



St.Helens Council



## **Cowley International College**

### **School Health & Safety Policy** **Including Addendum – Covid-19**

**Approved by Full Governing Body on**

**17<sup>th</sup> December 2020**

**To be reviewed**

**Autumn Term 2021**

**Signed**

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**Chair of Governors**

**Signed**

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**Principal**

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Covid-19

# **GENERAL STATEMENT OF INTENT**

## **1.0 INTRODUCTION**

### **1.1 Health and Safety at Work etc, Act, 1974**

The Health and Safety at Work etc, Act, 1974 places a duty on employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by their work activities such as pupils and visitors.

### **1.2 General Statement of Health & Safety**

This is the statement for Cowley International College.

Cowley International College accepts its responsibilities under the Health and Safety at Work etc. Act, 1974, for providing a safe and healthy workplace and working environment for all its employees, pupils, visitors and other persons who may be affected by its activities.

The Executive Principal and School Governors will take all reasonable steps to ensure that St. Helens Council's Health & Safety Policy and the accompanying Policies and Procedures are implemented and monitored throughout the School.

It is essential for the success of this Safety Policy that employees recognise their responsibilities under Section 7 of the Act in co-operating with management and taking care of them-selves and other persons whilst at work.

## **2.0 ORGANISATION**

Responsibility for the day to day implementation and monitoring of this Policy lies with the Executive Principal so far as is reasonably practicable.

However, the Governing Body recognises that some of these duties may be successfully allocated to other members of staff; such as a Headteacher, Business Manager, Site Safety Co-ordinator or Heads of Department, under guidance from the Executive Principal.

### **2.1 Responsibilities**

At Cowley International College, the following person(s) have specific responsibilities for health and safety.

The Facilities Manager is responsible for the circulation of Safety Information, Guidance, Codes of Practice and ensuring that accidents are investigated and recorded on the appropriate format.

The caretaking staff are responsible for the weekly test of the fire alarm.

The Facilities Manager is the Safety Co-ordinator for this site.

### **2.2 Health and Safety Communication**

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

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

Staff briefings, departmental meetings, link meetings, full staff meetings.

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

<T:\Staff Information\POLICIES\Health & Safety>,  
Facilities Manager's office,  
Departmental intranet folders.

### 2.3 **Emergency Contacts**

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

(i) Principal:  
Telephone No:

(ii) Business Manager:  
Telephone No:

(iii) Facilities Manager:  
Telephone No:

### **Useful Numbers**

<u>Name</u>	<u>Telephone No.</u>
Corporate Health & Safety Section	01744 671740/673231
Occupational Health Nurse	01744 677022
Security Service	01744 676728
School Nurse	01744 627566

### 3.0 **RESPONSIBILITIES**

#### 3.1 **The Governors**

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

Governors will, however, ensure that they;

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

Governors will make reports on health and safety matters to;

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

#### 3.2 **The Executive Principal**

The overall responsibility for the School's health and safety management system and implementation of the safety policy rests with the Executive Principal, who shall;

- Set up arrangements in the School to cover all legal requirements for health, safety and welfare;
- Ensure that a programme of risk assessment, as required by the Management of Health & Safety at Work Regulations has been carried out on behalf of the employer for all activities under their control.
- Ensure the Governing Body are kept up to date with any new legislation, regulation or provision relevant to health and safety in schools;
- Be available to any member of staff to discuss health and safety problems not solved at a lower level or through the established arrangements;
- Report to the Governing Body those instances in which the Executive Principal's executive authority does not allow the elimination or reduction of risk to a satisfactory level, but to take all necessary short-term measures to avoid danger pending rectification;
- Be available to any Trade Union appointed safety representatives and co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from any such safety representatives and respond in writing within a reasonable time;
- Establish a safety committee within three months of receiving a written request from two Trade Union Safety Representatives of the staff at the School;

- Ensure that a system is in place for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent recurrence;
- Review regularly
  - i) the provision of first aid in the School;
  - ii) the emergency (fire) procedures;
- Monitor the dissemination of safety information throughout the School;
- Report to the Governors matters relating to health and safety;
- Ensure that all staff have received appropriate safety training and supervising teachers have the appropriate qualifications/specialist training for the activities taught/equipment used.
- Co-operate with the LA Health and Safety Advisor.
- Ensure that suitable and sufficient welfare facilities are provided for the number of staff and pupils intending to use them.

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

Cowley International College has appointed the Facilities Manager as the School's Health & Safety Co-ordinator. For this role, the School Health and Safety Co-ordinator shall:

- Co-ordinate the whole School programme of Health and Safety by ensuring full consultation and participation of all staff, through appropriate meetings and consultation;
- Carry out inspections of the School at least once per term and inform the Executive Principal of any problems/deficiencies and ensure that the appropriate action has been taken;
- Administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent recurrences. Report as necessary to the LA/appropriate office;
- Disseminate safety information within the School;
- Ensure that new employees are inducted with regards to health & safety arrangements and issued with a copy of the School's Health and Safety Policy (this document) and given the opportunity to read it;
- Ensure that employees promoted or given additional responsibilities, are briefed so they have a clear understanding of the role and the standards expected of them
- Ensure that effective arrangements are in force to facilitate safe evacuation of the buildings in case of fire or other emergency and that fire-fighting equipment is available and maintained;
- Arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures;

- Ensure temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to health;
- Liaise with the LA's appointed Health and Safety Advisor when carrying out and updating risk assessments;
- Ensure that health surveillance for staff is provided when appropriate.

### 3.4 **Heads of Department**

Heads of Department:-

- Have a general responsibility for the application of the LA's and School's Health & Safety Policy within their own department or area of work and are directly responsible to the Executive Principal for the application of safety measures and procedures within their department;
- Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, so far as reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, guillotines);
- Shall deal with any health and safety problems referred to them by a member of staff and refer to the Executive Principal if they cannot resolve any of these problems;
- Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the School Health and Safety Co-ordinator with a copy to the Executive Principal;
- Shall ensure as far as is reasonably practicable the provision of sufficient information instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety;
- Shall, where appropriate, seek advice and guidance from the relevant LA Advisor or Officer;
- Shall propose to the Executive Principal or School Health and Safety Co-ordinator any requirements for safety equipment and welfare facilities;

### 3.5 **All Employees**

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

All employees are expected to;

- Know the special safety measures and arrangements to be adopted in their own working areas and ensure they are applied;
- Inform the Executive Principal, the School Health and Safety Co-ordinator or their Line Manager of any training they feel they need to carry out their responsibilities

- Report any health & safety concerns to the Executive Principal, the School Health and Safety Co-ordinator or their Line Manager
- Use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- Co-operate with other employees in promoting improved safety measures in their School;
- Co-operate with the appointed safety representatives and enforcement officers of the Health and Safety Executive or Environmental Health.
- Exercise effective supervision of the students, giving clear instructions and warnings as necessary and know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out;
- Know the special safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- Follow any instructions and warnings as required;
- Follow safe working procedures;
- Wear protective clothing when required;
- Make recommendations to their Head of Department e.g. on safety equipment and on additions or improvements to equipment or machinery;
- Regularly check all equipment, protective clothing, furniture and their environment (heating, lighting, etc.) and report any defects to the Schools Health and Safety Co-ordinator.

### 3.6 **Pupils**

The pupils are expected to;

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

### 3.7 **Parents**

Have a responsibility to;

- Make provision for full time education;
- Abide by/support the rules and regulations of the school;



- Comply with the School Safety Policy (**this document**);
- Act as a 'reasonable parent'.

### 3.8 **Visitors**

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

### 3.9 **Volunteers**

The Executive Principal must ensure that all volunteers are aware of the School's Health and Safety Policy and practical safety issues as part of their induction, prior to working in the school. Records of inductions will be retained by the Executive Principal.

## 4.0 **ARRANGEMENTS**

### 4.1 **First Aid**

The Health and Safety (First Aid) Regulations, 1981 cover all employees, teaching and non-teaching in Schools and education establishments. Pupils and students are not covered by the regulations, but these must still be considered.

The Executive Principal shall undertake a first aid needs assessment to determine the schools required provision, taking into consideration the circumstances of the site, the workforce and the hazards and risks that may be present.

The DfE recommend that schools have suitable first aid facilities and a sufficient number of trained persons, **normally 1 First Aider for every 50 employees**. In estimating additional provision sufficient to cover pupil numbers, **1 First Aider for every 150 pupils is normally held to be a reasonable ratio**.

Cowley International College has suitably equipped first aid boxes in easily accessible places, together with one in each laboratory, gymnasium/sports hall, workshop and food technology/catering area.

Cowley International College has ten Automated External Defibrillators (AEDs) located throughout the school premises. The school has sufficient numbers of trained persons in line with DfE guidelines. Inspections of AED's will be undertaken by the Facilities Manager on a recorded basis.

*Further detail with regards to First Aid provision can be found within the Corporate First Aid at Work Policy, accessible via St Helens Schools Portal.*

*The School's First Aid and Defibrillator policy and procedures can be found on the staff common drive [First Aid Procedures - February 2020.pdf](#)*

**The School's First Aiders and AED operators are listed in the staff handbook and contact details of first aiders are displayed in prominent locations around the school.**

### **AED Operators**

All First Aid qualified staff are qualified to operate the defibrillators.

### **Role of First Aiders**

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

### **First Aid Kits**

Adequately stocked (clearly marked) first aid kits shall be provided and all employees shall be made aware of their location. A suggested list of contents is contained within the First Aid at Work Policy.

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

Additional materials such as; foil blankets, disposable aprons, individually wrapped moist wipes are included where the first aid needs assessment indicate their requirement.

It should be noted that first aid kits contain only the items that a first aider has been trained to use and they do not contain medication of any kind.

## **4.2 Accident Reporting Procedures**

The Facilities Manager is the responsible person appointed to take charge of the safe keeping and management of all accident records for the site.

Schools have a duty to record -

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

Completed Accident Support forms will be passed to the responsible person named in section 2.1. prior to inputted onto the electronic system.

***Copies of the St. Helens Council Accident Support Forms are available via the St Helens Schools' Portal and on the staff common drive <\\cic-vmw-p-fs02\Staff Common\Staff Information\POLICIES\Health & Safety\Accident Report Form.pdf>***

Further detail Accident Reporting and Dangerous Occurrences Reporting Procedures are contained within the Health & Safety Policy and Procedures on the St Helens Schools Portal. Briefly they require:

### **Accidents involving Employees and Members of the Public**

- (i) All personal injuries to be recorded on the St. Helens Council online Accident Reporting System.
- (ii) Any fatalities, specified injury accidents and dangerous occurrences must be notified immediately to the HSE by the quickest available means (normally by telephone).
- (iii) Personal injuries to employees resulting in over 7 days absence to be reported to the Health and Safety Executive (HSE) via their online reporting system within **15 days of the occurrence**.

In the cases of (ii) & (iii) above, the Executive Principal must be informed immediately, followed by the Corporate Health & Safety Section, who will, in consultation with the Executive Principal, notify the Health & Safety Executive (HSE).

### **Pupil Accidents**

- (i) All minor injuries will be entered into a suitable record book kept on site. An example sheet is appended to the Accident Reporting Procedure.
- (ii) Any fatalities, specified injury accidents and dangerous occurrences must be notified immediately to the HSE by the quickest available means (normally by telephone).

In the cases of (ii) above, the Executive Principal must be informed immediately, followed by the Corporate Health & Safety Section, who will, in consultation with the Executive Principal, notify the Health & Safety Executive (HSE).

## **4.3 Fire Safety**

The Regulatory Reform (Fire Safety) Order 2005 (RRO) requires a “**Responsible Person**” to be named, who will ensure that the premises comply with the Order. This has been determined to be the **Executive Principal**.

The Responsible Person shall ensure that a Fire Risk Assessment has been completed for the site by a competent person and that it is kept under review by the school on an annual basis so that it remains valid. Where any structural or procedural changes occur the assessment shall be reviewed by a competent person.

The assessment should be accessible and available for inspection by the Fire Authority.

At Cowley International College, regular fire drills and walk through inspections will be carried out in order to ensure that basic fire prevention procedures are observed.

In addition, Building Bulletin 100 (BB100), Design for Fire Safety in Schools Produced by the Department for Children, Schools and Families (DCSF), recommends that for each establishment a Fire Safety Manager is appointed. This need not be the Executive Principal but can be delegated to a member of the Senior Leadership Team.

The named **Fire Safety Manager** is the Facilities Manager.

The main duties of the Fire Safety Manager include:

- ✓ Managing the school to minimise the incidence of fire (fire prevention) e.g. good housekeeping and security;
- ✓ Producing an Emergency Fire Plan;
- ✓ Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance;
- ✓ Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly;
- ✓ Ensuring that fire detection and protection systems are maintained, tested and suitable records are kept;
- ✓ Ensuring any close down procedures are followed.
- ✓ Ensuring that suitable arrangements are in place for out of hours activations of the fire alarm, either by the school staff or the security force acting on their behalf.
- ✓ Ensuring there are disability evacuation provisions within the emergency fire plan.

Cowley is visited on a regular basis by Merseyside Fire & Rescue Service who will make recommendations in relation to means of escape, means for giving warning, the means for fighting fire and any particular hazards present on the premises.

### **Fire Awareness Training**

The Executive Principal shall ensure that all site-based staff undertake the Fire Awareness e-learning training course.

### **Fire Drills**

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

The Facilities Manager has been nominated to organise the fire drills.

A record of the fire drills and fire alarm tests using the St Helens Council Fire Safety Logbook will be maintained. The Responsible Person shall audit the fire log book on a regular basis to ensure that all tests of fire-fighting equipment and fire safety critical systems within the premises are being undertaken at the recommended frequencies.

### **Fire Emergency Action**

1. If a fire is discovered raise the alarm via the nearest fire alarm call point.
2. On hearing the fire alarm all staff, pupils and visitors, should leave the premises and make their way to the fire assembly point in line with the Fire and Emergency Evacuation Procedures.
3. Where any person is unable to self-evacuate, they should follow their individual Personal Emergency Evacuation Plan (PEEP) under the direction of their teacher/manager/member of support staff.
4. Doors and windows should be closed as classrooms and corridors are vacated.
5. All laboratory, experimental equipment and apparatus should be turned off.
6. The Executive Principal or his Deputy will telephone for the Fire and Rescue Service or detail some other member of staff to do so.

7. When the pupils are assembled, they will wait in silence and be addressed by the Executive Principal or his Deputy. Should there be any absentees, an immediate search will be made by the Emergency Services.
8. Until the Fire and Rescue Service arrives, the staff should, after the pupils are safely evacuated and accounted for, remain at the fire assembly point until re-entry of the building is allowed by the Fire and Rescue Service.

### **Means of Escape**

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

### **Fire Fighting Equipment**

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

Fire extinguishers will be subject to an annual inspection by a competent contractor.

Fire-fighting equipment including extinguishers, blankets, sand buckets will also be checked **weekly** for:

- (i) Correct location.
- (ii) Vandalism.
- (iii) Obstruction.
- (iii) Sand buckets should be full and not contain any rubbish.

### **Fire Alarm Systems**

The fire alarm system should be tested at a pre-determined time **on a weekly basis** via a **different alarm point** on each occasion. Where a link has been established between the alarms and monitoring service, this must be checked on each occasion to ensure it is fully operational. All tests must be recorded within the St Helens Council Fire Safety Log Book.

The Caretaking staff are responsible for the weekly alarm test at this site.

The day and time of the test is Friday mornings before School.

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

### **Emergency Lighting**

A system function test including the operation of all emergency lighting should be undertaken on a **monthly basis**, with the results recorded within the St Helens Council Fire Safety Log Book

### **Fire Doors**

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

The practice of wedging open or propping open fire doors with fire extinguishers or litter bins is prohibited.

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

## 4.4 **Electrical Safety**

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

- The fixed electrical circuits, etc, within the school should be inspected and tested at least every **five years** by a competent person.
- Where wiring is subject to damage and abuse (e.g. surface wiring in temporary classrooms) and in external areas such as greenhouses, it should be similarly inspected every **three years**.
- Any additions or changes to the school's wiring must be inspected and tested by a competent person before power is applied.
- The electrical circuits associated with stages/theatre halls should be inspected **annually**.
- Cowley keeps an inventory of all electrical equipment (including portable and transportable items). Items which have been identified as defective will be disposed of immediately to ensure it is not possible for apparatus previously discarded as defective to slip back into use.

The person responsible for ensuring that departmental inventories of equipment are drawn up is the Facilities Manager.

All electrical faults must be reported to the Facilities Manager.

- Equipment which was not manufactured to current standards may require modification (e.g. pottery kilns with exposed elements that can be touched).
- Home-made or modified equipment shall not be used.
- All electrical equipment operating at over 50 volts should be visually checked **each term** and any defective items rectified.

- Any hand-held equipment that has an exposed metal case should be inspected and tested by a competent person **each year**.
- Any double insulated equipment (i.e. no exposed metal casing) should be visually inspected for any damage to the insulation of the item, cable sheath or plug each time it is used.
- Where equipment is used outside the building via flexible cable a residual current device (RCD) should be used in the supply circuit. (RCDs work by sensing any difference in the current flowing in the two power supply lines. If, because of an insulation failure, damage, etc., an additional current flows to earth from either line, possibly via a person, the power is switched off in a fraction of a second. The trip sensitivity is predetermined; up to 30 mA will provide protection against electrical shock to earth. RCDs do not, however, provide any protection against a shock caused by connection between live and neutral).

### **Portable Appliance Testing**

The majority of potentially dangerous faults will be picked up by formal visual checks, carried out by a competent person or by informal visual checks carried out by users.

Electrical testing where the needs for such has been identified must be carried out by a competent person. The Facilities Manager has been trained in the use of adequate test equipment.

***A detailed procedure on the testing and examination of portable electrical equipment is available on the St Helens Schools' Portal***

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

The COSHH Regulations 2002, (as amended), require employers to assess the risks to the health of employees posed by the use of toxic, harmful, irritant and corrosive substances, these include many substances used in Design and Technology & Art Design, Science Departments and where schools directly employ Caretakers and/or Cleaners.

More detailed information is contained in the booklet: Working with substances hazardous to health - A brief guide to COSHH (INDG136 rev5).

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

General risk assessments have been drawn up by CLEAPSS for most substances in use in Design and Technology & Art Design and Science.

For other substances not covered by these general assessments, a suitable & sufficient assessment must be completed. A standard proforma for COSHH Assessments has been drawn up by the LA. Copies of the proforma assessment form and guidance on its completion are available on the St Helens Schools' Portal.

Cowley has copies of the following publications all of which contain guidance on compliance with COSHH:-

G235 - Management of Risk Assessment in D & T: CLEAPSS

L196 - Managing Risk Assessment in Science: CLEAPSS

HazCards: CLEAPSS

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

In accordance with the requirements of the Control of Asbestos Regulations 2012, a survey has been conducted to determine the location and condition of asbestos containing material within the school.

The Executive Principal shall ensure that all site-based staff are made aware of the location of the asbestos report and understand its contents.

The Executive Principal shall ensure that Asbestos Awareness e-learning training has been completed by those members of staff with responsibilities for the building, those who may undertake inspections or those who may work on the fabric of the building.

The Executive Principal shall also ensure that any persons carrying out building/maintenance works are made aware of the survey report and the location of known or suspected asbestos containing materials. The 'Confirmation of access sheet' provided with survey should be signed by the contractor to evidence this.

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

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

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

Whenever possible, pupils with medical needs will be supported in such a way as to minimise any disruption to their education. The arrangements in place at Cowley reflect the DfE Guidance Supporting pupils at School with Medical Conditions (December 2015) and the policy and procedures put in place by the Local Authority and Clinical Commissioning Group around particular tasks and conditions. When new conditions or medical tasks emerge, the school will seek the guidance of the Local Authority in order to determine what arrangements can be put in place. The School Nurse is available to answer any concerns that may arise and can be contacted on 01744 627566.

#### 4.9 **Outdoor Education Activities and School Trips**

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

To this end, Cowley will follow the LA Guidelines for Health & Safety of pupils on Educational Visits (March 2013).

The Headteacher and Business Manager are responsible for onsite advice/co-ordination of offsite trips and educational activities.



#### 4.10 **Fixed Play Equipment**

The Executive Principal shall ensure that any new fixed outdoor play equipment is designed and installed by a competent contractor who operates within the requirements of BSEN 1176 and BSEN 1177. A post installation inspection of new fixed outdoor play equipment shall be undertaken by an independent organisation, in consultation with property support/school surveyors.

Whether new or existing fixed outdoor play equipment, the Executive Principal shall ensure that:

- Risk assessments are conducted to identify the hazards, determine suitable precautions and help devise the management system for the fixed play equipment. Certain play equipment may become slippery in cold or wet conditions; these items of equipment should be identified as part of the risk assessment process and sufficient precautions put in place to make them safe for use or place out of action if it is not possible.
- Operational procedures are in place that define the arrangements around the use of the equipment. These arrangements must be communicated to staff and pupils and should specify the level of supervision for each area.
- Inspections of fixed play equipment is undertaken at the following recommended intervals:

**Routine:** Daily visual inspection of the equipment must be carried out by the member of staff supervising the play/curriculum activity prior to the use of the equipment. This visual inspection should include a visual check of the play surface around the equipment, including any gated and fenced areas, and any obvious structural defects on the play equipment itself.

Weekly recorded visual inspection by a competent member of staff, i.e. Caretaker or nominated member of staff. Looking at the basic condition of the equipment, especially faults due to recent vandalism, breakages and also cleanliness of the playground.

**Operational:** Quarterly recorded operational inspection by a trained RPII Play Inspector. This inspection will look in more detail at the condition of the equipment, providing a quality control check on the more regular inspections and identifying wear and tear on the equipment.

**Annual:** Annual main inspection by an independent competent person who is an accredited member of a relevant recognised trade body such as: Association of Play Industries or Register of Play Inspectors International. Looking at vandalism, wear and tear, long term structural problems, standard compliance and design.

- Provisions are in place for repairs and maintenance.

### 5.0 **CURRICULUM SAFETY MATTERS**

#### 5.1 **Science**

**Head of Department shall ensure that:**

- A *Science Department Health & Safety Policy* is developed and maintained, documenting the arrangements that are in place within the Department. This is to be read in conjunction with the school's General Health & Safety Policy. The Departmental Policy should be provided to all members of staff, ie, Teachers, Technicians, Trainees, etc, working within the Department on a recorded basis.
- Teaching staff and Technicians have access to CLEAPSS Science Handbook and CLEAPSS Hazcards and other CLEAPSS guidance and teaching resources.
- Risk Assessments for any activity where there is a significant hazard (whether carried out by the Pupils, Teachers or Technicians) are produced and documented to ensure that suitable controls are implemented. These must be regularly reviewed to ensure changes in legislation, hazard classification of chemicals, improvements in practical methods, advances in best practice, etc, are considered. The findings of the risk assessment must be communicated to all relevant staff on a recorded basis.
- They undertake audits of the Science Department, on at least an annual basis, to ensure that it is running effectively and safely. An audit of teaching, preparation and store rooms, and the equipment within them, will help identify the nature of hazards, and risks which result from using equipment and rooms. The audit will also help pinpoint where action is needed to reduce the risk and the outcomes of the audit be addressed, to minimise risk.
- Equipment, including fume cupboards, are adequately maintained and tested by a competent Engineer and is within the current test period. The testing shall be organised on behalf of the school by the School's Property Services Officer. The results of tests shall be retained for inspection.
- An up-to-date list of chemicals used in the department, their amounts, location and hazard classification is maintained.
- Each member of staff is issued with employee guidelines on Safety in Science Laboratories which can be found in the CLEAPSS Science Laboratory Handbook.
- The CLEAPSS Hazcards are kept up to date and COSHH assessments have been carried out where required.
- The gas pipework is visually inspected annually by a competent person and a programme to check soundness of gas supply pipe work is completed once every five years. The testing shall be organised on behalf of the school by the School's Property Services Officer.
- Gas taps/valves are checked at regular intervals for ease of operation, soundness and damage and that the appropriate signs are in place.
- All Teaching staff supply each pupil with a copy of the Laboratory Rules. Additionally, that the Laboratory Rules are continuously enforced throughout the academic year.
- Laboratory rules for pupils are displayed within each Laboratory/Classroom.

- Any non-science staff who have to supervise any class in a Laboratory have been briefed in the Laboratory Rules.

**Class Teacher shall ensure that:**

- They have read, understand and abide by the content of the Department Health and Safety Policy.
- They consult any model risk assessments (i.e. Hazcards) or special risk assessments that have been provided/produced by the employer and adjust them as necessary for the class and circumstances of the particular lesson.
- The gas isolation valve is operational at the start of each class/lesson.
- All relevant safety equipment is checked, including fire extinguishing media, prior to the commencement of any practical lesson.
- They supply each pupil with a copy of the Laboratory Rules and that these are continuously enforced throughout the academic year.

Ionising Radiations and Radioactive Substances

St Helens Council has appointed a Radiation Protection Officer under the Ionising Radiation Regulations 2017 to liaise with the Radiation Protection Advisor on the management and use of the sources held by schools, monitor that records of sources are accurate and ensure sources are checked for leakage at suitable intervals.

The Radiation Protection Officer is a member of the Corporate Health & Safety Team and can be contacted on 01744 673236.

Cowley holds radioactive sources and therefore the Head of Science shall ensure that:

- A trained Radiation Protection Supervisor is made responsible for the effective supervision and storage of sources of ionising radiation in accordance with LA Guidelines and that the radiation source log book is kept up to date.  
The School's Radiation Protection Supervisor is the Senior Science Technician, located on the 11-16 site science department.
- Refresher training is scheduled at regular intervals for the Radiation Protection Supervisor to maintain competence levels.
- All relevant staff have access to CLEAPSS L93 Managing Ionising Radiations and Radioactive Substances in Schools & Colleges (May 2017).

***Advice on Ionising Radiation can be provided by the Corporate Health & Safety Section (01744) 673236 and/or CLEAPSS.***

## 5.2 Design and Technology & Art and Design

Both Design and Technology and Art and Design in schools encompass a range of material areas, including food, textiles, resistant materials, graphics, ceramics, and ICT/computing.

**Head of Department shall ensure that:**

- A *Design and Technology & Art and Design Department Health & Safety Policy* is developed and maintained, documenting the arrangements that are in place within the Department. This is to be read in conjunction with the school's General Health & Safety Policy. The Departmental Policy should be provided to all members of staff, i.e. Teachers, Technicians, Trainees, etc, working within the Department on a recorded basis.
- Risk assessments for any activity where there is a significant hazard (whether carried out by the Pupils, Teachers or Technicians) are produced and documented to ensure that suitable controls are implemented. These must be regularly reviewed to ensure changes in legislation, hazard classification of chemicals, improvements in practical methods, advances in best practice, etc, are considered. The findings of the risk assessment must be communicated to all relevant staff on a recorded basis.
- An audit of the Design and Technology & Art and Design Department is undertaken on at least an annual basis to ensure that it is running effectively and safely. An audit of teaching, preparation and store rooms, and the equipment within them, will help identify the nature of hazards, and risks which result from using equipment and rooms. The audit will help pinpoint where action is needed to reduce the risk and the outcomes of the audit be addressed, to minimise risk.
- An up-to-date list of chemicals used in the department, their amounts, location and hazard classification is maintained.
- COSHH assessments have been carried out on substances within their department and that information on their use, storage and disposal has been given to staff. Where COSHH assessments are not available, the Head of Department must notify the Corporate Health & Safety Section who will assist in the undertaking of a COSHH assessment.
- Teaching staff and Technicians operating/tutoring on woodworking/metalwork and gas or electric welding/cutting equipment are competent by virtue of them holding a recognised training award or having received approved training in:-
  - a) The correct use of the machine;
  - b) Methods of using the guards and other safety devices connected with the machine.
- Teaching staff and Technicians are provided with refresher training on at least a five-yearly cycle, to ensure that their competencies are maintained.
- They retain a central copy of all training certificates held by staff.
- Pupils do not use the following woodworking machinery and that this is enforced by Teaching staff:
  - Circular Saw
  - Surface Planer/Thicknesser
  - Single Spindle Moulding Machine
- Pupils operating woodwork, metalwork or welding/cutting machinery are subject to immediate supervision at all times.

- Teachers/Technicians operating or tutoring on the use of woodwork, metalwork or heat process equipment have access to the following reference guidelines:-
  - BS 4163: 2014 Code of Practice: Health and safety for design and technology in schools and similar establishments.
  - CLEAPSS Model Risk Assessments for Design and Technology and Art and Design in Schools and Colleges
- The names of those employees authorised to operate machinery are clearly displayed adjacent to the machine.
- Hazard/warning signs conforming to BS5378 are displayed where appropriate to indicate hazards, i.e. guards over moving parts, mandatory PPE to be worn, emergency stops.
- Local exhaust ventilation equipment is adequately maintained and within current test certification (14 months). The testing shall be organised on behalf of the school by the school's Property Services Officer. Copies of the tests results shall be retained for inspection for at least 5 years.
- Adequate provision is made for the storage of compressed gases in accordance with BS 4163: 2014. Advice on storage of compressed gases can be obtained from the Corporate Health & Safety Section.
- Class rules for pupils in Design and Technology & Art and Design are displayed within each room.
- A sufficient supply of protective equipment is provided for pupils operating machinery/equipment:
  - Ear defenders/plugs
  - Eye protection
  - Gloves

**Teachers/Technicians shall ensure that:**

- They have read, understand and abide by the content of the Department Health and Safety Policy.
- They consult any CLEAPSS Model Risk Assessments or special risk assessments that have been provided/produced by the employer and adjust them as necessary for the class and circumstances of the particular lesson.
- Pupils operating machinery/equipment are issued with and wear the appropriate personal protective equipment in accordance with the risk assessment for the machine/equipment.
- Pupils do not operate the following woodworking machinery:
  - Circular Saw
  - Surface Planer/Thicknesser
  - Single Spindle Moulding Machine
- Pupils using equipment are adequately supervised.

**5.3 Physical Education**

#### **Head of Department shall ensure that:**

- A *Physical Education Department Health & Safety Policy* is developed and maintained, documenting the arrangements that are in place within the Department. This is to be read in conjunction with the school's General Health & Safety Policy. The Policy should be provided to all members of staff working within the Department on a recorded basis.
- Supervising Teachers have the appropriate qualification/training for the activities taught as outlined in the afPE Publication: Safe Practice in Physical Education, School Sport and Physical Activity (2016).
- Risk Assessments are undertaken for activities within Physical Education, School Sport and Physical Activity. Guidance (Risk Assessment in Physical Education for St Helens Schools) produced by the LA for reference has been issued to all schools.
- Gym equipment is within current test period and adequately maintained and inspected before use. The inspection shall be organised on behalf of the school by the school's Property Services Officer.
- Pupils using PE equipment are adequately supervised in accordance with the guidance given in the afPE publication.
- Checks of goalposts (rugby/football) are being undertaken before use and on a regular basis. Guidelines produced by the Football Association regarding inspection regimes for football posts are issued to all schools.

#### **The Class Teacher shall ensure that:**

- They carry out a cursory visual check of equipment and the playing surface/area prior to the commencement of Physical Education activities.
- Pupils using PE equipment are adequately supervised in accordance with the guidance given in the afPE publication.
- Areas used for physical education, school sport and physical activity are thoroughly inspected and any necessary preparation works carried out prior to the class commencing. This includes ensuring that landing areas such as sandpits are raked and softened and playing fields are cleared of obvious debris **immediately prior to use**.
- Goalposts (rugby/football) are checked before use and on a regular basis following the Football Association's Guidelines issued to the school.

#### **5.4 Drama Theatres**

##### **Head of Department shall ensure that:**

- Staff and Technicians operating/tutoring on theatre lighting/equipment are competent by virtue of them holding a recognised training award or having received approved training.

- All theatre lighting and associated equipment is thoroughly examined and tested on an annual basis.
- All hired electrical equipment is within current certification (12 months).
- Staff erecting/using temporary access equipment are competent by virtue of them holding a recognised training award or having received approved training.
- The use of the following equipment is under the control of a competent person:
  - Smoke and Vapour effect units
  - Lasers
  - Strobe Lights
  - Pyrotechnics
- Risk Assessments for any activity where there is a significant hazard (whether involving Pupils, Teachers, Technicians or members of the public) are produced and documented to ensure that suitable controls are implemented. These must be regularly reviewed to ensure they remain valid.

Examples may include:

- Use of props and climbing on furniture
- Operation of special effects
- Operation and changing of lighting, involving work at height
- Performances

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

## 5.5 Work Experience/Placements

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

Placement providers shall be vetted prior to use by school staff. To this end, the school will follow the HSE guidelines on Young People and Work Experience (INDG 364 rev1) 2013.

## **Health and Safety Policy: COVID-19 addendum to Policy**

Review Date: Update as new advice is received

### **POLICY AIM:**

To ensure that the risks of COVID-19 presented to pupils, staff and visitors are reduced to an acceptable level.

### **POLICY OBJECTIVES:**

To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance.

To provide safe working and learning conditions.

To ensure a systematic approach to the identification of risks and the allocation of resources to control them.

To openly communicate on health, safety and welfare.

### **POLICY STATEMENT:**

Cowley International College recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

We will adopt health and safety arrangements under COVID-19 in line with Health & Safety legislation, and in consideration of government guidelines.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

This addendum should be read alongside the main Health and Safety Policy, as well as main school risk assessment for wider opening and government guidance documents.



## **THE SCHOOL WILL:**

- Apply and communicate sensible risk management and safe working practices. This will involve:
  - Regular assessment of hazards and associated risks.
  - Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level.
  - Monitoring the effectiveness of those measures by senior leaders.
  - Provision of information, instruction, training and protective equipment to staff (and pupils where required).
  - Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
- Implement measures to ensure social distancing is observed across the site and in all buildings consistent with and appropriate to the numbers of pupils, staff and visitors in the school.
- Maintain an appropriate hygiene regime to be followed by all pupils, staff and visitors.
- Operate an enhanced cleaning regime for the duration of COVID-19.
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during COVID-19.
- Educate pupils about COVID-19 and encourage and re-assure them about the measures in place to protect themselves from it.
- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them.
- Require staff to exercise increased due care and attention and observe safe working methods.
- Communicate regularly and effectively with staff and parents about the school's response to COVID-19.
- Put in place any additional support required for the return of pupils with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies.

- Put in place any flexible working arrangements needed to support delivery of education during COVID-19, including staggered start/end times. Put in place measures to check on staff wellbeing (including for leaders).
- Draw up contingency plans for:
  - Someone falling ill or demonstrating symptoms on site
  - Deep cleaning in the event of an outbreak of COVID-19 on site
- Provide appropriate personal protective equipment (PPE) as required by staff for providing first aid and intimate care.
- Put in place arrangements for the continuing education of those children who are self-isolating.
- Staff must take personal responsibility to ensure that they have fully read and adhere to the following to protect their own safety and that of the children:
  - The most up to date copy of the Whole School Risk assessment - this will be emailed to staff with any updates.
  - First Aid during COVID-19 (addendum to First Aid and Defibrillator Procedures).
  - Government guidance regarding use of PPE, preparing for wider opening, actions for schools during the coronavirus outbreak. These documents can be found here:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>