



Academy *for*
Collaborative
Education *of* Brussels

ACE OF BRUSSELS

Health and Safety Policy

(Including First Aid and Medical Treatment, Site Security, Risk Assessment, School Visits and Journeys, Transport, Emergency Procedures and Disaster Recovery.)

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Health and Safety Policy

This policy is applicable to all pupils and staff, including those in the ACE START (EYFS).

Rationale: The school's health and safety policy must be considered as an additional part of the staff handbook, reviewed annually and presented to staff at the beginning of the academic year. New staff must be made aware of the policy as part of their induction. Visitors, those hiring the premises and pupils must be made aware of their responsibilities and the health and safety procedures that affect them. Notices must be displayed indicating evacuation procedures

All employees have a duty to work in a safe and responsible manner, to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves and others and to submit suggestions for the improvement of standards in health and safety within the school to the Principal.

The school's operations must be conducted in such a manner as to ensure as far as reasonably practicable, the health, safety and welfare of all the school's employees and any other persons who may be affected by its acts or omissions, including pupils, contractors, visitors and members of the public.

Adequate resources must be made available for the provision of health, safety and welfare within the workplace, including the provision and maintenance of equipment.

Suitable and sufficient training must be given. Full use will be made of any guidance and/or training available either in-house or through the trade associations, professional bodies, manufacturers and suppliers of equipment and others as appropriate.

Where and when necessary, appropriate protective clothing and equipment must be provided by the school and used by all employees and pupils.

Any member of staff who is found to be deliberately or consistently negligent in the performance of their duty with relation to the school's health and safety policy will be subject to disciplinary action.

In the event that any member of staff or pupil is deliberately or consistently negligent with respect to the safety of themselves or others, the school shall manage a full risk assessment to ascertain the action required to minimise the risk. The findings of this risk assessment may lead to the exclusion of that pupil from further participation in that area to which the risk assessment applies.

This policy is applicable to all staff and pupils, including those in ACE START (EYFS).

Aims

- To provide and maintain a safe and healthy environment throughout the school site and safe means of access and egress from it.
- To establish and maintain safe working practice and procedures amongst staff, pupils, volunteers, those hiring the premises and all those on the school site.
- To ensure safe measures of using, handling, storing and transporting articles and substances.
- To provide safe systems for the control of noise, toxic and corrosive substances, dust and vapours under the school's control.
- To provide information and training to enable everyone to contribute positively to their own safety and that of others.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- To lay down procedures in case of accidents and medical treatments.
- To provide guidance on the use of school and company vehicles.

Responsibilities of the Principal

The requirements of the Principal are as follows:

- bring the contents of this policy and associated documentation to the notice of all members of staff and make arrangements for the regular review and monitoring of this policy and the arrangements and procedures contained herein. This includes regular audits, inspections and safety tours to include the site manager, health and safety representative and union representatives;
- ensure that accidents and injuries are recorded in the accident book;
- carry a mobile phone and ensure that office staff know the whereabouts of the Principal (or person in charge of the school if the Principal is absent) at all times;
- ensure suitable and sufficient risk assessments are carried out. These assessments must be recorded in writing and brought to the attention of all appropriate employees. A person must be trained to carry out the assessment to ensure that they are suitable and sufficient;
- ensure that there is at least a termly fire drill and a record kept of the date, time and length of time taken to evacuate the building and account for all persons;
- ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare within the school;
- appoint responsible persons to coordinate the actions of staff and pupils in case of fire;
- ensure that there is an emergency plan and that suitable arrangements are in force and adequate equipment made available for dealing with emergencies. S/he will also ensure that sufficient competent persons responsible for evacuation of the premises in the event of such an emergency have been appointed and their identities made known to all other staff and pupils;
- identify and make arrangements for training all staff. This includes induction of new employees and where necessary, retraining of existing staff;

- consult with safety representatives, members of staff and others, where necessary on matters of implementation and review of this policy and procedures contained herein. Rights have been given to recognised trade unions to appoint safety representatives these rights are embodied in the *European "Supervision of Well-being at Work" controls*;
- investigate and report all accidents, injuries and near misses via the Principal's report.
- ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the school site and that this information is made available to all users, and persons exposed to the hazard;
- designate and monitor the performance of staff with responsibility for supervision, training and the day-to-day implementation of this safety policy and the procedures contained herein.

Responsibilities of Key Health and Safety Personnel

The school is required to identify key leaders responsible for advising on health and safety, monitoring and reviewing of procedures and suggesting revisions to the policy, as required. The Principal and at least one other safety representative is required to inspect the school site termly, noting any health and safety issues requiring attention. It is the duty of the Principal to ensure that these are addressed.

The health and safety personnel will consider:

- display of statutory notices;
- accident reports and near misses;
- risk assessments;
- site tour report;
- training needs;
- reported health and safety maintenance needs;
- vehicle compliance;
- compliance with health and safety checks (water, fire, electricity);
- site security;
- school visits and fixtures;
- performance and events;
- fire drill and emergency procedures.

Responsibilities of Staff

The school has a 'duty of care' to all pupils. This includes providing 'adequate supervision' during arrival and dispersal at the beginning and the end of the day. Parents/carers must state in writing who is responsible for collecting their child(ren) in ACE START and the Junior section. Pupils up to and including the Juniors must not be released to anyone without parental permission. Clarity must be obtained with regard to parental rights of access if there is any dispute.

Suitable and sufficient risk assessments must be carried out to establish the correct levels of supervision necessary.

All staff are responsible for maintaining good health and safety practices. They must ensure that staff within their teams and other adults working with them are properly trained, having regard to the hazards of the activities involved. They should also advise the Principal of any requirements for the health and safety of staff and pupils and training needs.

Staff must ensure that fire exits are unlocked and free from obstruction. All areas under their supervision or control must be kept in a clean and tidy manner and any articles or substances therein properly stored, clearly labelled and used in a manner not likely to result in harm. They are responsible for reporting all accidents and near misses to the Principal (Annexes 7 and 8).

Before school, the Principal or designated member of staff is responsible for checking the site and ensuring that fire exits and the alarm system are operational.

Classrooms and storage areas in classrooms must be kept tidy, particularly ensuring that the aisles and exits are kept clear. The furniture in classrooms is to be arranged so that the need to move safely around the classroom is taken into account. The teacher is to ensure that s/he is strategically placed to ensure maximum vision.

All materials and tools must be stored safely. The tops of cupboards are not to be used for storage. At the end of each school year all drawers and cupboards are to be cleared/tidied and equipment appropriately cleaned.

Any spillages are to be cleared up immediately. Toner cartridge spills should be cleaned up with a dustpan and brush as the particles can pass through a vacuum cleaner filter and into the air.

Pupils must wear protective clothing and be taught how to safely use scissors and tools. Only low melt glue guns and non-toxic paint to be used.

After School Clubs

A register must be kept for each session. If a pupil has been in school but is absent from a club the parent must be contacted to check the whereabouts of the pupil.

School Matches and Fixtures

Suitable and sufficient risk assessments are to be carried out prior to the journey/fixture.

Travel arrangements and a list of pupils attending the event must be left at the school office. Parents are not allowed to transport pupils other than their own on behalf of the school. In order that emergency contact may be made, the staff must carry a mobile phone which is to be switched on at all times. Mobile telephone numbers are to be left at the school office.

Performances and Events

A risk assessment must be carried out and appropriate action taken for all performances and events. Any recommended limits for fire safety must be adhered to.

Visits Away from School Premises

Refer to Annex 1, Application to the Principal for Approval of Visits; Annex 2, Evaluation of Visits for Future Reference; Annex 3, Checklist for Pupils; Annex 4, Parental Consent Form for Educational Visits; Annex 5, Emergency Contact Information; Annex 6, Consent Form for Swimming Activities or Activities Where Being Able to Swim is Essential; Annex 10, Risk Assessment.

The Principal must ensure that:

- adequate child safeguarding and protection procedures are in place;
- a risk assessment has been completed and appropriate safety measures adopted and enacted;
- training needs have been assessed by a competent person and the needs of the staff and pupils have been considered;
- the group leader has experience in supervising the age groups going on the visit and will organise the group effectively;
- the group leader or another teacher is suitably competent to instruct the activity and is familiar with the location where the activity will take place;
- non-teacher supervisors on the visit are appropriate people to supervise children;
- group leaders are allowed sufficient time to organise visits properly;
- ratio of supervisors to pupils is appropriate including males and females for mixed parties;
- parents have signed consent forms;
- arrangements have been made for the medical needs and special educational needs of all the pupils;
- adequate first-aid provision will be available;
- the mode of travel is appropriate;
- travel times out and back are known including pick-up and drop-off points;
- there is adequate and relevant insurance cover;
- s/he has the address and phone number of the visit's venue and has a contact name;
- a school contact has been nominated (this may be the Principal) and the group leader has details;
- the group leader, group supervisors and nominated school contact have a copy of the agreed emergency procedure;
- the group leader, group supervisors and nominated school contact have the names of all adults and pupils travelling in the group, and the contact details of parents and the teachers' and other supervisors next of kin;
- There is a contingency plan for any delays including a late return home.

The group leader must:

- obtain the Principal's prior agreement before any off-site visit takes place;
- follow the school policy;
- appoint a deputy;
- define clearly each supervisor's role and ensure all tasks have been assigned;
- be able to control and lead pupils of the relevant age-range;
- be competent to instruct pupils in an activity and be familiar with the location/centre where the activity will take place;
- be aware of child safeguarding and protection issues;

- nominate a person to be in charge of first aid;
- ensure that adequate first aid provision is available - the minimum requirement is a first aid box containing a leaflet giving advice on first aid, six individually wrapped sterile adhesive dressings, one large sterile unmedicated wound dressing, two triangular bandages, two safety pins, individually wrapped moist cleansing wipes, one pair of disposable gloves;
- undertake and complete the planning and preparation of the visit including the briefing of group members and parents;
- undertake and complete a comprehensive risk assessment to include an exploratory visit or if an exploratory visit is not possible specific information by letter from the venue, from other schools who have recently visited it and from local organisations such as tourist boards;
- review regularly undertaken visits/activities and advise the Principal where adjustments may be necessary;
- ensure that teachers and other supervisors are fully aware of what the proposed visit involves;
- have information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and confirmed;
- ensure the ratio of supervisors to pupils is appropriate for the needs of the group;
- consider stopping the visit if the risk to the health and safety of the pupils is unacceptable and have a procedure in place for such an eventuality;
- ensure the group supervisors have details of the school and parent/carer contact;
- ensure that group supervisors and the school contact have a copy of the emergency procedures;
- ensure that the group's teachers and other supervisors have the details of pupils' special educational or medical needs.

The group leader is responsible for:

- the facilities/equipment the group will need to take on the visit;
- the facilities/equipment to be provided at the venue including disabled access, specialist equipment and emergency rations;
- staff training needs;
- the designation of someone to carry out first aid and medical treatments and to record the details of any accidents on the appropriate form (Annex 7). Ill or sick pupils must never be left unaccompanied;
- transport arrangements - hiring from a reputable company; pupils using transport should arrive on time and wait in safe place, not rush towards the transport, wear seatbelts, never tamper with any of the vehicle's equipment or driving controls, keep the aisles free of baggage, never attempt to get off the moving transport, never lean out of or throw things from the window of the transport, never get off the vehicle held up by traffic lights or in traffic, never run about or pass someone on steps or stairs while transport is moving, never kneel or stand on seats, never distract or disturb the driver, stay clear of doors after boarding, after leaving the vehicle, always wait for it to move off before crossing the road, to use the Green Cross Code when crossing the road;
- insurance arrangements to be available during the visit;
- information to the provider;
- communication arrangements;
- supervision ratios, taking into account the sex, age and ability of pupils, nature of activities, experience of adults in off-site supervision and their competence, duration

and nature of the journey, type of accommodation, requirements of the organisation being visited, competence and behaviour of the pupils and first aid cover (a guideline for adult - pupil ratios is 1 adult to 2-4 pupils in ACE START, 1 adult to 6 pupils in Lower Juniors, 1 adult to 10 pupils in Years 3 and above. It may be appropriate for older pupils to have some remote supervision time, in such cases the parents must have agreed in writing to their child spending time without direct supervision;

- contingency measures for enforced change of plan or late return;
- information to parents including early written information about the costs of the visit;
- preparing pupils so that they understand the aims and objectives of the visit/activity, how to avoid specific dangers, what standard of behaviour is expected, who is responsible for the group, what not to bring back from abroad, what to do if approached by anyone from outside the group, rendezvous procedures, emergency procedures, procedures if pupils have time where they are not directly supervised. As a guide, pupils should have telephone numbers and emergency contacts, money, maps and plans, location of telephones, a knowledge of how to summon help;
- emergency arrangements to include establishment of the nature and extent of the emergency, ensuring that all the group are safe and looked after, establishing the names of casualties and getting immediate attention for them, ensuring that all group members who need to know are aware of the incident and following the emergency procedures, ensuring that a teacher accompanies casualties to hospital and that the rest of the group are adequately supervised and kept together, notifying the police as necessary, notifying the appropriate Embassy/Consulate if an emergency occurs abroad, informing the school contact.
- arrangements for sending pupils home early.

Teachers must:

- follow the instructions of the group leader and help with control and discipline;
- take responsibility for stopping the visit or activity and notifying the group leader, if they think the risk to health or safety of the pupils in their charge is unacceptable.

Adult Volunteers must:

- not be left in sole charge of pupils except where it has been previously agreed as part of the risk assessment;
- follow the instructions of the group leader and teacher supervisors and help with control and discipline;
- speak to the group leader or teacher supervisors if concerned about the health or safety of pupils at any time during the visit.

Pupils must:

- not take unnecessary risks;
- follow the instructions of the leader and other supervisors including those at the venue of the visit;
- dress and behave sensibly and responsibly;
- if abroad, be sensitive to local codes and customs;
- look out for anything that might hurt or threaten themselves or anyone in the group and tell the group leader or supervisor about it.

Any pupils whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit. The curricular aims of the visit for these pupils should be fulfilled in other ways wherever possible.

The group leader should ensure that parents are given sufficient information so that parents can make an informed decision with regard to the suitability of the visit for their child.

Parents must be invited to a briefing session to include dates of visit; visit's objectives; times of departure and return; the location where the pupils will be collected and returned; mode(s) of travel including the name of any travel company; the size of the group and the level of supervision including any times when remote supervision may take place; details of accommodation with security and supervisory arrangements on site; details of provision for medical and special needs; procedures for pupils who become ill; name of leader and other staff; details of activities planned and of how the risks will be managed; standards of behaviour expected in respect of, for example, alcohol, sexual behaviour, smoking and general group discipline, what pupils should not take on the visit or bring back, details of insurance, clothing and equipment to be taken, money to be taken, information to be given by parents and what they will consent to, on exchange visits, the details of the host families.

The group leader should tell parents how they can help prepare their child for the visit; the arrangements for sending a pupil home early and who will meet the cost; how parents can contact their child via the school contact and the group leader in the event of a home emergency; and the number to ring for information in the event of an incident during the visit or a late arrival home.

Parents must:

- provide the group leader with emergency contact numbers;
- sign the consent form;
- give the group leader information about their child's emotional, psychological and physical health (details of medical conditions, any medication required and parental permission if the pupil needs to administer their own medication or agreement for a volunteer teacher to administer, information on any allergies or phobias, dietary requirements, any toileting difficulties, special equipment, emergency contact numbers, the child's GP name, address and phone number, information on whether the pupil has spent a night away from home before and their ability to cope effectively,

If parents withhold consent absolutely, the pupil must not be taken on the visit but the curriculum aims of the visit should be delivered to the pupil in some other way wherever possible. A parental consent form must be completed for each pupil in the group.

Risk Assessment (Annex 10)

The risk assessment should be based on:

- what are the hazards?
- who might be affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?
- can the group leader put the safety measures in place?
- what steps will be taken in an emergency?

The following should be taken into account:

- the type of visit/activity;
- the location, routes and modes of transport;
- the competence, experience and qualifications of supervisory staff;
- the ratio of teachers and supervisory staff to pupils;
- the group members' age, competence, fitness and temperament and the suitability of the activity;
- the special educational or medical needs of pupils;
- the quality and suitability of available equipment;
- seasonal conditions, weather and timing;
- emergency procedures;
- how to cope when a pupil becomes unable or unwilling to continue;
- the need to monitor the risks throughout the visit.

The person carrying out the risk assessment should record it, including details of the measures they should take to avoid or reduce the risks, and give copies to the Principal and all teachers/supervisors on the visit.

Frequent visits to local venues such as swimming pools may not need a risk assessment every time. However, the group leader should monitor the risks throughout the visit and take appropriate action as necessary. The generic assessment should be monitored and reviewed at regular intervals.

Before booking a visit the group leader should obtain written documentary assurance that providers have conducted their own risk assessment.

Whatever the length and nature of the visit, regular head counting of pupils must take place, particularly before leaving any venue.

All supervisors must carry a list of all pupils and adults involved in the group at all times.

For child protection reasons, pupils should not wear name badges, but badges displaying the name of the school and its emergency contact number are advisable.

The group leader should establish rendezvous points and tell pupils what to do if they become separated from the group.

Health and Safety and Emergency Procedures (Alphabetical Order)

Accidents, Near Misses and Dangerous Occurrences

All accidents and “near misses” to both staff and pupils/visitors/members of the public must be recorded and reported via the Principal’s report and to the Principal.

Records of accidents must conform to the requirements of the GDPR Act 2018 and be recorded in an accident book.

In the case of adults, forms must be completed either by the injured person or someone acting on the injured person’s behalf.

Work experience trainees are classified as ‘employees’ under Health and Safety legislation.

A copy of the form should be placed in the injured person's file (either pupil or staff) or to a separate file for non-employees.

The original form must be kept in the school's central file in the main office and a copy given to the site manager.

Deaths, major injuries to employees and injuries where non-employees are taken to hospital and dangerous occurrences must be reported to the Directors. These include:

- fatalities;
- major injuries – defined as fracture other than to fingers, thumbs or toes, amputation, dislocation of the shoulder, hip, knee or spine, loss of sight (temporary or permanent), chemical or hot metal burn to the eye or any penetrating injury to the eye, injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring admittance to hospital for more than 24 hours.

Any other injury leading to hypothermia, heat related illness or to unconsciousness; requiring resuscitation or requiring admittance to hospital for more than 24 hours, unconsciousness caused by asphyxia or exposure to harmful substance or biological agent, acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin, acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Dangerous Occurrences

If something happens which does not result in a reportable injury but which clearly could have done, then it may be deemed a dangerous occurrence. If an accident involved any of the following then it may be defined as a dangerous occurrence.

If personal injury results in more than three days (not counting the day of the accident) incapacity from work or from normal duties, but does not fall into the category of ‘major’, the written report alone is required.

Cleaning and General Maintenance

Before any cleaning or maintenance work is undertaken a full risk assessment must be carried out and appropriate control measures put into operation (Annexes 9 and 10).

Records of risk assessments must be kept in a cleaning and maintenance log.

All cleaning and maintenance staff must be provided with personal protective equipment (PPE) and clothing. Staff must be fully trained in the correct use of PPE.

All users of the building must be alerted to the existence of wet floors, trailing leads and other unsafe temporary arrangements by appropriate signage being used during the operations. These signs must be removed once the operation has ceased..

All cleaning and maintenance staff must ensure that, at all times, adequate exits are available in the case of an emergency.

Contractors

School must build up an approved contractors list. Contractors and trades people involved in repair, maintenance or installation work which involves the building, grounds or other facilities must provide written or other evidence of their competence to complete such work including relevant industry qualifications.

Contractors/trade people visiting the site to quote for work must be accompanied onsite by the site manager.

Once a contract has been agreed the contractor must ensure that:

- employees have been made aware of the school's health and safety policy and that work can proceed safely without risk to health (Annex 10);
- employees comply with the visitors' section of this policy;
- employees and external contractors are not exposed to hazardous conditions;
- employees do not cause hazardous conditions for others;
- compliance with legal requirements.

The *Construction (Design and Management) Regulations* place responsibilities for safety on construction sites on everyone involved, from the designer and the client to Principal and sub-contractors.

The regulations relate to:

- construction work including carrying out any building, civil engineering or engineering construction work where more than five persons are employed;
- all demolition work regardless of how many are employed.

HSE to be notified:

- before any work commences on site;
- if construction work will last longer than thirty days;
- if work involves more than 500 person days of construction work.

Prior notice is required if a contractor is likely to disrupt the school's emergency plan or the teaching of pupils. A letter must also be written to parents explaining the nature and benefits of the work and measures taken to ensure the safety and education of the pupils.

A notice must also be displayed apologising for any inconvenience and explaining the benefits of the work.

Electricity (Mains)

It is strictly forbidden for any work to be conducted on any live electrical circuits by any member of staff or pupil within the school.

Any work of an electrical nature on any conductors or circuit must be carried out only by competent staff and qualified electricians.

All installations and electrically operated tools and equipment must be maintained in good order and subject to regular inspection and testing as appropriate by a competent person. A record of such testing must be kept by a named person.

If any item of electrical equipment fails to function properly the user must immediately report the fact to the site manager. On no account must amateur fault-finding be attempted, even after switching off and disconnection from the power supply.

The only time a machine can be opened is when clearing a paper jam on a photocopier or a printer. In such instances the power must be switched off, the machine unplugged and the manufacturer's instructions followed.

Emergency Procedures and Disaster Recovery

The Principal is responsible for declaring an emergency and leading the emergency operation. S/he must ensure good communications and the activation of the disaster recovery plan.

An emergency is defined as an incident which causes or threatens death, injury or serious disruption to the normal working of the school and may require the assistance of outside agencies to ensure that the organisation returns to normal.

Emergency situations might include:

- adverse media publicity;
- outbreak of food poisoning/communicable disease;
- a pupil goes missing;
- murder of a pupil;
- serious road traffic accident;
- serious injuries/death on school trips;
- suicide of pupils or staff;
- terrorist or criminal activity;
- major arson attacks;
- severe illness/death of staff or pupils;
- industrial incidents;

- fire, flood, burglary, criminal damage.

Disaster Recovery Plan

Each school must have a disaster recovery plan in place to be annually updated and activated immediately by the Principal when there is an emergency. The aim of the disaster recovery plan is to ensure that in the event of a fire or other emergency, everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure that:

- the school can be safely evacuated or children assembled in school;
- all relevant information is made available to the emergency services;
- notices detailing the action to be taken in the event of an emergency are posted;
- those persons with specific duties are identified;
- those persons with specific needs or disabilities are catered for.

A copy of the disaster plan/resources should be kept by the Principal in the school office. It should include:

- copy of the health and safety policy (emergency procedures and disaster recovery);
- names of the disaster recovery team (usually Principal, site manager, administrator with the deputy organising day to day operations);
- drawings of the school detailing:
 - essential structural features including classroom, work and internal assembly spaces, escape routes, doorways, walls, corridors, stairways etc.;
 - location of any flammable materials/ stores;
 - location and type of fire fighting equipment;
 - location of manually operated alarm call points and the control equipment for the alarm;
 - location of main electrical, gas, oil and water valves and control systems;
 - location of water hydrants;
 - location of the assembly points.
- inventory of resources and equipment;
- details of the back-up of school IT systems/stored data so that emergency access can be set up;
- employee contact details and emergency contact tree.

The 'Emergency Telephone Tree' details a lead person to start the chain of calls with an official message. Each person calls the next person to give the agreed message. The last person calls the first person to confirm the chain is complete.

Evacuation

In the event of a fire or other emergency the alarm will sound. Those in charge of pupils should instruct them to:

- stop working and line up in silence;

- walk straight to the assembly point in silence via the nearest fire exit;
- pupils not in class should immediately leave via the nearest fire exit and then join their class at the assembly point;
- form tutors should take out the register if they have it in their possession and call the register ensuring that each pupil answers his/her name individually. Staff to hold the register up high to indicate all pupils are present.

A named person must phone the emergency services.

A named person must be responsible for ensuring that class registers are distributed at the Assembly Point.

Staff must not delay evacuation in order to close windows and doors or fight fires.

A named person must conduct a staff register, be responsible for taking out the visitors' book and accounting for those visitors deemed to still be present in the building.

Contractors are responsible for checking the presence of their employees and reporting to the named person in charge of staff.

Assembly of Pupils Inside the Building for External Emergencies

The incident or emergency may be outside of the building e.g. poisonous gas cloud. The Principal is responsible for ensuring that there is a means of communicating with staff that is different from the alarm to signal evacuation e.g. senior staff have school mobile phones, emergency telephones situated at strategic points in the building.

A designated area e.g. the hall is identified to assemble pupils if it is safe to do so. The emergency procedure is then followed.

Managing an Emergency and Activating the Disaster Recovery Plan

The Principal is responsible for directing the situation including managing the media and contacting HSE.

The designated person must bring the disaster recovery plan/resources to the Principal.

A designated deputy and teachers available assume responsibility for pupils/staff. If the Principal is not on site the designated deputy assumes the Principal's role and an appointed senior teacher assumes the deputy's role.

The Principal's designated deputy must open a log of events/actions detailing what happens and where, date and times of action and by whom which includes the following as appropriate:

- emergency evacuation or assembly inside the building including disabled persons on school premises;
- 112 call to the emergency services and any other authorities involved in the incident: call out of relevant specialist personnel (internal and/or external) to provide assistance;
- inform the Directors of the emergency;

- organise treatment of casualties;
- direction of emergency services to relevant areas/individuals;
- information to all staff on site and off site referring to the 'Emergency Tree' and staff signing in and out register;
- commissioning an investigation/enquiry if appropriate.

.Establishing effective communications and control measures.

The Principal must:

- establish a temporary HQ in a safe location;
- prepare a statement of incident;
- ensure maintenance of effective communications – by mobile phones, available landline and website, temporary access to ICT systems if these are impacted by the emergency. Ensure designated staff are fully briefed and have contact numbers in their possession;
- brief all staff and inform parents as to status of disaster and subsequent recovery;
- inform pupils appropriately and sensitively;
- control escape of inappropriate/inaccurate information;

Make arrangements to reunite pupils and adults with families.

The Principal must arrange for:

- designated staff to contact all parents using prepared statement;
- establish and offer useful contact numbers (for information or support);
- consider requesting help from police if unable to contact;
- arrange an appropriate location for parental collection of children;
- identify any absent staff and pupils and arrange for them to be briefed.

Determine when disaster can be considered as over the acute phase.

The Principal must arrange for:

- liaison with emergency services to determine safe return to area/buildings;
- brief staff on next steps;
- issue printed/email statement to parents.

Recovery Plan

The Principal must:

- Set up arrangements to deal with enquiries:
 - contact the Directors for advice re issue of press statements;
 - give known facts, initial actions being taken and expressions of sympathy (names not to be released until police and families have given permission);
 - caution staff not to talk to the media;
 - continue log.

- Organise restoration of building and facilities:
 - supervise the restoration of all facilities and services to a level essential for the core activities or the provision of suitable alternative accommodation;
 - liaise with insurance companies and assessors preparatory to organising insurance claims.

- Make arrangements to support pupils and adults:
 - identify pupils, staff and adults who are most likely to need support;
 - arrange for school staff/support agencies;
 - ensure that pupils, staff and adults are aware of support available and how to access it;
 - make available area for pupils unable to cope with normal lessons;
 - give permission individually or collectively for pupils to discuss events and reactions;
 - support staff so that they can cope with pupils' questions.

- Make arrangements for personal effects register and rotas:
 - in consultation with parents/families decide how to deal with personal effects;
 - discuss with peers as to what to do with work belonging to pupil(s) who may have died;
 - adjust registers, rotas and lists accordingly.

- Make arrangements for expressions of sympathy and/or acknowledgements:
 - make arrangements to express support/sympathy to families, pupils and adults.
 - support plans for a memorial;
 - plan for attendance at funerals with support if needed;
 - make arrangements for someone from school to visit hospital or bereaved home;
 - consider sending cards/messages from pupils and staff;
 - in consultation with the family, consider special assemblies/services to collectively acknowledge what has happened and how to come to terms.

- Plan for return to school for those involved in the incident
 - arrange home visit to discuss arrangements for return;
 - plan support for emotional needs;
 - arrange home visit from school friends;
 - organise online learning and work to be sent home prior to return.

- Return to 'normal', planned memorials and commemorations;

People will 'move on' at different times and in different ways after a disaster which may include injury and/or loss of life. The Principal and staff must plan how to sensitively

manage a return to 'normal functioning' where the emergency or disaster is not the main focal point. An appropriate memorial decided in conjunction with the bereaved and/or marking the anniversary are ways of marking the importance of those involved.

Fire Procedures

Refer to Policy A11. - Fire Safety Policy Including Routine Testing and Maintenance of Fire Testing and Detection Systems.

The Principal has overall responsibility for ensuring that:

- fire precautions are adhered to including formal certification, staff training, termly fire drills, coordinating the actions of staff and pupils in the event of a fire and liaison with the fire service with respect to inspections etc.;
- that the school can be safely evacuated;
- all relevant information is made available to the emergency services;
- notices detailing the action to be taken in the event of an emergency are posted;
- those persons with specific duties are identified;
- those persons with specific needs or disabilities are catered for.

The Principal is responsible for ensuring that all members of staff receive adequate and appropriate training, including instruction in:

- the action to be taken on hearing a fire alarm;
- the action to be taken on discovering a fire;
- raising the alarm and location of alarm points;
- the location and appropriate use of fire fighting equipment;
- knowledge of escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premises;
- appreciation of the importance of keeping fire doors closed.

Fire Instructions

It is the duty of all members of staff to do all in their power to prevent injury and loss of life in the event of a fire. Salvage of the building and equipment is of secondary importance. All staff are required to complete the designated fire safety training.

All staff must make certain that they are fully conversant with:

- the routes of escape in the case of fire, and location of the assembly area;
- the method of sounding the alarm;
- the location and operation of the various fire fighting appliances;
- the procedures and responsibilities set out in this policy.

Firework Display Guidelines

The Fireworks Safety Code should be followed and all specific instructions given by the manufacturer of the fireworks should be complied with in full.

The police and fire brigade authorities should be consulted at least 7 days before the event and their recommendations complied with in full.

All fireworks should be provided by a reputable manufacturer and not be modified by the policyholder.

The fireworks display and bonfires should be situated at least 100 metres from any third party buildings or vehicles with no roads, railways, overhead cables, woodland, bracken or similar combustible materials in the immediate vicinity.

Spectators should be kept at least 25 metres from the bonfire/fireworks display and the display area roped off. Only adults should enter the roped off area to tend the bonfire or ignite the fireworks.

No petrol or paraffin should be used for the purpose of lighting any bonfire.

“Shooting” fireworks such as rockets or roman candles should be placed inside a metal sided box of sufficient size to contain the device should it topple over.

There should be at least one steward in attendance for every 250 spectators and a minimum of two stewards.

One member of the committee or other body organising the display should be in direct charge of safety matters and not engaged in any duties or activities which would prevent him from exercising general supervision.

Qualified first aid personnel should be in attendance and means of summoning emergency assistance should be available.

When on own premises a full inspection of the site should be carried out 30 minutes after the end of the display.

Light should be provided wherever possible for paths used by spectators.

Spectators should not be allowed to bring fireworks (not even sparklers) to the display.

There should be adequate room (called the drop zone) for the fall out of rockets and debris downwind of spectators (at least 50 metres).

There should be dedicated access at the site for the emergency services.

Smoking should not be allowed anywhere near the fireworks.

Any person firing fireworks should retire to a safe distance immediately once the fuse is lit.

Any person firing fireworks should never return to fireworks which do not light first time (at least 30 minutes should be allowed to elapse before approaching and carefully dousing with water).

Any bonfire should be completely extinguished before leaving the site at the end of the display.

The site should be inspected the next day in daylight to ensure that no fireworks or debris have been left.

A named person is responsible for the storage of risk assessments in a central place (usually the school office). All staff must be aware of where risk assessments are stored and are responsible for adding to and updating them as appropriate.

First Aid and Medication

Named persons (1 per 20 staff) must be responsible for administering first aid with one overall co-ordinator.

The coordinator must:

- ensure that the appropriate number of qualified first aiders are available at all times;
- ensure that any special emergency treatments which may be required following an accident involving any hazardous substances in the school are available and that sufficient staff are trained to deal with such treatments;
- keep a log and make the contents known to staff of any pupils or employees who have medical requirements or require specific medication;
- display photographs of children/staff with serious medical conditions and treatment required in the staffroom;
- appraise staff of any changes to pupils/staff on the list of those with medical conditions/receiving treatment
- post special notices to advise on the location of first aid and emergency facilities and the identity of those persons appointed to dispense such facilities.
- train staff in basic first aid procedures in order that they may deal with minor injuries as described below.

Plastic gloves and aprons should be available in the first aid cupboards and worn when treating patients who are bleeding. Teeth must not be used to put on or remove gloves. Gloves must be pulled off so that they are inside out and the contaminated side is not exposed. Gloves and dressings must be placed inside a plastic bag and placed in a covered bin.

Surfaces, including the playground, must be cleaned with an approved cleaning agent after contact with blood or other body fluids.

If clothes are bloodstained or soiled they must be changed for clean ones and the soiled articles placed in a plastic bag.

If a first aider or other employee has direct contact with another person's blood or other body fluids, the exposed part of his or her body must be washed immediately with soap and water.

Ice packs must be available for bumps, bruising etc. Pupils with head bumps must be taken to a first aider, a record should be made in the accident book and parents informed.

Injuries where a pupil receives treatment must be recorded in the accident book and the parents informed of the circumstances of the injury. The Principal must be informed of any injury classed as greater than a minor injury. Typical minor injuries are small bumps on the body, grazes/scratches.

The 112 service must be called **IMMEDIATELY** for serious accidents including:

- any head injuries and wounds needing stitches;
- all suspected fractures;
- unconsciousness;
- use of an epipen (epipen to be taken to hospital with the casualty).

The parent(s) must be contacted to ascertain when they can join their child and their wishes with regard to treatment should they be delayed. Legally pupils must be sixteen to be given medical treatment without parental consent. As per the school's terms and conditions, the Principal may agree to emergency medical treatment if the parents/guardians can not be contacted.

A member of staff must accompany and stay with the pupil until the parent(s) arrive. The contact details and the pupil file (if appropriate) must be taken to the hospital.

On arrival at the hospital the pupil's contact details are handed over so that the hospital can take responsibility for any further contact with the parents.

Medication and Managing Illness

Refer to Annex 11, Record of Pupil Illness; Annex 12, Record of Administration of Medicine.

With the exception of inhalers (which pupils need access to at all times) pupils are not allowed to keep medicines/treatments with their belongings. Medicines must be marked clearly with the person's name and dosage and stored in a locked cupboard/designated refrigerator under the supervision of the senior First Aider.

There is no contractual requirement for any member of staff to administer medication to a pupil. If the Principal agrees that medicines may be administered by a member of staff or the pupil themselves the parent must sign the appropriate form and records kept of medication administered (Annex 12).

If a pupil complains of being unwell, the teacher must decide whether the pupil should remain in class or be referred to the Principal who may decide to send the pupil home if there is adequate supervision. The Principal is responsible for completing the relevant form (Annex 11), maintaining records and monitoring the number of referrals. Where pupils are repeatedly reporting feeling unwell, appropriate action must be taken in liaison with the parents.

Food Handling

Staff handling food are responsible for complying with legislation and must have knowledge of:

- storage of food and the ways and conditions that bacteria grow and multiply;
- the ways of preventing food poisoning and contamination;
- cleaning materials;
- pest control;
- food handlers' legal requirements.

Normally only kitchen staff are allowed to enter the kitchens. The entrance to the kitchen must be locked when not in use. If the kitchen is hired by non-catering staff, arrangements must be made so that the hirer ensures the kitchen meets the required standards for school use following the letting.

Staff must be aware of and provide for any pupils or employees with allergies/medical conditions and or special dietary requirements.

Hire of School Premises

A named person must be responsible for giving a copy of the school's Health and Safety Policy to hirers. The hirer has responsibility to ensure that individual leaders comply with the school's health and safety policy.

Regular hirers are required to produce their own health and safety procedures based upon the school policy. A copy of the individual procedures must be submitted to the named person and filed with the lettings documentation.

Regular hirers must conduct a termly fire drill in liaison with the site manager.

Hirers are required to provide their own mobile phone for emergencies.

In the case of an emergency, hirers must contact the emergency services using 112 and then contact the site manager. The site manager will then contact the Principal.

- Pupils must be supervised at all times whilst on school property. Those in charge of children are responsible for ensuring that they behave sensibly and that activities are controlled and well managed.
- Sliding on the floors or climbing on any equipment is not allowed.
- School equipment is not to be used by the hirer without prior agreement.
- Tables, chairs etc. must be returned to their original position. If tables and chairs are provided they must be wiped and returned in the condition in which they were found.
- Pupil's trays and personal belongings must not be touched nor items on or in the teacher's desk.

- Care to be taken not to damage wall displays, fixtures and fittings e.g. if using a ball.
- The floors must be protected (including no stiletto heels) and the Site Manager consulted if there is a spillage as certain products damage the flooring.
- The hirer will be charged for any damage to the school or school property that occurs during a letting.
- Hirers need to ensure that they have adequate and current insurance (A copy of the hirer's insurance certificate to be kept on file).

Security During Lettings

Doors must be closed during the letting period. It is essential that members of the general public cannot gain access to the school at these times.

Those responsible for the letting must not leave the premises until the key holder arrives to lock up and assume responsibility for the security of the building.

Machinery and Equipment

Machinery and electrical items must be permanently marked with a unique number, checked at least once a year and recorded in the 'Machinery and Electrical Equipment' log.

All machinery and equipment within the school must be maintained in good working order at all times, or otherwise clearly marked by provision of suitable fixed notices, to indicate when such machinery or equipment is unfit for use.

It is the responsibility of staff when using equipment to check for obvious signs of damage and report any defects found.

The following list contains items that must be checked by law on an annual basis.

Boilers, lifts, portable appliance testing (PAT) & mains wiring (including fuse boards), emergency lighting, hot water system, stored cold water system, fresh air systems (including air conditioning), fire alarm & fire fighting apparatus, intruder alarm, CCTV, sprinkler systems. Mains wiring (including fuse boards) are tested every 5 years unless alterations are made to the circuits.

Full and suitable assessments must be made of the hazards and risks involved in the use of all machinery and these must be recorded, along with arrangements for the scheduled servicing, lists of authorised users and training records.

Clear guidelines must be drawn up for the acquisition of new equipment to ensure that it complies with current legislation and best practices. Care must be taken over the use, installation or siting of such equipment.

All purchases and gifts must be reviewed to identify potential hazards. Each new purchase or gift must be monitored and its use reviewed in terms of its safe operation.

Manual Handling and Lifting

The risk of injury, due to the manual handling of loads, must be recognised by the school and all measures taken as necessary to reduce such risks through individual risk assessments.

Training in proper handling techniques must be given, as appropriate, and only those persons so trained must be asked to move heavy weights. Under no circumstances should pupils be allowed to lift or move heavy or awkward weights.

Materials and Hazardous Substances

The use of any material or substances within the school is subject to prior assessment. A named person is responsible for storage records of materials and hazardous substances.

Procedure:

- undertake assessment of all hazardous materials with respect to usage and risk;
- assemble comprehensive hazard data information;
- arrange appropriate training;
- Instigate control measures through:
 - hazard training records
 - hazardous materials storage records
 - methods for the elimination/reduction of risk
 - high standards of supervision
 - issue of personal protective equipment (PPE)
- make arrangements for ensuring that copies of all relevant information are readily available to users of hazardous materials;
- make arrangements for the issue and use of PPE, including checking, maintenance and training, as appropriate.

Personal Protective Equipment (PPE)

Protective clothing and equipment, which conforms to the European standards, must be issued and used whenever processes and systems at work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means.

All PPE will be regularly inspected and kept in good order.

Staff and pupils must be trained in the correct selection, wearing and use of PPE.

It is the responsibility of all staff and pupils to wear such PPE as required, using it in the proper manner, and reporting any defects immediately.

Records of the issue and maintenance of all PPE must be kept and its use monitored as part of the ongoing risk assessment process.

Protective Clothing

Appropriate protective clothing must be worn by staff, pupils and others involved in activities which could lead to entanglement, be subject to harmful liquid spillages, or high temperatures including naked flames.

In areas exposed to high temperatures and naked flames overalls must be of an appropriate type of material. Protective clothing made from synthetic fibres must not be used unless supplied specifically for the purpose.

All aprons and overalls must be cleaned every week.

Eye Protection

It is a requirement to wear eye protection when an assessment shows that a risk of injury which cannot be otherwise eliminated exists.

Staff and pupils must wear eye protection when involved in any of the following operations:

- using or dispensing liquids which could cause injury;
- when breaking, cutting, dressing, carving, stone, metal and glass;
- any other process involving the production of fine particles;
- any work which involves the use of sharp pointed materials.

Eye protectors must be readily available, well maintained and carry the relevant code for the type of protection offered.

Hand Protection

Suitable hand protection must be worn whenever the relevant risk assessment indicates e.g. rubber gloves must be worn when washing items in hot water or when using certain cleaning agents. Ribbed or similar gloves must be used when a risk of injury from the handling of sharp abrasive objects is present.

Ear Protection

Suitable ear protection must be worn whenever the relevant risk assessment indicates the need for them.

Recreational Areas, Adventure Playgrounds and Safety Surfaces

All apparatus/equipment must be kept in good working condition.

All apparatus/equipment must be inspected on a regular basis.

A log of these inspections must be kept by a named person.

Procedures

A risk assessment on the use and supervision of each piece of apparatus/equipment must be drawn up, the control procedures to be adhered to at all times.

Pupils must be reminded that while using the facility they should respect the needs of others.

Pupils must be alerted to the need to recognise faulty equipment and report immediately.

Safe surfaces, of the correct level of absorbency for the height of the equipment, must be installed below and around each item of equipment from which pupils could fall.

Risk Assessments

Refer to Annex 10.

Risk assessment is defined as a systematic method of:

- analysing work activities;
- identifying: hazards, hazardous situations and hazardous events;
- estimating risks: by considering the likelihood of hazardous events occurring and the nature and severity of the subsequent harm/damage;
- deciding upon possible control options and action priorities;
- judging the 'acceptability', or, 'tolerability' of the risk.

Definitions

Hazard : Something with the potential to cause harm/loss. The potential to cause harm including ill health and injury, damage to property, plant, products or the environment.

Risk : The potential or the likelihood that harm will actually occur from exposure to the hazard together with the likely injuries that will occur as a result and the likely numbers of people that this will affect

The Principal is responsible for:

- ensuring that risk assessments are carried out by competent persons;
- ensuring that the employees carry out suitable and sufficient risk assessments of all work areas including all lessons and activities;
- ensuring that advice on relevant legislation is made available to employees;
- ensuring the provision of adequate resources to implement necessary control measures identified in the completed assessments;
- ensuring contractors working on the premises have completed health and safety risk assessments covering activities that they propose to undertake, and that a copy is reviewed by a competent person to ensure that it is suitable and sufficient.

The School Health and Safety Coordinator is responsible for:

- undertaking, coordinating and updating health and safety risk assessments, including ensuring that they are documented, and action plans developed and implemented;
- ensuring that information obtained from the assessment such as control and safety procedures are communicated to those working in the area covered by the assessment;
- maintaining a risk register of assessments carried out.

All heads of department/coordinators and managers are required to complete risk assessments for the area(s) they are responsible for. Risk assessments must be completed prior to all educational visits including external sports fixtures.

The amount of effort placed into health and safety in the workplace should be based on the risks associated with the work, with the greatest effort being placed into controlling those work activities that create the greater risk.

Consideration should be given to the following:

- description of work;
- work location;
- previous accidents/incidents in the area;
- existing work practices;
- existing controls;
- non-typical events within the work area;
- groups of people within the work area:
 - employees;
 - trainees;
 - young persons;
 - contractors;
 - members;
 - visitors;

Particular attention should be paid to the following:

- staff with disabilities;
- new or expectant mothers;
- trainees or temporary staff;
- lone workers;
- young persons;
- Inexperienced and new staff;
- cleaners;
- visitors;

The assessment must include confirming that there is adequate insurance cover for the activity.

Risk assessments should be specific to individual work activities; ideally, they should also be site-specific to ensure that all risks are adequately assessed at each work location. If the work activities are similar, generic risk assessments may be carried out e.g. cleaning, office work, a single activity that occurs at several locations.

If generic assessments are used, they must be valid for the work activities to which they apply. In order to achieve this, the following points should be observed:

- the assessment must represent the particular activities at all relevant locations, or the worst case scenario should be assessed;
- there should not be any significant deviations from the assessment;
- the assumptions on which the assessment is based should be recorded, such as the safe working procedures detailed in the health, safety and environmental policy statement that all work locations follow;
- the control measures that are in place should not deviate from that on which the assessment was based.

If hazardous substances or manual handling are required as part of the work activity then any relevant Assessments/Manual Handling Assessments must be taken into consideration as part of the comprehensive risk assessment.

Risk assessments must be carried out as follows:

Assess Risk

- Identify area/task for assessment.
- Assess risk using the form in Annex 10.

Decide upon Control Measures

- Can the risk be eliminated?
- Are risks adequately controlled?
- Detail additional controls required.
- implement control measures.

Recalculate the risk.

Risk assessments must be reviewed annually or when:

- there is a process change;
- there is a personnel change;
- there is a change made to work equipment;
- there is a change made to the working environment.

Site Security

All staff must be alert to the need for security including ensuring that the gates and boundaries are secure. Door entry codes must be changed at least termly and all exterior doors kept closed. Windows must be closed at the end of the day or if a downstairs room is vacated.

Visitors must be kept separate from pupils and must report to the school office immediately on arrival. School must use an appropriate signing in book and visitors badge system. The signing in book should have the following information on it: date, name of visitor, whom they are visiting, vehicle registration and any other relevant information.

Every visitor is informed of the following:

- identification badges must be worn at all times;
- leave the building by the nearest exit if the fire alarm sounds and go to the fire assembly point;
- the school operates a 'no smoking' policy;
- all accidents must be reported to the school office and an accident form completed;
- the location of first aid facilities;
- that visitors are not permitted into classrooms or teaching areas unless a member of staff is present;
- that pupils will only be released to adults where authorisation has been authenticated;
- visitors must sign out before leaving the premises.

Any person (other than a member of staff or pupil) on the school site and not in possession of a security badge must be challenged by an adult and, if necessary, asked to leave. Pupils must not challenge people without badges but must immediately inform a member of staff. Notices must not indicate the names and locations of pupils.

Employees are required to wear name badges and to sign in and out of the main office. The visitors book and staff register must be checked to ensure that all staff and visitors are accounted for in cases of emergency evacuation.

Stress in the Workplace

Workplace stress is recognised as a legitimate problem affecting staff and one which needs careful and sympathetic management.

It is recognised and accepted that undue stress can lead to adverse effects on the emotional and physical well-being of staff and consequently to the efficiency of the school as a whole.

Whilst individual reactions to stress vary widely, the need to recognise and act upon potentially stressful situations is essential. Regular consultations with members of staff and discussion groups is to be encouraged in order that a proactive approach may be taken on a continuing basis, in order that such situations may be avoided or their effects upon staff reduced.

Major changes within any organisation can be stressful and therefore members of staff should be appropriately informed of any major changes in so far as they may affect their own activities.

Members of staff are encouraged to seek advice from management regarding any situation they feel is causing them undue stress. The employee consultative forum is a mechanism for discussion and consultation.

Transport Management for School and Company Vehicles

Drivers

Pupils must be separated from areas where vehicles move and park. Drivers must observe the speed limits and parking restrictions.

Drivers employed or hired by the school must be over the age of 21 and have held a valid full licence for a minimum of two years. They must also have passed the Passenger Carrying Vehicle Test and hold a current criminal records check. Copies of these documents must be kept on file. Before any person drives a company vehicle, they must supply the Principal with an original copy of their driving licence. Drivers must notify the Principal of any changes to the status of their driving licence including all endorsements, bans and health defects within seven days of issue. Drivers must make their licence available for verification as requested, but not less than quarterly. Alcohol must not be consumed by the driver at least 12 hours prior to driving. Drivers must not drive if they feel tired or unwell, or taking a course of treatment which advises against driving.

School Vehicles or private vehicles used for school purposes

Principals are responsible for ensuring that all school vehicles are serviced, have valid certification and tax.

A full risk assessment is required prior to any journey using a school vehicle. Before driving school transport and at the end of the journey, the driver/designated person must carry out a full vehicle check covering:

- seat belts;
- mirrors;
- condition of all windows;
- door locks;
- lights, side and main beam;
- indicators;
- hazard and brake lights;
- screen wipers and washers;

- horn;
- first aid kit;
- fire extinguishers;
- driving controls;
- emergency exit operation and access;
- tyre pressures and tyre condition including spare;
- toolkit;
- personal protective clothing for adverse weather conditions.

Any damage or faults should be recorded in writing as well as any incidents during the journey. These should be reported to a named person responsible for ensuring that these are dealt with immediately.

In the event of a breakdown the driver should try to move the vehicle off the carriageway (onto the hard shoulder of the motorway). If it is not possible to move the vehicle off the carriageway then it should be moved as far away from the traffic as possible.

On motorways and other busy roads passengers should be taken onto the embankment or grass margin as far from the traffic as is practicable. They should be kept together in one group. Pupils should be kept calm and under constant supervision. The mobile phone should be used to inform the emergency services and the school.

During a journey:

- seat belts must be worn at all times;
- gangways must not be blocked with luggage;
- no passenger to enter or leave by the rear doors unless a member of staff is present;
- no portable tank containing fuel must be carried;
- the ratio of adults to pupils must be appropriate to ensure adequate supervision and safety;
- breaks must be taken by the driver at least every four hours;
- mobile phones must not be used whilst driving.

Insurance

The school must ensure that appropriate policies cover drivers for school activities.

Permitted Use

A school vehicle may only be used for school business. It must not be used for:

- competitive driving (e.g. racing, rallying, competitions or trials);
- pleasure, domestic or social use;
- the carriage of passengers for payment.

Accident, Theft or Damage

The driver must notify the Principal within 24 hrs of any accident, theft or damage and by no later than 10:00 hrs the following working day.

The driver has full responsibility for ensuring that the vehicle is always parked in a safe place paying due consideration to other road users and whenever possible, garaged.

Where damage to any company vehicle is identified as being due to the fault of the driver, the employee will be held responsible and required to personally pay a contribution towards any repair costs incurred as detailed below:

First incident:	€0	This relates to the individual person, not the vehicle.
Second incident within one year of first:	€100	
Third incident within one year first:	€300	
Fourth incident within one year of second:	€500	

Travelling Abroad on School Trips

A school or company vehicle may only be taken abroad if permission is granted by the Principal and the appropriate insurance and breakdown arrangements have been made.

The driver is responsible for ensuring full compliance with the relevant country or countries motoring legal requirements.

Fines and Penalties

The driver is liable for any fines/penalties incurred whilst driving the vehicle.

VDU Operation

Display Screen Equipment (DSE) regulations relate to computer workstations and any alphanumeric or graphic display screen including microfiche readers, calculators, cash registers, word processors as well as personal computers

The DSE regulations apply if:

- the user (employee or agency staff) habitually uses DSE as a significant part of their normal work;
- the work activity depends on the use of DSE;
- there is no discretion as to the use of the DSE;
- there is continuous use of DSE for spells of an hour or more;
- use is more or less the same daily.

The recommended environmental factors for work in offices and ICT rooms are:

Noise	Light	Temperature
Up to 50 db (average)	200 lux	At least 16 degrees centigrade

Responsibilities

A named person is responsible for:

- i. identifying staff who are deemed to be users of DSE;
- ii. undertaking a risk assessment of all workstations (including local environment) used by users and for acting upon its findings.

In the role of assessor the named person must:

- be familiar with the requirements of the DSE Regulations;
 - consult with the user when assessing their workstation;
 - be aware of their limitations when carrying out assessment and to call upon further expertise and additional sources of information when appropriate;
 - draw valid and reliable conclusions based on the assessment of risk;
 - make a clear record of the assessment of any workstation and process
 - promptly implement agreed procedures.
- iii. reviewing assessments at regular intervals and promptly if:
 - there is a reason to believe the assessment is no longer valid;
 - there is a major change to the software;
 - there is a major change to the hardware;
 - there is a major change to workstation furniture;
 - there is a substantial increase in the amount of time required to be spent using DSE;
 - there is a substantial change in other task requirements, e.g. more speed or accuracy;
 - the workstation is relocated;
 - the lighting is significantly modified.
 - iv. investigating any health problems reported to them or identified in users and providing users with information regarding:
 - the arrangement for eye tests (if requested) and their payment;
 - the arrangements for reporting any health hazards;
 - the arrangements for the organisation of the daily work routine;
 - any action taken as a result of the assessment they have participated in.
 - v. arranging for the training of users in the use of workstations
 - vi. planning the activities of users to ensure that their work is interrupted by breaks or changes in activity that reduce the risks associated with the workstation. Such breaks or changes in activity should be:
 - taken before the onset of fatigue, as the timing is more important than the length of break;

- included in work time;
- reducing the workload;
- preferably short and frequent, e.g. a ten minute break after sixty minutes
- continuous screen work is suitable;
- engaging the user in tasks which do not involve DSE;
- taken at the discretion of the user if this is possible.

Such breaks or changes in activity should not:

- lead to an increased compensatory pace of work;
- involve further DSE or workstation activities.

Users must:

use the equipment provided in accordance with agreed methods of working and any training received;

- report to management any musculoskeletal problems, fatigue or eye strain which may be associated with the workstation;
- assist the manager/assessor in the assessment of their workstation.

Training must be provided as to the healthy and safe way to use a workstation at the same time as staff are trained how to use the equipment. Training must include reference to:

- the user's role in prompt and accurate recognition of hazards. This should cover both the absence of desirable features and the presence of undesirable ones, together with information on health risks and how problems may be manifested;
- user-initiated actions and procedures which bring risks under control, i.e. the importance of achieving good posture and of postural change.

The school must use comfortable, suitable chairs which are adjustable for height, tilt and back support. The chairs must be adjusted by the operator in order to obtain:

- a straight back;
- horizontal upper legs;
- feet flat on the floor (for smaller/younger children a foot rest may be employed to make up for the gap between the feet and the floor);
- upper arms at right angles to the forearm/hands.

The arrangement of workstation components must facilitate good posture, prevent overreaching and avoid glare and reflections on the screen. Monitors must be MPR II compliant. The monitor must be placed 50 to 70 cm away from the operator, so that the top of the screen is at eye level when the operator is in a 'good sitting posture' (screens are adjustable for height, tilt and swivel). The neck muscles must be kept relaxed and the head not allowed to hunch forward. Brightness and contrast can also be reduced to acceptable minima. Keyboards that respond to a light pressure should be used and wrist supports made available. Document stands should be used to hold worksheets and texts, etc.

Work tables must be suitable in terms of height, leg room and space available for hands to effectively operate the keyboard. Those with physical disabilities must be provided with specially adapted work tables if this is deemed necessary e.g. cutting an insert into the work table for wheelchair access and/or lowering of the table height.

Regular changes in activity and/or short rests must be used to reduce eyestrain, muscle tension, stress and tiredness. Operators must stand up from their seats and walk around the room if they are involved in lengthy sessions working on a computer. A ten minute break after sixty minutes of continuous screen work is recommended.

Violence to Staff

Refer to Annex 13

Anyone can be a target for violence. Aggressors are not easily identified. The most common form of attack is verbal abuse. Staff must be advised to avoid aggressive gestures, stay calm, keep their distance, keep an escape route open, leave the situation to get help if s/he feels in danger.

The school will not tolerate violent, abusive or threatening behaviour, whether physical, verbal or otherwise, towards any employee from whatever source. Management will give all support necessary to any member of staff who reports any such incident, actual or perceived, whatever the circumstances.

The risks of any activity should be assessed e.g. those handling money may be at risk when they take money to the bank. Staff must arrange for a senior colleague to be present if they are concerned about the possibility of aggression. A parental consultation form must be used to record the meeting and agreed actions.

Waste Disposal

All waste produced must be disposed of to a licensed waste disposal site via a registered carrier.

Waste storage areas are subject to a full risk assessment.

Annex 1: Application for the Approval of Visits by the Principal

School/Group:	
Group leader:	

Purpose of visit and specific educational objectives:

Places to be visited:

Date and Time of Departure:	
Date and Time of Return:	

Transport arrangements to include name of transport company and vehicle registration numbers:

Names, relevant qualifications and specific responsibilities of other adults accompanying the party:

--

Insurance Arrangements.

--

Name, address and telephone number of the contact person in the school who will hold all information about the visit in case of emergency:

--

Existing knowledge of places to be visited and whether an exploratory visit is intended:

--

Size and composition of the group:

Age range	
Number of boys	
Number of girls	
Adult to pupil ratio	
Leader/participant ratio	
Names of pupils with special educational needs or medical needs:	

Information on parental consent.	
Has the group leader received all consent forms duly completed? Parental consent forms may precede or follow approval	
Attach copies of:	information sheet sent to parents; parental consent form; risk assessment form.

Principal approval:	
Date:	

Annex 2: Evaluation of Visits for Future Reference

Visit to:	
School/Group:	
Group Leader:	
Number in Group:	Boys: Girls: Supervisors:
Date(s) of visit:	
Venue:	
Commercial Organisation:	

Comment on the following:

	Rating out of 10	Comment
The Centre's pre-visit organisation:		
Travel arrangements:		
Content of education programme provided:		
Instruction:		
Equipment:		
Suitability of Environment:		

Signed:	
Date:	

Annex 3: Checklist For Pupils

Name:	
Form:	
Place of visit:	
Date of visit:	
Who is the group leader?	
Where am I going to visit?	
How can I contact my group leader?	
How do I use the phone if I need help?	
What will be done to keep me safe and secure during the visit?	
What is the code of conduct for the visit?	
What do I do to keep my money and valuables safe?	
For Residential Visits and Exchanges:	
The address and telephone number(s) of the place(s) where I shall be staying:	
How I should behave (house rules):	
Where I am to sleep and how I am to dress:	
What I should do if I am worried or unhappy about anything when I am staying with a host family:	

Annex 4: Parental Consent Form for Educational Visits. This form can be used as an additional back to the annual permission form that parents sign.

Name of Pupil:	
Class/Form:	
Visit to:	
Date of Visit:	
<p>I agree to (name)..... taking part in the visit. I acknowledge the need for.....to behave responsibly.</p>	

Does your child have any condition requiring medical treatment, including medication?	Yes/No
If Yes, please give details:	
Detail the type of medication your child may be given for pain/flu relief:	
Please outline any special dietary requirements:	

For residential visits only	
To the best of your knowledge has your child been in contact with any contagious or infectious diseases in the last four weeks, or suffered from anything that might be contagious or infectious during that time?	Yes/No
If Yes, please specify:	
Is your child allergic to any medication?	Yes/No
If Yes, please specify:	
When did your child last have a tetanus injection?	

Declaration
I do/do not agree to my child receiving medication and to any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact Details	
Home Address:	
Home telephone:	
Mobile:	
Work Address (Father):	
Work Telephone:	

Work Address (Mother):	
Work telephone (Mother):	
Alternative emergency contact: Name/Relationship to pupil:	
Address of alternative emergency contact:	
Telephone of alternative emergency contact:	
Name of family doctor:	
Address of family doctor:	
Telephone of family doctor:	

Signature of Parent(s)	
Date	

Annex 5: Emergency Contact Information for Leaders

Place of visit:	
Visit departure date:	
Return Information:	Date Time Location
Number of pupils:	
Number of adults:	
Attach emergency contact list to this sheet – names and telephone numbers	

Emergency telephone contact information during school hours	
Principal:	
Deputy:	
Other (specify):	

Emergency telephone contact information out of school hours:	
Principal:	
Deputy:	
Other (specify):	

Travel Company	
Name:	
Address:	
Telephone	
Fax:	
Name of Travel Rep:	
Telephone of Travel Rep:	
Insurance/Emergency Assistance:	

Hotel Name:	
Hotel Address:	
Hotel Contact:	
Other emergency numbers:	

Annex 6: Consent Form For Swimming Activities or Activities Where Being Able To Swim Is Essential

	Yes	No
Is your child able to swim 50 metres?		
Is your child water confident in a pool?		
Is your child confident in the sea or in open inland water?		
Is your child safety conscious in water?		

I would like.....(name) to take part in the specified visit and having read the information provided agree to him/her taking part in the activities described.

I consent to any emergency medical treatment required by my child during the course of the visit.

I confirm that my child is in good health and I consider him/her fit to participate.

Signed..... Date.....

Full name of parent/guardian.....

Telephone numbers:

Home.....

Work.....

My home address is:.....

.....

Name, address and telephone number of family doctor.....

.....

.....

Annex 7: Accident and Injury Reporting Form

REPORT OF AN ACCIDENT

PART A – ABOUT YOU

Your	full	name	Department.....
.....			

PART B – ABOUT THE INCIDENT

Date of incident.....	Time of incident	am/pm
Did the incident occur at school Yes/No		
If Yes, which department/room/place/site did the incident occur		
If No, where did the incident occur (include address and details)		
.....		
.....		

PART C – ABOUT THE INJURED PERSON

Full Name of injured person	Form	Male/Female
Is the injured person:		
An employee	A member of public	
A student	On training scheme	
On work experience	Employed by someone else (attach details)	
Was the injured person taken to hospital Yes/No If Yes, please state which hospital.		
.....		
When?		
.....		

PART D – ABOUT THE INJURY

<p>Description of the injury should be detailed. Include left/right, front/back, location, size; whether it is a graze, a bump or a cut, bruise etc. Take into account other factors such as pallor of skin, breathlessness, pulse, blurred vision, slurred speech, clammy skin, and temperature (hot/cold)</p>	<p>What part of the body was injured (see picture, clearly mark with an X)</p>
---	--

IF THE INJURED PERSON GOES TO HOSPITAL FROM SCHOOL THE FOLLOWING INFORMATION MUST ACCOMPANY THEM: NAME, DOB, DR.'S NAME, MEDICAL INFO, AND PARENT CONTACT NUMBERS.

PART E – ABOUT THE ACCIDENT

<p>Describe what happened – Give as much detail as you can for example, the events that led up to the incident, the part played by any other people, any substance or machinery involved. Please attach another sheet if necessary.</p> <p>Please state names of any witnesses</p> <p>.....</p>

PART F – ABOUT THE TREATMENT GIVEN

Signature if different from person in PART A

..... Date

PART G – OUTCOME & FOLLOW UP

Date

PART H - SIGNATURE

Signature of person from PART A Date

.....

Principal's

Signature

Date

.....

To: Accident Report Folder (situated in)
CC: personnel file/student file/individual not associated with school

Annex 8: Near Miss Reporting Form

Name of School:	
Address of School:	
School Telephone:	
School Fax:	
School email:	
Principal:	

Name of person(s) involved:	
Address of person involved:	
Telephone/contact details:	
Name of Parents (if pupil):	
Form Tutor/Class Teacher:	

Date of near miss:	
Time of near miss:	
Location of near miss:	

Date..... Signed..... (Person completing the report)

Signed..... (Principal

Detail preventative action suggested;

Annex 9: Health and Safety Audit

		Yes	No	?	N/A
1	Is the Health and Safety Policy displayed and is it signed and dated? Are relevant sections completed?				
2	Are arrangements in place to review and update the policy?				
3	Do managers accept their responsibility for health and safety at work?				
4	Is there a person appointed to take charge in cases of emergency?				
5	Have safety duties been spread throughout the management structure?				
6	Is there adequate information and guidance on the risks at work?				
7	Have adequate arrangements been made for training in safe practices?				
8	Is there a system for identifying training needs?				
9	Do processes with special hazards have special training arranged?				
10	Are formal inspections using checklists carried out annually?				
11	Are all accidents and near misses investigated promptly?				
12	Are actions taken to prevent a recurrence recorded?				

1. Safe systems and risk assessment

		Yes	No	?	N/A
1	Do all systems of work and procedures provide adequately for safety?				
2	Have all hazards been identified?				
3	Have all risks to health and safety been adequately assessed in writing?				
4	Do assessments cover everyone, including cleaners etc.?				

5	Has health surveillance been arranged for work-related illness, where relevant, e.g. stress?				
6	Is a competent person appointed to carry out risk assessment?				
7	Is that competent person given sufficient information and training?				
8	Has the employer informed employees of general and specific risks?				
9	Does the employer take account of the capability of employees?				
10	Is the employee provided with training throughout his/her career?				
12	Do employees report any defects in premises or equipment?				
13	Have contractors provided method statements before starting work?				

2. Notice board

		Yes	No	?	N/A
1	Is a health and safety Poster displayed?				
2	Where they apply, are the following notices displayed: What you should know; fire and emergency procedure; first aid appointed person; first aid.				

3. Workplace

		Yes	No	?	N/A
1	Is there safe access to all areas of work?				
2	Do all buildings comply with safety standards and are they maintained?				
3	Is a temperature of at least 16°C maintained?				
4	Is there an easily read thermometer in the work place?				

5	Is the heating achieved without giving off fumes?				
6	Are there at least 6 air changes per hour, and no draughts?				
7	Is there good general illumination without glare?				
8	Is emergency lighting provided where necessary?				
9	Is emergency lighting tested at least every 3 months?				
10	Is waste removed daily from floors, shelves and benches?				
11	Are floors and traffic routes kept clean, dry and non-slippery?				
12	Are ramps kept dry and provided with non-skid surfaces?				
13	Are traffic routes well marked and kept clear?				
14	Do floor levels have even surfaces, no holes and no broken boards?				
15	Have all tripping hazards, e.g. trailing wires, been removed?				
16	Is all equipment stored safely?				
17	Are all items stored safely on shelves or in bins?				
18	Are racks and shelves secure and of sound construction?				
19	Are large items stacked safely and securely?				
20	Are the floors and traffic routes kept clear of stock, boxes etc?				
21	Are guard rails provided where people might fall more than 2 metres?				
22	Are glazed windows safe and do they bear a conspicuous mark?				
23	Is only safety glass fitted in doors on traffic routes?				
24	Is there at least one toilet and one wash basin to every 10 employees?				
25	Are washrooms provided with running water, soap and towels?				
26	Is drinking water adequately marked?				
27	Are washrooms cleaned and serviced daily?				
28	Are water closets in good condition?				

29	Are there suitable and sufficient facilities for rest and to eat meals				
30	Is there means of heating water for refreshments?				
31	Is kitchen equipment, microwaves, fridges etc clean and functioning?				
32	Is a separate basin provided for washing hands?				
33	Is the kitchen free from insect and rodent infestation?				
34	Is the workplace regularly checked by a pest control contractor?				
35	Is access for maintenance safe to all awkward places within buildings?				
36	Are restricted areas clearly marked and kept secure?				
37	Is the external perimeter fencing in good condition?				

4. Fire Safety

		Yes	No	?	N/A
1	Are fire exits defined by the running person sign?				
2	Are fire exits checked daily so that they remain free from obstructions?				
3	Can all fire doors be opened easily from the inside?				
4	Is suitable fire equipment provided and maintained?				
5	Are all extinguishers mounted on brackets fixed to walls?				
6	Are persons adequately trained to raise the alarm and fight the fire?				
7	Is there a fire certificate or exemption certificate for the premises?				
8	Is the fire alarm tested weekly?				
9	Is there a full evacuation drill termly?				
10	Are highly flammable liquids restricted to no more than 50 litres?				
11	Are all sources of ignition prevented during flammable liquid use?				

5. First Aid

		Yes	No	?	N/A
1	Has an assessment of first aid needs been undertaken?				
2	Is there one first aider per 20 adults?				
3	Is the name of the first aider, and appointed person, displayed?				
4	Are there sufficient first aid boxes on the premises?				
5	Are records of first aid and medical treatments adequately kept?				

6. Work Equipment

		Yes	No	?	N/A
1	Is all work equipment suitable for its intended use?				
2	Is all work equipment maintained in an effective state?				
3	Is all work equipment used only by authorised persons?				
4	Does the work equipment conform with EEC requirements?				
5	Has an assessment been undertaken for all display screen equipment?				
6	Are work breaks arranged for users?				
7	Are users informed of the hazards of display screen use?				
8	Do employees have access to the Health and Safety policy?				

6. Electricity

		Yes	No	?	N/A
1	Are electrical installations and equipment maintained and tested?				
2	Are plugs, sockets, and fittings sufficiently robust?				
3	Are fuses and circuit breakers correctly rated for the circuit?				
4	Are main switches readily accessible and clearly identified?				
5	Is there an inventory of all portable electrical appliances?				
6	Are electrical installations checked at least every 5 years?				
7	Are repairs carried out by a competent electrician?				
8	Are all portable appliances regularly inspected and tested?				
9	Are all appliances disconnected before being worked on?				
10	Are enough socket outlets provided so that adapters etc. do not need to be used?				

7. Substances Hazardous to Health

		Yes	No	?	N/A
1	Has every substance and biological agent been assessed under COSHH?				
2	Are the containers of all substances correctly labelled?				
3	Are material safety data sheets available to all employees				
4	Have all employees been informed of the hazards of substances and biological agents?				

8. Manual Handling

		Yes	No	?	N/A
1	Has a manual handling assessment been carried out?				
2	Where injurious manual handling could occur, is handling mechanised?				
3	Are all manual handling employees trained in kinetic lifting?				

9. Personal Protective Equipment (PPE)

		Yes	No	?	N/A
1	Has a risk assessment been undertaken for PPE?				

10. Waste

		Yes	No	?	N/A
1	Is there a waste policy?				
2	Do arrangements exist for the removal of waste from the premises?				

Audit Completed by:

Position:

Signed:

Date:

Annex 10: Risk Assessment Summary Action Form

No.	Action Required	Risk Assessment Reference Number	Priority
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
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23			
24			
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27			

28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			

Risk Assessment Form

Name:			Risk Assessment Ref:		
Area being assessed:			Location:		
Person at Risk	Risk Rating		Existing Control Measures	Further Action Required	
	S	P	R		
Assessor's Name	Assessor's Signature			Review Period	

¹ If manual handling or use of hazardous substances are identified as a hazard, separate Manual Handling/COSHH Assessments should be completed

² Risk Rating S = Severity, P = Probability, R = Overall Risk Rating

Severity

5	Fatal	Loss of Life or total system loss.
4	Major	Serious injury or illness absence from work over 3 days, major damage or environmental impact
3	Notifiable	Loss time injury or illness absence from work up to 3 days, damage or environmental impact
2	Minor	First Aid accident, damage requiring minor repair
1	Negligible	Very minor of little consequence.

Probability

5	Likely	Likely to occur frequently
4	Probable	Likely to occur several times
3	Possible	Could occur sometimes
2	Remote	Unlikely, though conceivable
1	Improbable	Very unlikely, it may never occur

Risk Matrix

Severity						
5	25	20	15	10	5	
4	20	16	12	8	4	
3	15	12	9	6	3	
2	10	8	6	4	2	
1	5	4	3	2	1	
	5	4	3	2	1	Probability

15 - 25 = HIGH RISK

8 - 12 = MEDIUM RISK

1 - 6 = LOW RISK

Review Schedule

The completed assessment must be reviewed by all involved in the assessment process to establish that:

- all parts of the task / workplace have been assessed;
- the risk has been suitably: eliminated, reduced or accepted;
- all necessary information has been detailed on the risk assessment form to ensure that a suitable and adequate assessment has been carried out;
- the controls decided upon are satisfactory.

Date of Review	Risk Assessment Reference	Assessor's Name	Assessor's Signature	Comments

Annex 11: Record of Pupil Illness

Name of pupil.	
Reason for sending pupil to person responsible for medical treatment.	
Name of teacher.	
Room number and lesson.	
Date.	
Action taken including reporting to teacher concerned, form tutor and Principal.	
Comments.	
Follow up.	

Annex 13: Report of Violence, Abusive or Threatening Behaviour

Date:	
School Name:	
Name of person reporting the incident:	
Position of person reporting the incident:	
Name of person receiving the report:	
Position of person receiving the report:	

Description of incident including the names of people involved and any witnesses:

Action to be taken:

Date for review:	
-------------------------	--

Signature of person making the report:	
Signature of person receiving the report:	

Annex 14: Physical Education Health and Safety

Whilst this statement identifies the general policy and procedures adopted for safety in physical education, the sports, games and other activities organised are wide ranging and may sometimes include specialist activities either as part of, or in addition to, the normal teaching programme.

General Sports Safety

It is essential that good practice is followed, and demonstrated by members of staff and that all pupils are made aware of the principles of safe practice, the type and range of hazards that may be present, and the procedures to be adopted in the event of an emergency.

The age, physical attributes, fitness, skill and experience of any individual shall be assessed to determine their suitability to participate in the various sports activities. No pupil shall be required to perform any tasks that are obviously beyond their abilities such that injury or harm may result.

During all activities both members of staff and pupils should be mindful of their own abilities and not knowingly exceed them in such a way as may cause injury.

All sports activities shall be supervised by a competent member of staff.

Risk Assessment

A risk assessment must be carried out for each sport / game / activity/location in order to identify any hazards and the precautions necessary to control risk.

The significant findings of these assessments will be brought to the attention of all staff. Where appropriate these findings will be included in instructions to pupils in order that activities can be performed safely.

Additional procedures and guidance will be provided by the PE department/co-ordinator for pupils with special needs.

Additional procedures may be required for special occasions such as competitive events, where members of the public such as parents, or visiting teams etc. may be present or involved. In such circumstances the safety of those persons and the effect of their presence upon the safety of others will be considered and assessed accordingly.

Clothing

Suitable clothing and footwear must be worn for all sports and games. Pupils will be advised of the minimum requirements.

Where any activity organised by the department requires specialist clothing, then the department will ensure that it is provided and worn at all times.

Jewellery should be removed so that it cannot become caught up on equipment or present a hazard to other participants. Long hair must be tied back.

Personal Protective Equipment

Many sports require the use of certain protective equipment to prevent injury. Pupils will be advised as to the correct type of protection required for each activity.

The school must ensure that a sufficient supply of protective equipment is provided where such equipment is not part of the normal kit of the pupil.

It is the responsibility of each member of staff to issue and check the returns of such equipment.

All loss, damage or defects will be reported and logged in order that repair or replacement can be actioned.

The stock and suitability of all protective equipment must be reviewed at the beginning of each term and the general condition monitored following each issue and use.

All such equipment must conform to the relevant British/EC standard.

Teaching staff are responsible for instructing their pupils in the correct methods of use and care of protective equipment, and must supervise and enforce its use as necessary.

Sports Equipment

All sports equipment must be maintained in good order at all times and any defective or faulty items must be removed for repair or replacement. Where it is not possible to remove such equipment (e.g. fixed apparatus) it must be clearly identified as unsuitable for use and disabled or cordoned off to prevent usage.

All apparatus and equipment must be checked for faults, defects and wear before each use by the member of staff in charge to ensure that it is safe for use. A thorough examination and audit must be carried out at the beginning of each term

Only apparatus and equipment officially provided and approved must be used. Makeshift or improvised equipment will not be permitted.

Many items of sports equipment, e.g. javelins, can inflict serious harm if relevant safeguards and procedures are not followed. It is, therefore, essential that all staff and pupils are familiar with, and understand the correct use of, all sports equipment used.

Indoor Activities

When planning indoor sports and activities, consideration must be given to the suitability of lighting and ventilation, etc. provision will be made to ensure adequate space is provided in relation to the number of participants at any one time.

All indoor sport areas must be kept in a clean and tidy manner and outdoor clothing, footwear and bags etc. must be kept in the changing room or in separate areas set aside for the purpose.

Floors must be of a suitable non-slip surface and kept dry and free from obstructions. Wooden floors must be checked on a regular basis for damage and splinters.

Outdoor Activities

Due regard to prevailing weather conditions and their effect upon the safety of the activity and participants is a factor in all outdoor games and sports.

The member of staff responsible for the activity, taking into account the abilities of the participants as appropriate, must in all cases of doubt, postpone cancel or cease the activity.

Outdoor games must only be played on suitable surfaces and these must be inspected before commencement. Special attention must be given to ensuring the absence of tripping hazards, broken glass or other sharp objects, which could cause injury.

Swimming

All pools used for swimming sessions, including public baths, must be equipped with adequate life saving equipment, buoyancy aids and first aid equipment. Before each session begins the pool must be checked for hazards and no person is allowed to enter the pool until the water is clear enough to enable the bottom to be seen at all depths.

Before any swimming takes place, instructions must be given as to the procedures to be taken in the event of an emergency. At regular intervals this emergency procedure, along with pool clearance drills, must be practised.

No pupil should be allowed to enter the water unless supervised from the poolside by an adult, who is capable of effecting a rescue and trained to perform resuscitation.

Trained observers capable of recognising and reacting immediately to any situation which they feel constitutes a danger to the well-being of any pupil must be provided. The observer must not be the instructor; however, s/he can be a life saver or resuscitator. All observers must be in position before the pupils enter the pool and throughout their swimming session. Observers must take account of any reflected glare. This may necessitate the observer moving around the pool side.

Except in the case of an emergency, teachers or instructors should not enter the water with the pupils if this would leave no adult supervisor on the poolside.

Off-site Activities

Many sports activities are conducted away from the school site, such as competitions, and those requiring specialist facilities or locations such as water sports and cross-country running. In addition, special trips or extra-curricular activities may be organised.

School policy must always be adhered to and any facilities and equipment provided by others for use by the school checked that it meets all safety standards.

No pupil or member of staff must be permitted to take part in any water sport unless they are a competent swimmer.

Hygiene and Welfare Facilities

Most sports and games require the wearing of appropriate clothing and suitable and sufficient changing facilities will be provided. Where applicable, such facilities will be segregated for male and female pupils and staff and will be supervised as appropriate.

In addition many activities involve some degree of physical exertion and the likelihood of the participants getting dirty and/or wet when performed outdoors (e.g. football etc.). Showers and or washing facilities must be made available to those taking part in such activities. Such facilities must be regularly cleaned and maintained.

During extended periods of activity, especially during spells of hot weather, or where the level of physical exertion is likely to warrant it, then an adequate supply of drinking water and/or suitable refreshments must be made available.

First Aid Facilities

Each location where sports activities take place must have access to emergency first aid equipment, appropriate to the type of activity being performed, and sufficient members of staff instructed in its use.

All members of staff and pupils must be informed of the location of such facilities and the identity of those persons trained and authorised to dispense first aid and emergency treatment.

It is the responsibility of each member of staff to inform the Principal of each sport/activity of any medical condition, long or short term, which may affect their ability to perform any physical activity.

Inspections and Audits

The Principal must ensure that all safe working practices and procedures are adhered to, and that all relevant statutory requirements are adhered to. In liaison with GEMS, making arrangements for regular inspections and audits of the activities, facilities, equipment and working practices.

Any necessary alterations or remedial action highlighted by such inspections and audits, must be put into effect, following due consultation with the relevant safety representatives, members of staff and nominated competent persons.

All changes made in the light of inspections/audits must be brought to the notice of affected persons.

Annex 15: Science Health and Safety

Whilst following the general health and safety guidelines and procedures contained in the policy, science requires additional procedures to ensure the health and safety of staff and pupils at all times.

It is the responsibility of the Principal to ensure that the general policies are adhered to and to instigate any specific procedures developed, in consultation with the nominated competent person and all members of staff.

Members of staff, both teaching and non-teaching, have a duty to work in a responsible manner, and in accordance with all laid down procedures, at all times.

Particular consideration will be given to the following areas:

General Laboratory Procedures

It is essential that good practice is followed and demonstrated by members of staff at all times. All pupils will be made aware of the principles of safe practice, the type and range of hazards that may be present and the procedure to be adopted in the event of an emergency.

The following basic rules apply:

- no smoking, eating or drinking in any science area, at any time;
- coats, bags etc., should not be allowed to block the benches or adjacent floor areas;
- no unauthorised experiments or deviation from the curriculum specifications are allowed;
- no material or chemicals to be removed from the laboratory without express permission, and all materials and equipment issued to pupils to be accounted for at the end of each lesson;
- laboratory work areas will be kept clear and tidy at all times, and materials not in use correctly stored;
- adequate levels of lighting, heating and ventilation must be provided at all times within the laboratory areas.

Environment

Appropriate and adequate levels of lighting and ventilation must be provided at all times within the science areas.

All supplies of energy such as electricity, gas (mains and portable), water, etc. must be fitted with appropriate isolation controls and staff must be made aware of their position, and how to operate them in the event of an emergency.

Risk Assessment

A risk assessment must be carried out for each laboratory procedure, in order to identify any hazards and precautions necessary.

The significant findings of these assessments will be brought to the attention of all staff and, where appropriate, include in any lesson plans or pupil instructions alongside any relevant laid down assessments in cases where chemicals are involved.

Use of Chemicals

One of the principal hazards in any laboratory is the use of chemicals, and strict procedures will be followed at all times.

All chemicals must be clearly identified and, where appropriate, carry all relevant hazard warning labels, even when decanted into smaller amounts for bench use etc. All teachers & pupils educated as to what symbols mean.

Chemicals must be stored in accordance with the supplier's instructions and issued only in the quantities required.

Records must be kept of all issues and returns as appropriate. The use, handling and storage of all chemicals is subject to British/EU regulations, and accordingly assessments will be made and safe working procedures developed, for all chemicals present.

Any such assessments, and the precautions and procedures identified as necessary, must be brought to the attention of all members of staff and pupils using those chemicals, and shall be an integral part of any lesson plan involving their use.

Each laboratory must be equipped with the necessary materials and equipment to deal with any spillage or leakage of any chemicals at the time of their use. All members of staff, and where appropriate, pupils, must be instructed in the correct methods of their use and disposal.

Personal Protective Equipment (PPE)

Personal protective equipment must be issued and worn whenever identified as necessary in any relevant risk assessment.

The department must ensure that a sufficient supply of such protective equipment is made available and kept in good order.

It is the responsibility of each member of staff to issue and check the returns of such equipment as appropriate.

All loss, damage or defects should be reported and logged in order that repair or replacement can be actioned.

The stock and suitability of all PPE must be reviewed at the beginning of each term and the general condition monitored following each issue and use.

All PPE must conform to the relevant British/EC standards and be of a type suitable to afford adequate protection against the risks identified.

Teaching staff are responsible for instructing their pupils in the correct methods of use and care of PPE, and shall supervise and enforce its use as necessary.

Laboratory Equipment

All laboratory equipment must be maintained in good working order at all times, and any defective or faulty items shall be removed for repair or replacement as appropriate. Where it is not possible to remove such equipment, it must be clearly labelled as 'out of order' and isolated from its power supply to prevent accidental usage.

Electrical apparatus must be visually inspected on a regular basis and subjected to electrical (PAT test) at least once every twelve months. A record of such tests and inspections must be maintained by a named person.

All laboratory machinery must be guarded or provided with interlocking devices such that no contact with any dangerous moving parts is possible.

All glassware must be inspected for chips and/or cracks etc. on a regular basis and any defective items disposed of.

Fume Cupboards

The fume cupboard must be properly maintained and subjected to an annual thorough examination and smoke test. Records of such tests must be kept by a named person.

The fume cupboard must only be used by pupils under close supervision and no chemical reactions are to be left unattended.

Biological Hazards

Any procedures involving the use of micro-organisms are subject to laid down regulations, and an assessment must be carried out of the possible risks involved in the use of any potentially hazardous substance produced by, or including, the organism itself.

The utmost care must be taken at all times to ensure sterile conditions, where appropriate, and all pupils will be instructed in the proper sterile techniques.

PPE must be issued and worn as required, and no living organism is to be released or removed from the laboratory without prior consent.

Any living animals kept in the laboratory must be securely kept and all cages, tanks etc. will be maintained in a clean and hygienic manner. Such animals etc. must be handled by pupils, only under the supervision of a member of staff. (Refer to regulations)

Any samples or specimens must not be stored where there are any products for human consumption.

Application of Heat

Due to the frequent use of heat and naked flame in many laboratory procedures, special precautions are required.

Before any procedure involving the use of heat, flames, or exothermic reaction takes place, all potentially flammable materials and chemicals etc. not directly required, must be removed from the area.

All flame-producing equipment and gas supplies etc. must be maintained in good order and checked on a regular basis for damage or leaks.

Suitable fire-fighting equipment must be readily accessible.

Following each laboratory session involving the application of heat, and particularly where such a session immediately proceeds a period of non-occupancy (e.g. lunch-time/end of day), then the member of staff supervising the session must ensure the equipment is switched off/extinguished, and that no hot/smouldering articles remain.

When using laboratory glassware to contain substances and preparations requiring the application of heat, extra care must be taken to check its suitability and condition to withstand the likely temperatures during the operation.

Appropriate signs must be displayed in laboratories for chemicals etc. Signs must also show the location of first aid and eye-wash kits are kept.

Hair must be tied back and appropriate PPE worn whilst using any direct flames.

Waste Disposal

All laboratory waste must be disposed of in the approved manner and no chemicals etc. must be allowed to enter the drains should they be of a hazardous nature unless they have been sufficiently diluted or made safe.

All sharp instruments and broken glassware must be deposited in special sharp containers and labelled appropriately prior to disposal.

Any waste which may contain biological hazards must be kept separate from other waste and incinerated.

Hygiene and Waste Facilities

All work in a science laboratory requires that the highest possible standards of personal hygiene are observed at all times, especially when the use of biological or chemical agents is involved.

To this end, suitable facilities must be provided in, or within close proximity to, all laboratories for the purposes of personal washing.

No water outlets within the laboratory area must be used for drinking purposes.

First Aid

The laboratory must be supplied with emergency first-aid equipment, including a sufficient number of eye wash bottles.

Where appropriate, specialist antidotes and/or resuscitation equipment must be made available as necessary, and sufficient members of staff instructed in its use.

All members of staff and pupils must be informed of the location of such facilities and the identity of those persons trained and authorised to dispense first-aid and emergency treatment.

It is the responsibility of each member of staff and pupils to inform the Principal of any allergies or specific medical conditions which may affect his or her ability to perform any laboratory procedure, or handle any chemical or biological agent necessary, in the course of work or study.

Emergency Procedure

The departmental emergency procedures must reflect and enhance that of the school's emergency procedures policy.

All emergency routes and exits must be kept clear and easily accessible at all times.

Contingency plans must be developed to deal with any emergency, such as fire or escape of hazardous substances etc. and these must be made known to all members of staff and pupils. The location and type of fire extinguishers available must be clearly indicated and the suitability of such equipment must be constantly reviewed. Members of staff must be trained in the correct use of fire-fighting equipment.

General Fire Safety

The Principal has overall responsibility for organising staff, training and co-ordinating the actions of staff and pupils in the event of a fire. The departmental code of practice must be established with due reference to the school's fire safety policy.

Inspections and Audits

The Principal will ensure that all safe working practices and procedures are adhered to, and that all relevant statutory requirements are complied with, by making arrangements for regular inspections and audits of the laboratories, their equipment, chemicals and working practices carried out.

Any necessary alterations/remedial action, highlighted by such inspections and audits, must be put into effect, following due consultation with the relevant safety representatives, members of staff and nominated competent persons.

Training

The Principal is responsible for:

- monitoring staff performance with relation to the science department and school safety policy and make recommendations as to any additional or ongoing training needs within the department;

- ensure that all relevant staff in the science department receive suitable training with respect to any new equipment, machinery or procedures brought into the department and ensure that they are aware of current best practice and any official guidance or codes of practice etc. relevant to their work.

Annex 16: Design Technology Health and Safety

In design and technology the primary responsibility is to maintain safe working conditions for pupils and staff.

Issues relating to safety in design and technology

- The safe upkeep of tools, equipment, machinery and teaching areas.
- An awareness of the hazards relating to certain materials and equipment.
- The training of pupils in safe working practices.
- The maintenance of good discipline in teaching areas.
- Safety training for staff.
- Procedures in the event of an accident.

The safe upkeep of tools, equipment, machinery and teaching areas.

- Where they are part of the team, the technicians are responsible for the day to day upkeep of the tools, equipment, machinery and teaching areas. It is the responsibility of the teaching staff to keep the technicians informed about possibly dangerous situations.
- Teaching areas must be checked regularly and a record kept of any health and safety issues to be addressed.
- Portable equipment that is connected to the mains supply by a plug and flex e.g. soldering irons and glue guns that must be inspected during this check.
- Any potentially dangerous tools, equipment and machinery must not be used until they have been made safe.
- Pupils must not be allowed to enter a teaching area where a hazard exists.
- The appropriate safety equipment must be clearly available on all equipment where it is necessary.
- All staff must be made aware of the location of emergency stop buttons on machines and around the room.

An awareness of hazards relating to certain materials and equipment.

- The technicians or teacher in charge is responsible for making purchases within the school. It is at this stage that potential dangers must be identified which may result in a decision not to purchase.

- The school has to meet its obligations under the COSHH Regulations 1988 relating to the use of hazardous substances;

The CLEAPSS document, ' Risk Assessments for Technology in Secondary Schools' relates to the identification of those hazards, assessments of the risks and the measures needed to control them.

All staff involved in the teaching of design and technology must be familiar with these documents.

The training of pupils in safe working practices.

- Pupils must only use equipment that they have been instructed in the safe use of, and that they have shown the ability to work safely with.
- If pupils do not work safely following instruction, they must not be allowed to use potentially dangerous equipment until they prove themselves to be responsible.
- There are no times or circumstances whereby pupils are allowed to use bandsaws or power tools.
- Pupils must not have access to the design and technology preparation area at any time. However they are allowed to collect equipment and materials from the technician.
- Pupils must always wear an apron during practical sessions.
- Long hair and loose clothing must be safely secured back during practical sessions.
- Only one pupil is allowed to use machinery at any one time. All other pupils must remain outside of the working area marked on the floor around machines.
- Pupils must be made aware of the location and correct use of the emergency stop buttons located on machines and around the room.

The maintenance of good discipline in teaching areas.

- Good discipline in practical areas is fundamental to the maintenance of a safe working environment for pupils
- It is the responsibility of the teacher in charge to establish and maintain good discipline ensuring that:

pupils only enter practical areas when a teacher is present and when they are calm and orderly;

pupils are never left unattended in practical areas at any time;

practical areas are locked when not in use.

The characteristics of good discipline in practical areas are:

a low level of noise from pupils involved in necessary conversations;

pupils working with care and concentration;

pupils responding quickly to the staff instructions;

pupils actively listening to staff.

The above list does not imply a regimented approach to discipline. The challenge is to develop responsible, self disciplined autonomous individuals within a safe and enjoyable environment.

Safety Training for Staff

- All staff should undertake safety instruction and updates for machines requiring a safety certificate.
- Copies of all safety certificates will be held by the head of design and technology.

Procedures in the Event of an Accident.

In the event of an accident the teacher in charge should take the following immediate action:

- ensure that other pupils and staff are in no further danger.
- make an immediate assessment of the seriousness of the accident including determining whether specialist expertise is needed immediately;
- deal with the accident as per the first aid policy if it is very minor and refer to the first aider;
- call for immediate support if the accident is more serious accident;
- send a responsible pupil to obtain support if another adult is not available and follow the accident procedure;
- inform the head of design and technology/Principal about the accident as soon as possible;
- record details of the accident in the accident record book as soon as possible;
- conduct a risk assessment to determine whether policies and procedures need to be amended.

Annex 17: INSPECTION CHECKLIST

Note: Records of inspections and the results and action, where necessary, must be maintained.

Serial	ACTION	FREQUENCY	RESPONSIBILITY	NEXT DUE	COMMENT
1	Review Action Plans	Once a year	H&S Committee	Summer 2018	Ongoing
2	Fire Practices	Minimum once a term	Principal/Fire Safety coordinator	Ongoing	FSC to maintain records
3	Check all Fire Fighting Equipment	Once a year	Principal/FSC	Ongoing	Ansuls
4	Check all Fire Alarms systems and call points.	Ongoing	Principal/FSC	Ongoing	Contracts with Ansuls
5	Inspection of ladders, hoists and scaffolding	Annually	Ansuls/Landlord	Summer 2018	Equipment Schedule to be maintained and equipment fitted with tagging system
6	Check all work stations & VDU display units	Once a year	IT Manager		
7	All Portable electrical equipment to be tested	Once a year	FSC	Summer 2018	Annual contract
8	Parents to be reminded of their responsibilities for	Once a year	Head of Admin	Autumn Term 2010	Letter to go out with mailing at start of new academic year

	pupil-owned domestic appliances					
9	Check all First Aid packs	Once term	a	Head of Admin	Ongoing	Head of Admin
10	Check and servicing of all School boilers	Once year	a	Landlord/Clerk of Works	Ongoing	
11	Check Building integrity	Once every two years		Landlord/Clerk of Works	Ongoing	
12	Check fume cupboards and other local exhaust ventilation equipment	Once year	a	Landlord/Clerk of Works	Autumn 2018	
13	Inspect trees	Once year	a	Head Groundsman	Ongoing	
14	Check Building Security	Once year	a	Principal/Clerk of Works	Ongoing	
15	Inspect gymnasium equipment	Week one of each term		Head of PE	Summer 2018	Head of PE to maintains records
16	Inspection of guards, safeguards and safety equipment fitted to Building	Twice year	a	Clerk of Works	August 2010	
17	Legionella Control	Once term	a	Landlord	Ongoing	
18	Inspection of the School premises	Ongoing		Principal/ Clerk of Works	Ongoing	

19	Inspection of Pressure Vessels	Once a year	a	Clerk of Works	August 2018	
20	Check cookers	Once a year	a	Head of Catering/Landlord		
21	Check Science Room	Once a month & annually	a	Head of Science		
22	Stage Equipment and Electrical Lighting Inspection	Inspection once a term. Visual Inspection once a year - Physical	a	Head of Drama Clerk of Works and Security Officer	Summer 2018	
23	Inspection of School Exterior Equipment	Ongoing		Principal/Clerk of Works	Ongoing	
24	Trim Trail and Mini Assault Course (when built)	Once a year	a	Principal/Clerk of Works	Summer 2018	
25	Lift inspections/servicing	Twice a year	a	Clerk of Works	Summer 2018	Contracts with Vincotte
26	Periodic Electrical Safety Testing	Every 5 years	5	Landlord	Rolling Programme	
27	Roller Shutter Doors	Once a year	a	Clerk of Works	Summet 2018	
28	Alarm Devices	Once a year	a	Principal	Ongoing	

29	Air Handling & Air Conditioning Inspection & Servicing	Twice a year	a	Landlord	February 2018	
30	Fire Risk Assessments	Once a year	a	Fire Safety Coordinator	Ongoing	
31	School Generic Risk Assessments	Every 2 Years	2	Principal	Ongoing	In House
32	Emergency Escape Routes	Ongoing – spot checks made by security staff		Principal/Fire Safety Coordinator	Ongoing	In House – FSC to maintain records of spot checks