on risk assessments and the safety precautions required. Time should be allowed for consulting more senior colleagues where there is any doubt and to try out experiments, particularly those involving hazard. Teachers should explain precautions to students as part of their health and safety education.
4. Open-ended investigations must be so organised that the teacher can assess any risks and lay down precautions before any hazards are met.
5. If, because of large class size or indiscipline, safety cannot be maintained during certain practical work, the work should be modified or abandoned. This should be reported to the Head of Science.
6. A teacher is responsible for the safety of any of his/her classes taken by a student teacher.

## **Appendix 12 - Rules for students during Science lessons**

### **ALWAYS:**

- Line up quietly and keep the corridor clear.
- Wear safety goggles when performing experiments.
- Tie back long hair and secure loose clothing.
- Keep bench tops and floors clear.
- Ask your teacher if you are not sure what to do.
- Carry out your teacher's instructions straight away.
- Report accidents and breakages to your teacher.
- Use the bins for rubbish.
- Wash hands after practical work involving chemicals, plants or animals.

### **NEVER:**

- Enter the laboratory without permission.
- Interfere with equipment or chemicals, electrical sockets, gas taps or water taps.
- Put anything in your mouth in the lab. (No chewing, eating or drinking!)
- Take anything out of the laboratory without permission.
- Rush or run about.

All students should have a copy of these rules glued into exercise books. In addition, teachers should ensure that any accidents are recorded in the log book (stored in the prep room) and that all necessary paperwork is filled in and copies given to the Head of Department.

## **Appendix 13 - Safety Checklists**

The department makes use of the ASE's School Science Review Health and Safety checklist (ASE 2001).

The procedures used for monitoring the implementation of this policy are as follows:

- Departmental meetings - safety is a regular item on the agenda for meetings of the Science department staff.
- Lesson observation - opportunities are made for formal and informal lesson monitoring by senior staff.
- Informal talk - both colleagues and students draw attention to failings informally.
- Records - the Safety Check List and resource requisitions reveal inadequacies.

## Appendix 14 – Local Rules for use of Radioactive Sources

<b>Radiation Protection Supervisor (RPS)</b>	
<b>Radiation Protection Officer (RPO)</b>	
<b>Radiation Protection Advisor (RPA)</b>	
<b>Location of secure store for radioactive substances</b>	
<b>Key holders for secure store</b>	
<b>Laboratories where radioactive sources are authorised to be used</b>	

- The names of the members of staff currently authorised to use the sources are:
  - All persons using the sources must record the date and time of removal and return of each source from and to the store on the log sheet provided in section B of the Radioactivity folder? On return, the log sheet must be countersigned by either Laboratory Technicians or Physics Teachers who must independently check the source before returning to secure storage. **UNDER NO CIRCUMSTANCES MUST A SOURCE SIGNED OUT IN YOUR NAME BE MOVED TO ANOTHER ROOM BEFORE YOU HAVE SIGNED IT BACK IN.**
  - All sources must be handled with tweezers/tongs and the area where the sources are to be used, delineated using signs or warning tape.
  - Wherever possible, only one source should be used at any one time. Sources not in use must remain in their protective box.
  - The RPS is responsible for safety and security of the sources and for keeping suitable records.
  - Any loss or theft of a source must be reported to the RPS, who in turn must inform the RPA immediately (Tel No above). The RPS in consultation with the RPO/RPA will be responsible for notification to the Health and Safety Executive, Department for Children, Schools and Families, the Environment Agency and the Police.
  - Leakage testing will be carried out at 24 month intervals by the RPS. A record of these tests will be kept for 5 years from the date of test.
  - Students under the age of 16 years, i.e. Y11 and below are not permitted to handle the sources, i.e. only teacher demonstration is allowed to KS3 and KS4 classes. Post 16 students aged 16 years and above, are allowed to carry out work with sealed radioactive sources provided that they have received full training from their teacher **and been given a copy of these local rules. CLOSE STAFF SUPERVISION IS ESSENTIAL AT ALL TIMES.**
- Either the RPS or Senior Science Technician must check sources immediately after use by students as per step 2 above. Any suspected damage must be reported to the RPS immediately who will decide if further action or monitoring is required. A record of any unusual incident involving a source should be kept with the source history in the Radioactivity File.
- In the case of a FIRE ALARM or DRILL involving mandatory evacuation of the building whilst a source is in use, a LAB TECHNICIAN will report to the room to collect the source for secure storage during the evacuation. In the event this does not happen, the source must be locked in a cupboard in your laboratory before you leave the laboratory. **UNDER NO CIRCUMSTANCES MUST A SOURCE BE TAKEN OUTSIDE OR LEFT LYING AROUND ON BENCHES.**
  - Any trainee teachers or temporary staff need full supervision by an authorised user.

11. All teachers/technical staff handling sources must be aware of the appropriate risk assessment (see overleaf). Any female employee handling sources is requested to notify the RPS if she is pregnant. Risks to that member of staff will then be reviewed by the RPS.

### Local Risk Assessment for use of Radioactive Sources

Sources held on the premises are listed below together with their approximate dose rates.

12. All sources are taken out of the Secure Store and kept in their boxes until needed for use. Signing out and in procedures are in force. Measurements involving the sources are taken for a period of 10 minutes maximum per student.
13. Persons at risk are teaching staff, laboratory technicians and students. Students under 16 are not permitted to handle sources.
14. Maximum dose would be if a student held a source in hand for 10 minutes without tweezers. There is likely to be a dose delivered to the whole body whilst holding source with tweezers of under 5 microsieverts plus small contribution 1-2 microsieverts from whilst source is part of experiment. The dose from the radioactive rocks sample is regarded as insignificant.
15. Wipe testing of sources for leakage to be carried out every 24 months. Wipe testing to be repeated if sources are dropped or become damaged in any way.
16. If a member of staff becomes pregnant there is no reason to alter work practices as set out in the local rules and this risk assessment. However her work with radioactivity is to be discussed with the RPS.
17. All teachers and technical staff handling sources to have risk assessment and are required to follow local rules as provided by RPS who will check that they are being followed.
18. The RPO is expected to visit every 12 months.
19. The sources used at this school are regarded as very low risk when the controls specified in this risk assessment and local rules are followed.

### Sources held at The Cannock Chase High School

Source	CLEAPSS type number	Original activity $\mu\text{Ci}$	No. of sources of this type & activity held
Americium 241	8a		
Strontium 90	8a		
Cobalt 60	8a		
Strontium 90	8b		
Strontium 90	8a		
Plutonium 239	8a		
Radium 226	8a		
Cobalt 60	8a		

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**Cannock Chase High School**

# Slips & Trips

### Slips & Trips

#### Introduction

Slips and trips are the single most common cause of injuries in workplaces. Slips and trips also account for over a half of all reported injuries to the public. 95% of reportable major slips result in broken bones. It is therefore important that the school puts in place management systems to eliminate or minimise risks from slips and trips.

This risk must also be considered during planning, construction and refurbishment or any changes of use within the buildings.

The reduction of injuries from slips and trips can only be achieved when managers, staff and students are committed to taking personal responsibility.

#### The School will:

- Provide a safe working environment for staff, students and visitors which is free from slip and trip hazards, so far as is reasonably practicable.
- Adequately control or reduce the risk of slips and trips, by a combination of a safe environment and safe behaviour.
- Ensure that appropriate risk assessments and risk reduction methods are in place.
- Encourage all staff and students to take personal action to reduce the risk of slips and trips as far as possible.
- Ensure that there is an effective response to changing conditions such as weather and the environment e.g. during construction works or refurbishment.
- Ensure that school premises are designed and maintained to minimise the risk of slips and trips.

#### Staff Responsibilities:

- Staff will be made aware of policies and procedures relating to slips and trips in their work area, and are expected to follow them.
- Staff will take an proactive role in preventing slips and trips by: taking action to remove slip and trip hazards from their work area e.g.
- Cleaning up spillages, rerouting trailing cables etc.
- Maintaining a tidy office/work area.
- Reporting any defects to the Site Staff.

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**Cannock Chase High School**

**Stress  
&  
Well-being**

## **Stress/Wellbeing**

The school and Governing Body are committed to promoting high levels of health and well-being, and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards.

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

- Regular Performance Management Reviews.
- Mentoring for all staff.
- Open door policy of senior leadership team and departmental heads.
- Mentoring of new staff.
- Head teacher's staff forum.
- Whole school staff meetings.
- Departmental staff meetings.

Where applicable staff will be referred to Occupational Health

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# **Cannock Chase High School**

# **Vehicles on Site**

## **Vehicles on Site**

Vehicular access to the school is available to school staff, community users, coaches, visitors and contractors. This is controlled by an electronic barrier system on both the upper and lower school car parks, with an intercom system used to contact reception.

### **Staff**

All school staff should try and park in the designated staff car parks.

### **Visitors**

Visitors should enter through the main school entrance and park either in the school car park (disabled parking available) or alternatively the main car park located at the Upper School.

If parents are visiting the school they must enter and register through the main school reception which is located at the front of the school.

### **Parents**

Parents/guardians are permitted to use the car parks when dropping off/collecting students (the car park gates will be closed at 15:00pm to minimise traffic while students are leaving the premises).

### **Coaches**

Coaches must use the parking areas at the Upper School.

### **Deliveries**

School deliveries must report to reception at the front of the school (except school catering deliveries who will deliver direct to catering)

The maximum speed limit entering the school is 5 miles per hour.

The access from the road shall be kept clear for emergency vehicles including all restricted parking areas (e.g. double yellow lines)

The main vehicle access gate incorporates a designated pedestrian walkway for students, staff, and visitors.

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**Cannock Chase High School**

# Violence/Security

## **Violence to Staff & School Security**

All visitors to the school site should arrive through main reception where they are signed in and an identification badge is issued for the duration of their visit.

Staff will challenge, without putting themselves at risk, any visitors not wearing an identification badge.

All staff wear identification badges at all times. Students access the school through the student entrance which is monitored by staff.

During school holiday periods all visitors to the school, including staff and contractors, must sign a register upon arrival and confirm departure with the time noted next to the signature.

Reception staff are not expected to deal with abusive callers or visitors and are instructed to make a member of senior staff aware of the situation in order that they may deal with the matter.

The school has a comprehensive CCTV system and a security alarm system.

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**Cannock Chase High School**

# **Volunteers & Work Experience**

## **Volunteers**

### **Introduction**

At Cannock Chase High School, we define a volunteer as: any adult who agrees to undertake, without pay, designated tasks which support the work of the school. This can include working alongside teaching and teaching support staff in the classroom, or working in a support capacity within another area of school. A volunteer should not be viewed as a substitute for a paid member of staff, but an additional supplement to school's resources.

The school values volunteers and the contribution that they make to the sustained success of the school. We hope that the association will be a mutually beneficial partnership between the school and the volunteer; that the benefits to be gained by the school in terms of community participation will be mirrored by the development gained by the volunteer from their experiences in school.

### **Safeguarding**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All adults who volunteer for working at Cannock Chase High School will require an Enhanced Criminal Records Disclosure provided by Staffordshire Local Authority prior to starting their placement in school. This must be confirmed with The Head Teacher's PA.

It is the responsibility of the school to ensure that its child protection policy is adhered to at all times.

### **Organisation**

Volunteers will not be asked to undertake certain duties:

- Those which would normally fall within a teacher's responsibility under loco parentis
- Covering for staff absence within the classroom
- Unsupervised 1:1 work with children
- Those which would normally be undertaken by a contractor engaged by school or the Local Authority (LA)
- Those requiring full financial or budgetary responsibilities
- Any administrative tasks involving highly confidential or sensitive information.

Volunteers will be allocated a supervising member of the school's staff, although they may be working with other staff on a day-to-day basis. The line manager will be responsible for induction of the volunteer and will be the point of contact for any queries or problems.

The deployment of volunteers should not involve any substantial addition to the workload of staff, however, it is hoped that every effort will be made to ensure that the volunteer is adequately inducted and is given every assistance to perform the duties required of them.

Volunteers will be given a schedule of the tasks and scope of the role that is expected of them, these to be agreed with the supervising person in view of any skills, experience, training and development needs of the volunteer and organisational needs.

A Volunteer Registration Form should be completed for, and signed by, all official volunteers in school. It should be noted that volunteers' work in school is, of necessity, of a voluntary nature and may be terminated at any time by the volunteer or the school.

## **School Information and Regulations**

Volunteers will be provided with a handbook detailing relevant information. Any queries for information not covered in this should be addressed initially to the supervising person. Particular attention is drawn to health and safety issues. The same legislation and responsibilities on health and safety applies to volunteers as paid staff within the school.

The school holds Employers' Liability and Public Liability Insurance through the LA and this insurance covers volunteers in school.

## **Expenses**

Although there is no obligation to make financial re-imbursements to volunteers, the school will, under normal circumstances reimburse 'out-of-pocket' expenses (e.g., excess travel costs connected with the tasks undertaken for school etc.). Travel expenses will be reimbursed at the current agreed rate; any other expenses (e.g., resources or equipment purchased for school use) will be reimbursed at the cost paid. All financial claims made should be agreed with the line manager or Head Teacher prior to expenditure.

## **Induction and Training**

Volunteers who work in school will be given an induction process which aims to enable them to become familiar with the school, staff and their roles, how their role fits into this, principles and procedures unique to the school and an outline of our expectations of the volunteer's role and tasks involved. A Health and Safety Induction and safeguarding training will take place on the first day in school, if not before.

If the volunteer is undertaking formal training (e.g., NVQ or other work-based qualification), the school will endeavour to support this by allowing opportunities and practical advice for them. If training is a requirement of the expected role within school, such opportunities should be provided for the volunteer.

## **Complaints and Grievances**

It is acknowledged that problems and conflicts could arise when the person is a volunteer as much as for a paid member of staff. Initial issues should be raised with the supervising person and it is to be hoped that the issues may be resolved through these channels. In the event that this is not possible, the Head Teacher will investigate the matter with a view to resolution. Failure to resolve at this level will necessitate Governing Body involvement

## **WORK EXPERIENCE POLICY**

### **Aims and Objectives**

- Work Experience is an opportunity for young people to gain an insight into the world of work and to help prepare them for the responsibilities and opportunities of adult life.
- The placement should offer experiences in which students carry out a range of tasks/duties more or less as would regular employees, but with emphasis on the learning aspects of the experience.
- Each placement should aim to meet the development needs of the individual students within the context of the school's Careers Education Information Advice and Guidance programme and recording of achievement/action planning progress.

### **Organisation**

- Work experience takes place at the end of Year 10.
- All students are entitled to a placement.
- The duration of work experience is 5 school days.

**Year 11 form Tutors:**

- To promote work experience with their form.
- To facilitate use of EBP database for students to find placements.
- To liaise with other staff to complete administration for placements.
- To participate in preparation and evaluation activities.
- To co-ordinate/monitor employer visits of students in their form.

**Year 11 Subject Teachers:**

- To visit Year 11 students on a ratio of 1 visit per Year 10 lesson taught.
- To complete work experience teacher visit forms.
- To prefer any concerns identified on their visit immediately.
- To refer any examples of good practice and success from their visits.

**Year 11 Students**

- To actively seek Work Experience placements.
- To meet deadlines and complete necessary paperwork.
- To actively participate in all Work Experience activities including preparation, debriefing and evaluation.
- To serve as ambassadors for the school during work experience placement.
- To be aware of the Health and Safety arrangements.
- To report any concerns about work experience to the school.

**Parents of Year 11 Students:**

- To encourage their children to actively participate in the Work Experience programme.
- To assist in finding placements where possible.
- To encourage their children to act as ambassadors for the school and their families whilst on Work Experience.
- To support the school in the implementation of the Work Experience programme.
- To report any concerns about their child's placement ASAP.

**Finding a placement**

- Students are encouraged to use EBP data base.
- Students are also encouraged to use parents, friends, and relatives to find placements.
- Once a placement has been agreed they should return to school, giving full details of the placement, signed by parents giving permission.
- All agreed placements will be placed on EBP database and a Health and Safety check will be carried out by EBP.
- Letters of confirmation will be sent to placement.
- (If a placement does not satisfy EBP health and safety requirements, it will not be allowed to take place. A placement can only take place if an employer has the required Employer Liability Insurance).
- Students are instructed to make contact with their placements in the week(s) prior to it commencing to carry out "Final Checklist".

**Work Experience**

- On the first day of Work Experience the school will make contact with the placement.
- Year 11 subject staff are expected to visit placements on the ratio of 1 visit per year 10 lesson taught.
- Details of all placements are displayed in staff room for subject staff to sign up.
- Subject staff should contact placement in advance of their visit and should put in a cover request at least 24 hours in advance.
- Pre-printed teacher visit forms should be completed and returned for analysis.

- Any Health and Safety concerns should be raised immediately and reported to Safeguarding staff on your return to school.
- On the visit teachers should try to speak with the student and a representative of the employer.
- Any examples of good practice or successes should also be reported as soon as possible.
- Visiting staff should ask to see and sign students work experience diaries.
- Teacher visit forms and employer forms are collated and analysed for evaluation purposes and are stored and made available to students when applying for jobs.

### **Internal Placements**

There are a varying number of these each year, and in such cases these placements should be made as realistic as possible, following the convention of their work placements e.g.:

- Meeting with staff in advance.
- Dressing appropriately.
- Signing in and out.
- Having a visit from a teacher.
- Relevant reports completed.
- Good practice is for departments to have a programme of activities worked out in advance.
- Two students will be used to produce Work Experience News newspaper.

Although every effort is made to place all Year 11 students on work experience during the designated two weeks on the school calendar, this is not always possible. Provision is made for these students in the following ways:

### **Occasional Work Experience placements**

Specialist placements such as with the police, armed services, legal and medical fields are very difficult to get.

Often these placements occur outside of the calendared Work Experience weeks and in such circumstances each case is considered on merit. The school will look sympathetically on such cases provided:

- The placement does not clash with external exams or preparation for external exams.
- Students catch up on the work they miss during the placement.
- Students will endeavour to secure another placement during the calendared Work Experience weeks.

### **Arrangements for students who are not placed.**

Given the economic climate and concerns about Health and Safety and Employer Liability Insurance, it is increasingly difficult to find suitable placements.

There are always some students who do not get placed. This may be due to their own disaffection, but is usually due to student's health, social, behavioural or SEN needs. For these students a package of activities is put together. This package will include the following:

- Work related activities.
- Employer visits.
- Coursework catch up.
- Working with departments in school.

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**Cannock Chase High School**

# Work at Height

**Work at Height**

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

The school staff are responsible for assessing the risks when working at height and following the relevant risk assessments and control measures that have been put in place to reduce the risk of injury so far as is reasonably practicable.

The Site Staff shall ensure:

- All work at height is properly planned and organised.
- Manage the use of steps and ladders ensuring safe practices.
- Departmental managers e.g. performing arts will be responsible for the supervision in their department.
- The use of access equipment is restricted to authorised users.
- All those involved in work at height are trained and competent to do so.
- The risks from working at height are assessed and appropriate equipment selected.
- A register of access equipment is maintained and all equipment is regularly inspected.
- Any risks from fragile surfaces are properly controlled.

Staff must not work beyond a height of 2.5 metres (normal height within a classroom) unless they have received specific training.

Students will not be permitted to use ladders/stepladders. Students can use kick stools but they must be under direct supervision and a risk assessment should be carried out prior to use.

Contractors will not be permitted to use any of the school's work equipment.

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**Reviewed December 2015.**

**Amendment to Appendix 21 – Occupational Driving & Minibus. Removed reference to both parts of driving licence as this no longer applies.**

**Amendment to Appendix 24 – Premises & Work Equipment. Added Air-Conditioning.**

**Amendment made to Appendix 29 – Vehicles. Following the installation of new electronic barriers.**

**Reviewed December 2016.**

**Whole policy reviewed by school due to there being no Site manager**

**Amendment to Appendix 10 Fire Arrangements** In the event of a bomb threat follow the evacuation procedures as above.

**Amendment to Appendix 16 Lone Working whole policy reviewed**

**Amendment to Appendix 26 Science regulation dates updated.**

**Reviewed December 2017**