



Bishop Fox's

Policy Details	
Name:	Health and Safety Policy
Statutory (Y/N):	Yes
Website (Y/N):	No
SLT	
Lead:	School Business Manager
Date Reviewed:	October 2025
Next Review Date:	October 2026
Trustee Committee	
Name of Committee:	Finance Audit and Risk
Link Trustee	Health and Safety Link Trustee – Simon Hines
Date Reviewed:	November 2025
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1. Introduction

The purpose of the policy is to set out the responsibilities under the Health and Safety at Work Act 1974. The policy exists to ensure that adequate arrangements are in place to secure, as far as it is reasonably practicable, the health, safety and welfare of students, staff and others using or visiting the premises or participating in school-sponsored activities.

Bishop Fox's school recognises and accepts that every one of its employees, students and visitors to the school is entitled to a safe and healthy environment. The school recognises its responsibilities to raise awareness amongst students, staff and other site users of health and safety issues and to encourage good practice. It is the intention of the board of trustees of the school that all appropriate steps will be taken to meet statutory requirements, recognised codes or practice and guidance notes in establishing a safe and healthy environment.

2. Responsibilities

All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The school's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

Occupational health and safety in schools is governed by legislation and associated regulations. These are enforced by the Health and Safety Executive (HSE). Statutory health and safety responsibilities fall on the board of trustees (as the employer) and on the Headteacher and staff (as employees).

Board of trustees

The board of trustees, as employer, has a duty under the Management of Health and Safety at Work Regulations 1999:

- To institute a Health and Safety policy and advise employees of it
- To have a critical incident/emergency contingency plan
- To ensure, so far as is reasonably practicable, the health, safety and welfare of teachers and other education staff; the health and safety of students in the school and on off-site visits; and the health and safety of visitors and volunteers involved in any school activity
- To assess the risk of all activities, both in the school and off-site; introduce measures to manage those risks, and tell employees about the measures
- To ensure that staff are trained in their health and safety responsibilities; and, to take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk
- To consult with staff on health and safety issues and
- To ensure that appropriate health and safety expertise is procured by the school to act as a competent authority for audit and advice purposes.



This will be achieved by:

- Considering the requirements of the appropriate legislation and codes of practice
- Maintaining and monitoring a management structure for health and safety
- Ensuring that there is an effective and enforceable policy for the provision of health and safety throughout the school, and that it is implemented
- Nominating a trustee with responsibility for health and safety
- Periodically assessing the effectiveness of the policy and ensure that any necessary changes are made and
- Identifying and evaluating risks relating to possible accidents and incidents connected with school-sponsored activities, including work experience

In practice, the board of trustees delegates specific health and safety tasks to others in the school. However, the board of trustees retains the ultimate responsibility no matter who carries out the tasks.

Headteacher

The Headteacher has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Headteacher will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

Business Manager as Health and Safety Coordinator

The Business Manager is the Health and Safety Coordinator and has responsibility for the day to day implementation of the general school Health and Safety Policy and will be the designated contact with the Health and Safety Executive.

The Business Manager will:

- Ensure that responsibility for aspects of health and safety are written into the job descriptions of the school's managers and staff
- Organise and implement regular inspections and audit from a trained external provider
- Promote staff attendance on appropriate health and safety courses
- Monitor the effectiveness of risk assessments throughout the school, especially in relation to trips and
- Ensure there are procedures in place to monitor and assess outside contractors before the commencement of any work within the school boundaries



Supervisory staff

All supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility. In addition to the general duties that all members of staff have, they will be directly responsible to the Health and Safety coordinator for the implementation and operation of the school's Health and Safety Policy within their relevant departments and areas of responsibility. Supervisory staff will take a direct interest in the school's Health and Safety Policy and in ensuring that staff, students and others comply with its requirements. Supervisory staff will be responsible for ensuring the adequacy of suitably trained staff within their area of responsibility. This will include liaison with the Health and Safety coordinator in connection with the training of staff.

All members of staff

All staff are expected to familiarize themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk. In particular, members of staff will:

- Be familiar with the Health and Safety Policy and all safety requirements laid down by the board of trustees
- Ensure that staff, students, visitors and contractors are applying health and safety regulations, rules, routines and procedures effectively
- See that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment
- Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored, and labelled
- Report any defects in the premises, plant, equipment and facilities that they observe to the Health and Safety Coordinator and
- Take an active interest in promoting health and safety and suggest ways of reducing risk.

Safety education

The DfE has published guidance for school on safety education. This guidance shows how the curriculum for Personal Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people. One of the aims of PSHE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues. This guidance also sets out the general teaching requirements for health and safety in relation to science, design and technology, information and communication technology, art and design, and physical education.



3. Arrangements

Procedures exist for all of the main areas of health and safety; they are detailed as follows:

Fire safety

Staff are responsible for ensuring that students are conversant with the evacuation procedures. 'Fire Action' notices are displayed in all rooms and strategically placed locations across the school. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

All firefighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points and records maintained. All emergency lighting will be tested monthly and records maintained. Records are maintained by the Estates Manager.

The school will implement its Fire Safety Policy to ensure that staff, students and visitors are safe and aware of potential risks of fire.

Reporting accidents and near misses

All accidents (or near misses) to staff, students and visitors must be reported. The completed form should be given to the Health and Safety Coordinator. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Health and Safety coordinator will ensure that the Health and Safety Executive is informed of reportable incidents.

The school will always record and report work-related injuries to staff members or students.

Reporting significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

The school will always report 'specified injuries' to the HSE without delay. These injuries include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe



- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Serious burn injuries (including scalding) which cover more than 10 percent of the whole body's surface area or cause significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma

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- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

The school will also report occupational diseases upon receipt of a written diagnosis from a doctor that a staff member has a reportable disease linked to occupational exposure. These include the following:

- Carpel tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis, e.g. from work involving strong acids or alkalis
- Hand-arm vibration syndrome
- Occupational asthma, e.g. from wood dust and soldering using rosin flux
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

Work-related stress and stress-related illnesses will not be reported since they are not usually just one distinct event. RIDDOR stipulates that to be reportable, an injury must have resulted from an accident arising out of or in connection with work.

The school will only report accidents that are:

- Discrete.
- Identifiable.
- Unintended incidents which cause physical injury.

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The school will not submit written accident reports to the HSE, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

Reporting hazards

Staff, students, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the Headteacher as appropriate. Serious hazards will be reported using the appropriate form available in the [school office](#).

Accident investigation

All accidents, however minor, will be investigated by the health and safety officer and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be



carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

COSHH

Bishop Fox's school is required to control hazardous substances and eliminate where possible, which can take many forms, including:

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

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

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

All hazardous substances are stored in non-student areas. These areas are locked when staff members are not present.

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

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

Gas safety

Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

Gas pipework, appliances and flues are regularly maintained.

All rooms with gas appliances are checked to ensure that they have adequate ventilation.

Legionella

The school has a water risk assessment and the Estates Manager is responsible for ensuring that the identified operational controls are conducted and recorded. The risk assessment is reviewed annually and when significant changes have occurred to the water system.



Asbestos

The school has a comprehensive asbestos register detailing the locations and the actions to take if they suspect any asbestos has been disturbed.

Staff are briefed on the hazards of asbestos. All contractors completing work on the school premises are made aware of any asbestos in the areas they are working to ensure that it is not disturbed. Contractors are advised that if they discover material which they suspect could be asbestos, they are to stop work immediately until the area is declared safe.

First Aid

First Aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. The school will ensure that there are adequate levels of trained first aiders during normal school hours.

Parents will be asked to provide details of student medical conditions on enrolment at the school, and to update annually via Data Collection sheets. The school will seek to accommodate medical needs, not involving treatment, where reasonably practical.

We have 30 staff who are trained as first-aiders. First Aid boxes are located throughout the school.

Equipment

All school equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. Inspectors or a trained Health and Safety technician will inspect equipment for any issues annually.

When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the any necessary hazard signs and contents.

Electrical equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any potential hazards should be reported immediately. Only trained staff members can check plugs

Any student who handles electrical appliances does so under the supervision of the member of staff who so directs them.

Permanently installed electrical equipment is connected through a dedicated isolator

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switch and adequately earthed. All isolator switches are clearly marked to identify their machine.

Where necessary a portable appliance test (PAT) will be carried out by a competent person on the site team.

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

Safety equipment

Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate. When new equipment is purchased, it is the responsibility of the departmental manager, with the assistance of the Health and

Safety Coordinator as necessary, to ensure that it meets appropriate educational standards and that its installation and use confirms to health and safety requirements.

Display Screen Equipment

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out annually. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician.

Working at height

The school ensures that work is properly planned, supervised and carried out by competent and trained members of staff, with the skills, knowledge and experience to do the work. Training has been provided to key personnel in the relevant departments that may be required to work at height, a log is kept on individual's staff records.

In addition:

- The Estates Manager retains ladders for working at height
- Students are prohibited from using ladders
- Staff wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure they are in a safe environment



Access to high levels, such as roofs, is only permitted by trained persons

Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they should ask for assistance. Training has been provided to key personnel in the relevant departments that may be required to lift and move equipment, a log is kept on individual's staff records.

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

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

Housekeeping

The Estates Manager will monitor the cleaning standards of the cleaners. Special consideration will be given to hygiene areas. The Estates Manager will monitor the efficiency of the waste collection service.

School visitors

All visitors to the school will sign in at reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the school. Whilst on site, all visitors and contractors must wear a red school visitor's lanyard unless HR have confirmed they have a current DBS in place in which case it will be green.

Contractors

No contractor may undertake work on the school site without permission from the Estates Manager other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism. Contractors are responsible for the health and safety of their employees and for their safe working practices, which must not constitute a hazard to school staff, students and visitors to the school.

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure.



- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion.
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure.
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The Headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The Headteacher will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of the principal contractor and/or principal designer
 - Welfare arrangements
- Details of the nearest A&E department.
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.

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- Following completion of the project, the health and safety file is handed over to the Headteacher, kept up to date by the health and safety officer, and is made available to anyone who needs to alter or maintain the building

Personal protective equipment (PPE)

The school will provide employees and students who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE where appropriate. All staff and students will be provided with protective eyewear in all workshops and laboratories. Visitors will also be supplied with PPE when appropriate.

Staff and students will use the PPE provided, and care for it according to the instructions and training given. Supervising staff will ensure PPE fits the wearer properly. Where more than one item of PPE must be worn, the items should be compatible and remain effective. PPE will not be worn if wearing it causes a hazard greater than the hazard it is intended to protect the wearer from.

Students will report any loss or defects to their class teacher, who will report it to the site manager for repair. Damaged PPE will not be used and will be disposed of in line with the manufacturer's instructions if it is not possible to repair.

Thorough risk assessments will be carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on a **termly** basis.

Staff and students will receive appropriate health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults. Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory. When not in use, PPE will be properly stored, kept clean, and in good repair.

The school will cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

The SBM will keep a record of all expenses related to PPE and uniform for HR and finance purposes. In accordance with HM Revenue and Customs (HMRC), the school will pay any tax and national insurance on uniforms and PPE that are not **exempt**. Using a **P11D** form, the school will report the cost of the following to HMRC, unless they are exempt:

- Buying the clothes for employees
- Lending clothes to employees
- Cleaning or repairing clothing

The school will not report the above to HMRC if it is provided as part of a salary sacrifice arrangement. If the school follows either of the below procedures, we will not report uniform costs as detailed in section 17 to HMRC:

- Paying a flat rate to employees as part of their earnings – either a benchmark rate or a special (bespoke) rate approved by HMRC
- Paying back the employee's actual costs

The school will always use PPE in line with UK Health Security Agency guidance



Employee clothing

If the school purchases clothing for employees, or lends it to them, we will:

- Report the costs on P11D form.
- Pay Class 1A National Insurance on the value of the benefit.
- If employees purchase clothing that is necessary to complete their role and the school reimburses them, the school will:
- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

If employees purchase non-durable clothing, e.g. rubber gloves, and the school reimburses them, the school will:

- Add the value of the benefit to the employees' other earnings.
- Deduct and pay PAYE tax (not Class 1 National Insurance) through payroll.

If employees pay to have clothing cleaned or repaired, the school will:

- Add the value of the benefit to employees' earnings.
- Deduct and pay PAYE tax and Class 1 National Insurance through payroll.

The value of clothing for tax and reporting will depend on whether the school has given or lent clothing to employees. If clothing is given to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- The second-hand value of the clothing when it is given to employees

The initial cost of the clothing

If clothing is lent to employees, the school will use the higher of the following to work out the value of clothing for tax and reporting purposes:

- 20 percent of the clothing's market value when first provided to employees
- Any annual rental or hire charges the school pays for it

Medication

The school's Supporting Students with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive annual training in supporting students with medical conditions.

The school will obtain notification from parents regarding any medication that students are required to take. Only trained staff will administer medication. The school's Administering Medication Policy will be followed at all times. A record will be kept of any medication that students take – this will be checked prior to administering any non-prescription medication.

Smoking

The school is a non-smoking premises and no smoking will be permitted on the grounds. The school's Smoke-Free Policy will be read and understood by all staff. All staff, students, visitors and contractors will be made aware of the policy.



Severe weather

The school will act in accordance with the Adverse Weather Policy where the weather could pose a risk to individuals on school site.

The Headteacher, in liaison with the board of trustees, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the board of trustees will be promptly informed.

Hirers

Hirers of the school premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to health and safety when making the booking.

Minibus

The school will follow the following standards:

Driving license held before 1st January 1997 – gives entitlement to drive a minibus provided it has a maximum of 17 seats including the driver's seat and is not being used for hire or reward. Staff will be asked to participate in driver training (MIDAS or similar) prior to transporting students, unless they have significant prior experience. Refresher training will be provided.

Other drivers – Have no entitlement to drive and must pass a D1 test. The D1 minibus test is conducted by the Driving Standards Agency (DSA) and you will have to complete a theory and practical test. Training will cover all aspects of general driving and all the required maneuvers. Courses are usually a minimum of 2 days with minimum length being assessed by the DSA instructor.

The Estates Manager will be responsible for arranging the annual maintenance of the mini bus, including MOT's, road tax and insurance.

Health and safety policy and procedures concerning school minibuses will be contained in the school's Minibus Policy. The health and safety officer will be responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.

The driver will have a current license, be aged 25 years or over and hold a full licence in Group D or passenger carrying vehicles. Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.

If passengers are paying a charge, the minibus permit will be clearly displayed in the vehicle.

Internal damage to the minibus will be the responsibility of the individual or organisation using the minibus. The school will decide who is responsible for covering the cost of any repairs.



The minibus will carry strictly one person per seat and seat belts will be worn at all times.

Fines accrued will be paid by the driver at the time the offence was committed.

Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

Own vehicle use to transport students

Staff will need to complete a risk assessment in conjunction with the H&S Coordinator. This will consider the safety record of the driver and their experience.

External trips

The school has set procedures for external trips, which are set out in the Staff Handbook. Central to the process is the assessment and mitigation of risks. The school utilises the European Education Consultants online system and consults with the Outdoor Education Service.

Emergencies

Emergencies will be dealt with through 999 procedures. The school also has set procedures for the handling of critical incidences. The procedures are out in the Critical Incident Plan.

Stress and Occupational Health

Bishop Fox's school recognises the risks of workplace stress and the effect of external non-work stresses on staff. Staff have access to counselling services and occupational health services. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

Monitoring

The school has both internal and external monitoring/review arrangements in place for Health and Safety, they are listed below:

Internal

- Termly Health & Safety site walks
- Fire evacuation policy

External

- Health & Safety audit
- Accident/Incident reporting
- Fire risk assessment
- Legionella risk assessment
- Asbestos report



The effectiveness of this policy will be monitored continually by the Headteacher and the board of trustees. Any necessary amendments will be made immediately.

The next scheduled review date for this policy is [November 2026](#).

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

APPENDIX 1 – STRESS MANAGEMENT POLICY

Bishop Fox's school is committed to providing a healthy and safe working environment for all staff and recognises that excessive levels of work-related stress are a potential cause of ill health. The school has a duty in law to ensure that the health of its employees is not adversely affected by their work. This policy and associated guidance set out what the school does to manage work related stress.

Purpose

It is the policy of Bishop Fox's school to take all reasonable and practicable steps to safeguard the health and safety of employees whilst at work. The school recognises that excessive levels of stress, especially if endured for long periods can lead to ill health. Harmful levels of stress can arise as a result of factors both in the workplace and from employees personal and family lives. While it has no control over external factors, the school's objectives are to:

- Identify sources of harmful levels of stress and prevent, as far as is reasonable and practicable, employees being exposed to harmful levels of stress at work;
- Enable managers, supervisors and individual employees to recognise, at an early stage, problems which might be related to harmful levels of stress;
- Provide support for those who are suffering ill health due to work related stress and
- Provide assistance to enable employees to recover their full potential as soon as possible.

The school recognises that a policy on work related stress cannot sit in isolation. It must be supported by other school policies which address matters which might result in harmful levels of stress.

Guidelines

Symptoms of stress may be physical, for example:

- Altered appetite
- Changes in weight
- Headache
- Backache
- Skin rashes
- General tiredness
- Difficulty in sleeping



Stress may also manifest itself in:

- Anxiety
- Depression
- Indecision
- Uncharacteristic irritability or impatience
- An inability to concentrate or remember things

There are many potential causes of work related stress, including the nature of the job itself, work organization/workload, time pressures, the workplace environment, poor communication, bullying/harassment, relationships with supervisors/colleagues, feelings of job insecurity and lack of control

In the first instance a member of staff who feels they may be suffering from stress is encouraged to speak to someone. In order to address work place stress it is advised that they speak to either:

- Line Manager
- Occupational Health Service
- GP
- Counselling Service
- Trade Union Representative

Wherever possible the Line Manager will hold an informal meeting with the member of staff to try and identify what is causing their stress. If it is clear that the cause of the stress is work related, the Line Manager will consult with the member of staff on ways of trying to reduce the cause – for example, a particularly heavy workload, problems with the workplace or bullying. He/she may well suggest the member of staff should seek advice from the Occupational Health Service, the Counselling Service or their GP on how to reduce stress levels.

Where the sources of stress is outside of work this may still have an effect on the employee at work. The employee may or may not wish to talk to his/her Line Manager about problems outside of the workplace. Advice can be sought from the Occupational Health Service or the Counselling Service.

Complete confidentiality will be maintained at all times.

An awareness of the symptoms of stress and learning how to recognise and reduce individual stress levels will be incorporated into staff training where appropriate. Training will recognise that a certain amount of pressure will always be present and will focus both on preventing excessive stress and on coping strategies.

Conclusion

The school recognises that stress may affect staff performance. It is in our interests to both relieve stress where we can and provide a working environment that reduces stress and supports colleagues wherever possible.



APPENDIX 2 – HEALTH & SAFETY POLICY FOR SCIENCE

The role of this policy

This policy should be read in conjunction with the Bishop Fox's school general Health and Safety Policy. This document is maintained by the Science department. It is made available to all new members of staff working in the department. Staff are expected to sign the list kept by the Head of Department to show that they have received a copy. A reference copy, together with various Appendices, is kept by the Head of Department for consultation by staff or external inspectors.

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

Science teaching has an excellent health and safety record and this department is keen to promote practical work as an essential component of good science teaching. It is the duty of all members of the science staff, staff who work in the department occasionally, technicians, teaching assistants and other support staff (e.g. special needs and bilingual staff) and trainees:

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

Duties, functions and tasks

Bishop Fox's school has the ultimate duty to ensure the health and safety of employees and others on the site (and hence in this department). The task of overseeing health and safety on this site has been delegated by the employer to the Headteacher and Business Manager. Within the science department, this task is further delegated to the Head of Department who has the particular function of maintaining this policy document. This policy is reviewed annually.

Communications

It is acknowledged that communication of health and safety information is of the greatest importance and is the task of the Head of Department. In this department, all staff are made aware of this policy. Any new instructions, restrictions or rescinded (lifted) restrictions made by the employer are communicated to all staff in writing as well as being attached to the reference copy of this policy.



Monitoring and checking

The employer expects the science department to monitor the implementation of this policy. Records of monitoring are kept by the Head of Department. Checklists on resources and facilities for termly/annual use by technicians are used and updated annually and stored in the prep rooms.

Training Policy

The person with the task of seeing that training is provided is the Head of Department. Generally, this department follows guidance in the CLEAPSS documents L238, *Health and Safety Induction and Training of Science Teachers* and L234, *Induction and Training of Science Technicians*, suitably customized, to identify the training needs of staff.

Risk assessments

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

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are checked against the model risk assessments and significant findings are incorporated into texts in daily use.

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

- Details of the proposed activity
- The age and ability of the persons likely to do it
- Details of the room to be used eg size, availability of services and whether or not the ventilation rate is good or poor
- Any substances(s) possibly hazardous to health
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions
- Class size
- Any other relevant details, eg high voltages, heavy masses etc

Since the scheme of work has been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been agreed with the Head of Department. Bishop Fox's school encourages the development of new practical activities



(including on opening evenings and clubs etc) but these should be undertaken only after a prior check against model risk assessments and/or a special risk assessment has been obtained.

Where an activity must be restricted to those with special training, that restriction is included in a note on the text. For technicians' activities in and around the prep room, the assessments in CLEAPSS publications are held digitally and referred to as appropriate. Alternatively, the CLEAPSS hazards and recipe cards are used for quick reference.

Fume cupboards

The COSHH Regulations require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. The Head of Department has the function of seeing that this happens. The regular tests will be carried out by the trained technician in accordance with recognized CLEAPSS or other guidance. The records of the tests are available for staff reference and for inspection by the employer's representative or external inspector. All users have been trained to carry out a quick check that a fume cupboard is working before use.

Electrical testing

To meet the requirements of the 'Electricity at Work Regulations', Bishop Fox's school requires all portable electrical equipment to be inspected and tested regularly. The Head of Department has the function of seeing that this happens within the science department by consulting with the Site Team. All users have been trained to carry out a quick visual inspection before using mains-powered equipment.

Radioactive sources

Bishop Fox's school follows the guidance in CLEAPSS Guide L93 *Managing Ionising Radiations and Radioactive Sources*.

Procedures for handling and managing ionising radiation sources follow the guidance from CLEAPSS. Training on use of ionising radiation to assist learning is available from the Head of Department as needed. The *Radioactive Sources History* (i.e. authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal) is kept in the Radioactive Sources folder in the Prep room.

Pressure vessels

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



Animals, plants and micro-organisms in schools

Specific guidance and advice must be sought before the use and control of animals, plants and microorganisms in schools.

Equipment safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the *Provision and Use of Work Equipment Regulations*). Equipment listed by specialist educational equipment suppliers is taken to meet these *Regulations* but all other equipment, especially gifts, are treated with caution and carefully assessed. Equipment restricted to those users who have received special training are kept in the Prep Room and use is managed by the technicians. Any user who discovers a hazardous defect in an item of equipment must report it to the technician team or Head of Department.

Personal protective equipment (PPE)

Bishop Fox's school delegates to the institution the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them (*Personal Protective Equipment at Work Regulations*). Prescription safety spectacles are to be ordered following consultation with the Head of Department and Bishop Fox's school will meet the extra cost of the safety features. Laboratory coats are supplied by the institution. The employer expects eye protection to be available for students and visitors. Safety spectacles are provided for general use, with a set of goggles or face shields used whenever the risk assessment requires them. Goggles or face shields to chemical splash standard are worn whenever there is a risk to the eyes. The condition of the eye protection is checked regularly.

Chemicals

Offers of gifts of chemicals are not accepted.

The task of arranging safe storage of chemicals (and, where necessary, disposal), including highly-flammable liquids, in accordance with the requirements of the *Dangerous Substance and Explosive Atmospheres Regulations (DSEAR)* is given to the technician in charge who will ensure that chemicals are stored securely, the risks of fire, explosion and spillage are minimized, labels are readable and that a spill kit is available and properly replenished. Hazardous activities involving chemicals are restricted to those who have received special training are identified in the texts in daily use as part of the risk assessment.



Waste disposal

Waste chemicals and equipment are disposed of in an environmentally-responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on *CLEAPSS Hazards* (2007 edition or later). Other disposal follows guidance in the relevant section of the *CLEAPSS Laboratory Handbook*.

Outdoor activities

When planning any field trips etc. staff should consult the Business Manager and Trips Coordinator.

Manual handling and working at height

All regular operations including lifting or carrying equipment, pushing trolleys, etc. will be assessed to see if any many give rise to risks of injury (*Manual Handling Operations Regulations*) by a team consisting of the Head of Department and the technical staff. As it is sometimes necessary to carry chemicals or equipment through heavy fire doors, we have assessed risks under both the *Manual Handling Operations Regulations* and under the *Regulatory Reform (Fire Safety) Order* and will use two people, one to hold open the door, the other to carry items or we will prop open the fire door(s) using wedges/hooks. We will endeavor to keep the fire door closed as much as possible by removing the prop as soon as practicable. Occasional (i.e. one off) manual handling operations will be assessed by the staff member(s) before attempting them. Problems will be reported to the Head of Department.

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

Security

Access to laboratories and preparation rooms will be controlled to comply with the *Management of Health and Safety at Work Regulations*. All laboratories, preparation rooms and store rooms are to be kept locked at all times except when in use. It is the task of the staff member leaving such a room to see that the room is empty and that the door is locked. No class is allowed to work in a laboratory without adequate supervision. Academic Mentor groups based in science rooms can have access to the room, but only if risks are securely managed by the teacher. Any non-science staff who have to supervise any class in a laboratory will receive an introduction to laboratory rules.

Concern for others

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



Fire

Science staff will follow the normal school procedures in case of major fires. All Science staff are trained to deal with minor bench fires, clothing fires and hair fires. Advice on firefighting is given in sections 4 and 5 of the *CLEAPSS Laboratory handbook*.

Spills

Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly flammable fumes ('minor spills') are dealt with by teacher or technicians using a 'spill kit' prepared for this purpose and kept in the prep rooms. Risk assessments should account for this when planning these activities.

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. (Small amounts can be 'major spills' if spilt in small rooms.) Staff are trained in the appropriate procedures, which may involve calling the Fire service.

Injury

Science staff will follow the normal school procedures in cases that require first aid. Science staff are trained to carry out immediate remedial measures (e.g. eye rinsing), while waiting for the school nurse or a first aider. Instructions for immediate remedial measures are posted on the walls of all laboratories and prep rooms.

Reporting procedures

Injuries or suspected injuries to a student or a member of staff, dangerous occurrences and instances of damage or theft will be reported using the standard school procedures. Following an injury, so that the regulations (RIDDOR) can be complied with, the accident must be reported to the Business Manager as quickly as possible. Dangerous situations and incidents which might have resulted in injury, 'near misses', should also be reported to the Business Manager and these will be analysed and discussed at departmental meetings.

Laboratory rules for students

Students must follow strict rules when in any science laboratory in the school, these rules are clearly communicated to the students at all times and especially when using a laboratory for the first time. Students are made aware any deviation from the rules could result in a serious incident and put the safety of themselves and everyone else in the laboratory at risk.



Teachers, technicians and associated support staff

Teachers and technicians have a general duty to take reasonable care for the health and safety of themselves, of other members or staff and students. They have the following specific duties:

- To be familiar with this health and safety policy and its updates
- The texts to which this policy refers and any appendices

Teachers and technicians must cooperate with the employer's instructions, observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific health and safety duties. They have a duty to report to the Head of Department any failure of equipment that has a health and safety function.

Staff practices must set a good example to students and be consistent with student laboratory rules, e.g. the wearing of eye protection.

Staff must be familiar with emergency drills and with the location in each science room of: the escape route; firefighting equipment; eye wash equipment; the main gas cock; the main electricity switch and the nearest spill kit.

Laboratories must be left safe. Special arrangements must be made for equipment that has to be left running overnight and hazardous equipment that has to be left out. In general, all gas taps should be completely turned off and all mains-operated apparatus switched off. At the end of the day, if practicable, gas should also be turned off at the laboratory main gas cock. Technicians will check on a regular basis but the teachers should not rely on this.

Eating, drinking and the application of cosmetics should not take place in laboratories, storage areas or preparation rooms unless an area in which it is safe to do so has been created. Students should not be allowed to drink from water bottles if there is any risk of contamination, from equipment in the room or prior use of such chemicals.

When staff are alone in the science department, nothing should be done which could lead to an accident requiring remedial measures. A Teacher or technician must assess risks very carefully before conducting any practical operation in such circumstances.

In general, students must not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks of doing so, perhaps arranging for temporary supervision by a neighboring member of staff. Special arrangements may be needed for senior students doing project work, depending on the hazards involved, e.g. an experienced member of staff in an adjacent room.

Science laboratories, preparation rooms and stores must be locked by staff when not in use. Students must never be allowed into preparation rooms unless 100% supervision



can be guaranteed. Laboratories must only be used by teachers who are not scientists for teaching or registration if the room is cleared of hazardous materials and risks are discussed with the teacher. Non-specialists that teach Science should ensure they assess the safety of the room and equipment and seek support if there are any issues. Laboratories must be available for teacher supervised club activities only by special arrangement. AM groups that are based in Science rooms can have access to the room but only if they are under the supervision of their Academic Mentor. If the Academic Mentor needs to leave the group unattended for any reason, however small a period of time, they must make an assessment of the risks before doing so. If the risk is too great then they need to seek alternative supervision for the group or remove students from the room.

Teachers

At the beginning of each academic year, teachers must make sure their classes are aware of the student laboratory rules.

Teachers must enforce the student laboratory rules, reminding students of them often enough for them to be familiar. With new students, time should be spent explaining the rules, with appropriate demonstrations.

Lesson preparation should be adequate and include checking on risk assessments and, where necessary, the Health and Safety precautions required. A record that the risk assessment has been noted or undertaken should be placed on the instruction card for the technicians. Orders must not be handed in at the last minute; technicians must be given adequate time to prepare work safely. Time should be allowed for consulting more senior colleagues where there is any doubt and to try out experiments, particularly those involving significant hazards. Teachers must only deviate from the scheme of work (for which the activities have been checked against model risk assessments), after making a further risk assessment, possibly obtaining a special risk assessment from CLEAPSS. Teachers should explain precautions to students as part of their health and safety education.

Open-ended investigations must be organised to allow the teacher and students to assess any risks and identify precautions before any practical work begins.

If, because of large class size or indiscipline, health and safety cannot be maintained during certain practical work, the work should be modified or abandoned. This decision should be reported to the Head of Department.

A teacher is responsible for the health and safety of any of his/her classes taken by a trainee teacher. If the normal class teacher is absent, another science teacher must be given this responsibility by the Head of Department.



Teachers in charge of courses are responsible for ensuring that technicians are familiar with the appropriate precautions needed to control any hazards which might be encountered in preparing equipment for their lessons and in clearing the equipment away. Class teachers may need to remind technicians of such warnings.

High Standards & High Expectations



APPENDIX 3 – HEALTH & SAFETY POLICY FOR PE

The role of this policy

This policy should be read in conjunction with the Bishop Fox's school general Health and Safety Policy.

This PE document is maintained by the PE department. It is made available to all new members of staff working in the department. Staff are expected to sign the list kept by the Head of Department to show that they have read a copy. A reference copy is kept by the Head of Department for consultation by staff or external inspectors.

Regular external coaches will be briefed on its content.

General aims

The PE department is keen to promote practical work as an essential component of good PE teaching. It is the duty of all member of the PE staff, staff who work in the department occasionally, technicians, teaching assistants and other support staff and trainees:

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

Health and safety roles

Bishop Fox's school has the ultimate duty to ensure the health and safety of employees and others on the site (and hence in this department). The task of overseeing health and safety on site has been delegated by the employer to the Headteacher and Business Manager. Within the PE department, this task is further delegated to the Head of Department who has the particular function of implementing and maintaining this policy document.

Communications

It is acknowledged that communication of health and safety is of the greatest importance and is the task of the Head of Department. In the PE department, all staff are made aware of this policy.

Monitoring and checking

The employer expects the PE department to monitor the implementation of this policy and keep its content under review.



Training policy

The person with the task of seeing that staff have the appropriate training for the sport being taught is the Head of Department.

Main sources of guidance and risk assessment

The PE department follows and implements the Association for Physical Education 'Safe Practice in PE and Sport' 2012. It also utilises specialist risk assessment tools through the European Safety Suite and documentation produced by the individual sports professional bodies.

Equipment checks

The PE department is responsible for ensuring that equipment and facilities are routinely checked to identify any signs of wear and tear that may cause injury. Any defective items should be immediately taken out of use until repaired or replaced. Frequency of the checks should be carried out according to the nature of the equipment. For example, the trampoline should be checked on each use.

Accident and emergency procedures and off-site fixtures

All PE teacher should have first aid training. PE teachers will provide first aid until the duty first aider or school nurse arrives, or emergency service are present. Near misses (e.g. incidents that could have caused injury such as unexpectedly failing equipment) should be reported to the Business Manager.

During away fixtures and after normal school hours, the PE department must clarify who would be able to provide first aid if not available due to being after school hours or due to the remote location. The access to first aid should form part of the risk assessment for the fixture. Parents will be notified by the department if first aid has been administered during a fixture. The PE member of staff in charge for the fixture ensures a first aid kit is taken to any 'away' fixture(s).

Records should be maintained within the PE department of the children that are off site. The PE department will ensure that parental permission is in place for any fixture(s) off site.

Medical information

Medical information for each student is available to staff via SIMS.

Clothing and footwear

The school PE uniform is designed to ensure that the most appropriate clothing is worn in health and safety terms. This includes appropriate footwear and safety equipment for each activity.



Long hair must be tied back. Stud earrings should be taped up or removed for certain sports, including trampolining and all contact sports.

Students with special educational needs

The school aims to maximize all students' participation in physical education and school sport. Students with SEN participate in lessons in a manner appropriate to their ability and the safety of themselves and others.

The PE department when working with SEN students will:

- Know the nature of the students learning difficulty, disability, emotional or behavioral disorder;
- Be aware of any constraints on physical activity as a result of the disability or regime of medication, and
- Be able to provide the emergency treatment necessary if the physical activity exacerbates the disability.

Organisation of off-site visits (including inter-school fixtures, festivals and competitions)

The general requirements for Educational Visits/'Learning outside the classroom' apply to physical education or school sport events not on the school site. The school procedures for off site visits should be followed with assistance provided by the Educational Visits coordinator and Business Manager.

Risk assessment

Risk assessment is an ongoing process and is necessarily dynamic according to the nature of the students involved and other factors such as weather.

Generic risk assessments are in place for use of the school halls and the fields.

Each of the school sports (Athletics, badminton, basketball, bench ball, gymnastics, softball, cricket, cross-country, dance, dodgeball, football, hockey, netball, rounders, rugby, table tennis, tennis and trampolining) are carried out in accordance with the protocols in Association for Physical Education 'Safe practice in PE and sport' (2012).

Sport specific risk assessments from the professional associations are also referred to.

Staff vs student games

Such games raise issues around matching of student strength, experience and confidence. Where these issues can be mitigated, the event will be subject to risk assessment and be signed off by the Headteacher. Clear rules will be set out at the start of any games or events, any deviation from either team will result in the game being



immediately cancelled. Parental consent will be sought for all students taking part.

Guidance specifically for teachers of PE

The department's policy for 'Health and Safety' is consistent with, and so reinforces, the 'Health and Safety' policies of the school and LEA, which seek to promote safe and healthy working conditions, behavior and procedures.

All members of the department shall recognize their duty:

- To take care of their own health and safety and of others who may be affected by their actions;
- To be familiar with this policy and the overall school health and safety policy;
- To report damaged equipment/hardware or ineffective safety systems as soon as possible to the Head of Department; and
- To be responsible for health and safety matters within their normal teaching areas.

The effective management of safety for the PE department can be seen as having three major components:

Organisation of routines during and between lessons to include:

- Reporting breakages and dealing with broken glass
- Reporting and dealing with accidents and
- Tidying up after the lesson

Controls to include:

- Where to find safety information, e.g. first aid information, risk assessments, etc;
- Regular safety checks
- Safety training – to include all relevant staff and students and
- Effective storage

Monitor and review

- Including procedures for reporting hazards/suspected hazards
- Reviewing risk assessments and safety in general, eg reporting localised hazardous conditions for immediate attention – wet floors, obstructions, loose floor tiles, etc;
- Risk assessments for working areas (sports hall, field etc.)

The Safe Practice in Physical Education and school Sport Book for health, safety and risk assessment in PE are used to ensure appropriate safety measures and risk assessments are followed for the practical activities undertaken. This booklet is made available to staff in the central PE office. Staff are made aware by the Head of Department that it is their responsibility to ensure they are aware of the guidance provided before teaching any activity. Additional risk assessment are undertaken on the EEEEC system to give additional support in terms of health and safety for staff, in particular activities where a higher level of risk is identified.



Organisation of routines during and between lessons

Staff shall ensure that students are aware of the following safety code and should enforce the code in their lessons and classrooms if used. The PE learning areas are much safer places to work if this code is followed;

PE Code of Conduct for students

Before the lesson starts you must:

- Always walk into the learning area and never run or push anyone
- Always put your bag under the table or where your teacher tells you to put it

During the lesson, you must:

- Always obey your teacher's instructions
- Always work sensibly and quietly to minimize hazards and in order that instructions can be heard
- Always put your chair under the table if you leave your seat
- Always report an accident or equipment breakage immediately
- Do not eat or chew gum
- Never sit on tables unless instructed to do so
- Never wear jewellery for practical lessons
- Take inhalers into the lesson with you if you are asthmatic

At the end of the lesson:

- Always leave the room/learning area clean and tidy.
- Teachers should insist that students are inducted into a real sense of safety awareness and good practice, eg students must work with a 'good body posture'.
- Students should be encouraged to develop a strong sense of health and safety for themselves and others, and to become familiar with the general room specific rules and procedures.
- Tidying/clearing up after a lesson should be accepted part of a lesson, and time always needs to be allowed for this to take place safely and effectively. The type of work, number of students present, the variety of equipment used and proximity of storage facilities will dictate the time that is needed, but clearing up should never be left until the very last minute and rushed. The major safety consideration is that equipment is stored in its designated locations so that the next lesson is not compromised, and subsequent classes will not find equipment in an unsafe condition, or in locations that could cause injury.

Dealing with accidents and emergencies:

Accidents:

In the event of a student injuring themselves, dealing with that incident must take priority. All work in the room/learning area must stop and students must be asked to sit quietly without working or using equipment further until the incident has been dealt with and the welfare of the injured party has been organised.



Small cuts and abrasions can be dealt with using the first aid facilities available within the PE department. More serious matters, which require the attention of a qualified 'first aider', should be referred to a First Aider. A runner may be sent from a room/learning area to seek assistance if it is deemed to be quicker than getting to the nearest phone. Where it involves a head injury, always send a second person with the injured party to seek first aid if they are able to walk.

Emergency procedures

Students must not be made aware of all incidents where damage occurs to equipment so that they are not tempted to use such items, and they should always be encouraged to report any situation or equipment which appears to present a hazard.

In the event of accidents or faults with electrical equipment – it is important that the equipment be disconnected from the power supply and an 'EQUIPMENT OUT OF USE' sign secured to the equipment/hardware. Portable electrical equipment should be removed from the room/learning area and locked away until such time that the equipment has been inspected and/or repaired.

Regular safety checks

Electrical equipment is regularly monitored by teaching staff. In addition the whole stock of electrical and sport equipment/hardware is checked/maintained annually.

Effective storage

Effective storage contributes to good health and safety practice. Large items of equipment that cannot be stored centrally, should be located in the safest possible position in the room/learning area, taking account of the amount of space needed to operate them. Equipment that can be deemed potentially dangerous i.e. trampolines, javelins etc. should always be stored in a locked cupboard when not in use.



APPENDIX 4 – HEALTH & SAFETY POLICY FOR DT

Summary guidelines for staff

All teachers, technicians and support staff

1. Teachers, trainee teachers, technicians and teaching assistants have a general duty to take reasonable care for the health and safety of themselves, of other members of staff and of students. They have specific duties: to be familiar with this health and safety policy, its updates, the texts to which it refers and any appendices. They must cooperate with the employer's instructions, observe the requirements of this policy and fulfil any special responsibilities it gives them. They must co-operate with colleagues in their specific health & safety duties. They have a duty to report to local management any failure of equipment that has a health & safety function
2. Staff practice must set a good example to students and be consistent with student workshop rules, eg over the wearing of eye protection and other personal protective equipment
3. Staff must be familiar with emergency procedures and with the location in each D&T room of: the escape route; fire-fighting equipment; eye-wash station the main shut off valves for gas and water (where they exist); the main electricity switch and the nearest first aid kit. (where provided)
4. Design and technology rooms must be left safe. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out. In general, the mains gas and electrical supplies in workshops should be completely turned off at the end of each school day, or after the end of the last lesson of the day. In food technology rooms this may not be practicable, but all rooms should still be left in a safe condition
5. Eating and drinking should not take place in workshops and workshop storage areas or preparation rooms unless an area in which it is safe to do so has been created. Students should be allowed to drink from water bottles
6. When alone in the D&T department, staff should do nothing which could lead to an accident requiring remedial measures. The teacher or technician must assess risks carefully before doing practical work or using hazardous machines
7. Students must not be left unsupervised in any D&T room at any time.
8. All D&T teaching rooms, preparation rooms and stores must be locked by staff when not in use. Special arrangements must be made if access is required to a fire-escape route). Students must never be allowed into preparation rooms unless 100% supervision can be guaranteed.



D&T rooms must only be used by teachers who are not D&T specialists for teaching or registration after they have received special training and power to machines switched off. D&T rooms must be available for teacher-supervised extra-curricular activities only by special arrangement

Teachers

1. At the beginning of each school year, teachers must make sure that their classes have copies of the student rules for working in D&T room [see section 9] and issue them if necessary. They should be put into an exercise book, work folder or similar place
2. Teachers must enforce the student rules for working in D&T room, reminding students of them often enough for them to be familiar. With new students, time should be spent explaining the rules, with appropriate demonstrations
3. Lesson preparation should be adequate and include checking on risk assessments and, where necessary, the health & safety precautions required. Technicians must be given adequate time to prepare materials and equipment safely. Time should be allowed for consulting more-senior colleagues where there is any doubt and to try out tasks, particularly those involving significant hazards. Teachers must only deviate from the scheme of work (for which the activities have been checked against model risk assessments), after making a further risk assessment, checked with a subject specialist, possibly obtaining a special risk assessment from CLEAPSS. Teachers should explain precautions to students as part of their health & safety education
4. Examination course work, especially that which happens at post-16 level, must be organised to allow the teacher to assess any risks and identify precautions before any hazards are met/practical work begins
5. If, because of large class size or indiscipline, health and safety cannot be maintained during practical work, the work should be modified or abandoned. This decision should be reported to the Subject Leader – DT
6. A teacher is responsible for the health and safety of any of his/her classes taken by a trainee teacher. If the normal class teacher is absent, another D&T teacher must be given this responsibility by the Head of Department.
7. Teachers in charge of courses are responsible for ensuring that technicians are familiar with the appropriate precautions needed to control any hazards which might
8. be encountered in preparing equipment for their lessons and in clearing the equipment away. Class teachers may need to remind technicians of such warnings
9. Teachers should ensure that students have been adequately trained to use D&T equipment and a record kept of this training (eg in the teacher's mark book)



DESIGN and TECHNOLOGY DEPARTMENT HEALTH & SAFETY POLICY

1. The role of this policy

This Design and Technology Department Health & Safety Policy should be read in conjunction with the employer's general Health & Safety Policy and the detailed arrangements for implementing that policy in this school. The purpose of this document is to record the arrangements made in the design and technology department to implement the policy [in accordance with the Code of Practice or Guidance issued by the employer].

This document is maintained by the design and technology department. It is copied to all new members of staff eg teachers, trainee teachers, technicians, teaching assistants, etc working in the department. A reference copy, together with various appendices, is kept in the DT office available for consultation by staff and for inspection by visiting HSE inspectors or a representative of the employer.

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

2. General aims

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

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

3. Health and safety roles

3.1 Duties, functions and tasks

The employer, Bishop Fox's school, has the ultimate duty to ensure the health and



safety of employees and others on the site (and hence in this department). This employer has not currently issued any local instructions specific to Design Technology.

The task of overseeing health and safety on this site has been delegated by the employer to the Business Manager. Within the D&T department, this task is further delegated to the Subject Leader for D&T who has the particular function of maintaining this policy document. This policy is reviewed annually during the autumn term.

3.2 Communications

It is acknowledged that communication of health & safety information is of the greatest importance and is the task of the Head of DT with the assistance of subject specialists and the DT technician. See section 10 for the names of staff members with these health and safety functions.

In this department, all staff are issued with a copy of this policy which they should keep in their personal health and safety portfolio. A reference copy is kept in the DT office together with any appendices.

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

3.3 Monitoring and checking

The employer expects the D&T department to monitor the implementation of this policy and the employer's Code of Practice for Design and Technology. Records of monitoring are kept by the Subject Leader for D&T.

Checklists on equipment and machines for daily and weekly depending upon the machinery and records are kept by our DT technicians. Records of the checks are kept by the Head of DT.

4. Training policy

The person with the task of seeing that training is provided is the Subject Leader for D&T. Generally, this department follows guidance in BS 4163:2007 Health and safety for design and technology in schools and similar establishments – Code of practice (page 4 section 2.6) in respect of the training needs of staff. Staff may not use any item of equipment or machine if they have not received formal training to do so. Nothing less than documented evidence of training, such as a certificate of attendance at a training course will be accepted as evidence of training. Staff should update their competences every five years.



Trainee teachers who are following a recognised teacher training course should be supervised by a qualified teacher at all times when they are engaged in practical work. This also applies to people following a Graduate or Registered Teacher programme. Such trainees may use machines and may show students how to use machines as part of the lessons that they are teaching provided that appropriate supervision is maintained. This supervision may be progressively reduced, depending on the competence of the individual trainee teacher. In such instances a specific risk assessment of the situation should be carried out, and the degree of supervision needed discussed with the Subject Leader for D&T.

Particular training functions are delegated as follows (to be read in conjunction with section 9):

Function	Person responsible
Health & Safety aspects of the work of newly-qualified teachers and other new teachers	The subject leader for D&T and person in charge of each course
Health and safety of trainees on teaching practice	The member of staff taking responsibility of the student
Induction of newly-appointed technicians	Subject leader for D&T
Health & Safety training of non-D&T support staff	The subject leader for D&T or appropriate DT staff
Health and safety of non-D&T teachers using specialist D&T rooms	Subject leader for D&T
Manual handling for all relevant staff	HR/Line Manager
Healthy and safe procedures for cleaners working in D&T rooms	Estates Manager
Regular update training (covering new or changed regulations, new equipment etc.)	Subject leader for D&T

Records of the training received by members of the design and technology staff are kept in the Health and Safety folder.

5. Risk assessments

Every employer is required under various regulations¹ to supply employees with a risk assessment before any hazardous activity takes place. (Common hazardous activities carried out in D&T departments are listed in the publications below.) Because it is impracticable for the employer to write risk assessments for each of the many activities in school design and technology, this employer follows the



recommendation of the Health and Safety Commission to adopt published 'model' or 'general' risk assessments which school D&T departments adapt to their local circumstances.

Without specific employer instruction the following publications are to be used as sources of model (general) risk assessments.

CLEAPSS2 publications generally

CLEAPSS, Model Risk Assessment for Design and Technology in schools and Colleges

CLEAPSS, L235: Managing Risk Assessment in Design and Technology

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

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are checked against the model risk assessments and significant findings are incorporated into texts in daily use, by the DT technician. See section 10 for the member of staff responsible for overseeing this process.

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

- Details of the proposed activity
- The age and ability of the persons likely to do it
- Details of the room to be used e.g. size, availability of services and whether or not the ventilation rate is good or poor
- Any substance(s) possibly hazardous to health
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions
- Class size
- Any other relevant details

Since the scheme of work has been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been agreed with the subject leader for D&T.

We encourage the development of new practical activities (including on Open Evenings, at D&T extra-curricular activities, etc.) but these should be undertaken only after a prior check against model risk assessments and/or a special risk assessment has been obtained.



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

6. Equipment and resources

6.1 Local exhaust ventilation

The COSHH Regulations require the regular testing of local exhaust ventilation equipment (dust extraction and fume extraction from heat treatment areas) every 12 months.

6.2 Electrical testing

To meet the requirements of the Electricity at Work Regulations, this employer requires portable electrical equipment to be inspected and tested regularly.

All users have been trained to carry out a quick visual inspection before using equipment that is subject to arduous use. Such equipment includes soldering irons, portable mains powered tools and the leads and foot controls of sewing machines.

6.3 Pressure vessels

The sand blasting tank is the only pressure vessel within the department and this is not used as it does not work.

Air receivers or air compressors need periodic inspection under the Pressure Systems Safety Regulations.

In accordance with this employer's Code of Practice, the appropriate written scheme of examination is selected from CLEAPSS Guide L214b Examining Autoclaves, Pressure Cookers, and Model Steam Engines: Written Scheme of Examination, certified by the Subject Leader of D&T and used by the competent person (see section 10) to carry out the examination. Records of examinations are kept in the Health & Safety folder in the DT office.

6.4 Equipment safety

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



Any user who discovers a hazardous defect in an item of equipment must report it, both verbally and in writing to the subject leader for D&T, Head of School and Health and Safety coordinator, Dan Edwards.

6.5 Use of guards

All staff in the department must use all guards and other safety devices on machines and other equipment at all times. Under no circumstances should any guard or other safety device be removed or not used to enable a task to be done. Any operation which cannot be done with guards and other safety devices in place must not be carried out.

6.6 Personal protective equipment

The employer accepts the duty to provide eye protection, gloves, overalls and aprons for employees where the risk assessment requires them (Personal Protective Equipment at Work Regulations). Eye protection must be worn by all staff and students when using any machine or when soldering using soldering irons. Eye protection should be used for any other operation where the risk assessment shows it is required. Goggles and aprons are supplied by, and laundered by the school.

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

The condition of the eye protection is checked regularly (see section 3.3, Monitoring and Checking).

6.7 Waste disposal

Waste chemicals and equipment are disposed of in an environmentally-responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on the relevant risk assessments. Whenever there is any doubt on waste disposal, the school consults CLEAPSS or the local authority DT adviser.

7. Activities and procedures

7.1 Outdoor activities

When planning any visits or trips etc., staff consult one or more of the following - the DfES Health and Safety of Students on Educational Visits and Supplementary Guidance.



7.2 Manual handling and working at height

All regular operations involving lifting or carrying equipment, pushing trolleys, etc. will be assessed to see if any may give rise to risks of injury (Manual Handling Operations Regulations) by a team consisting of the Subject Leader for D&T and the Health and Safety coordinator, Dan Edwards.

As it is sometimes necessary to carry equipment through heavy fire doors, we have assessed risks under both the Manual Handling Operations Regulations and under the Regulatory Reform (Fire Safety) Order and will always use two people, one to hold open the door, the other to carry the items considering that the risk of manual handling injury is greater than the risk of fire injury, therefore, we will prop open the fire door using wedges. We will endeavor to keep the fire door closed as much as possible by removing the prop as soon as is practicable.

Occasional (e.g. one-off) manual-handling operations will be assessed by the staff member(s) before attempting them. Problems will be reported to the subject leader for D&T and the Health and Safety coordinator.

Following risk assessments under the Work at Height Regulations, when it is impossible to avoid storage or display above head height, glass or other fragile items are never stored above head height and only light-weight and rarely-used items are stored there. When displaying items at high level or fetching or replacing items stored at high level, step ladders or kick stools are used; staff never climb onto stools or benches. Where technicians are required to carry out work that involves working at heights, the person setting the task should carry out a relevant risk assessment. The employer's guidelines on working at heights should be followed.

7.3 Security

Access to D&T teaching and preparation rooms will be controlled to comply with the Management of Health & Safety at Work Regulations. All teaching rooms and preparation rooms are to be kept locked at all times except when in use. It is the task of the staff member leaving such a room to see that the room is empty and that the door is locked. It is the task of the technician in charge to see that the room is empty and that the door is locked when the teacher leaves. All teaching rooms which are left open are cleared of all hazards, including shutting-off all services when supervision by a qualified D&T teacher or suitably-trained teacher or teaching assistant. No class is allowed to be in a D&T room without supervision by a qualified D&T teacher, familiar with the departmental safety procedures.



7.4 Concern for others

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

7.5 Maintenance of equipment

When maintenance of equipment is carried out, all staff follow the guidelines contained in the CLEAPSS document L254 Health and Safety Maintenance of D&T Workshop Equipment. In particular machines must be isolated from the power supply and the fuses removed or the isolator locked off. A notice stating that the machine is under maintenance should be fixed to the machine. A risk assessment of the hazards involved in the task should be carried out before the work is started.

8. Emergency procedures

8.1 Fire

D&T staff will follow the normal school procedures in case of major fires. All D&T staff are trained to deal with minor fires that may occur when food is cooked or heat treatment areas are in use. This training is supported by regular drills arranged by the Headteacher. See section 10 for the names of the staff members currently qualified to carry out these tasks.

8.2 Spills

Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers or technical staff.

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations – this is unlikely to happen within DT as such gases as not used.

8.3 Injury

D&T staff will follow the normal school procedures in cases that require first aid.

8.4 Reporting procedures

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



Dangerous situations and incidents which might have resulted in injury ('near-misses') should be recorded by a First Aider. These will be analysed and discussed at departmental meetings.

9. Design and technology room rules for students

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

- Only enter a D&T room when told to do so by a teacher. Never rush about or throw things in a D&T room. Keep your work area and floor area clear, with bags and coats well out of the way
- Follow instructions precisely; only touch or use tools, equipment, machines and materials when told to do so by a teacher; never remove anything from any D&T room without permission
- Wear eye protection when told to do so and keep it on until you have finished the work that needs the eye protection
- When using naked flames (eg, gas torches in workshops, gas cookers in food rooms), make sure that ties, hair, baggy clothing etc are tied back or tucked away
- Always stand up when doing practical work in food technology or in workshops so you can quickly move out of the way if you need to
- Always wash your hands carefully before starting work in food technology and after the end of lessons in all areas
- If you are scalded, burnt or a chemical splashes on your skin, wash the affected part at once with lots of water and tell your teacher. Also report any cuts or abrasions.
- Report all spillages of any substance to your teacher.