

NORTH CESTRIAN SCHOOL
HEALTH AND SAFETY POLICY
DOCUMENTS TO BE ISSUED

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NB. The Laboratory and Technology Safety Codes are to be displayed in each laboratory or workshop and communicated to the pupils. "**Important information for ceramics students**" is to be displayed in all working areas and communicated to the pupils.

The Governors of the School are very mindful of health and safety, and of their obligations under the Health & Safety at Work Act 1974. A Staff Safety Committee meets at regular intervals and reports to the Headmaster, who acts as the representative of the Governors.

The General Policy of the School is to ensure the health, safety and welfare at work of all employees

- a) By providing and maintaining a working environment that is, so far as is reasonably practicable, safe and without risks to health, which is satisfactory as regards facilities and arrangements for welfare of staff at work.
- b) By providing and maintaining, as far as is reasonably practicable, premises, together with means of entry thereto and exit therefrom, which are safe and without risks.
- c) By ensuring, so far as is reasonably practicable, that plant, machinery, equipment or appliances, for the time being on School premises, are safe and without risks to the health, safety and welfare at work of all employees.
- d) By providing information, instruction, training and supervision in the use of such plant, machinery and equipment as is, in the opinion of the School, necessary.
- e) By ensuring that the use, handling, storage and transport of articles and substances are, so far as is reasonably practicable, safe and without risks to the health, safety and welfare at work of all employees.

CO-OPERATION

All aspects of health and safety remain a management responsibility. However a safe and healthy workplace can only be achieved with the full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others. They must also safeguard all persons to whom the school/college owes a duty of care, namely people who may come into contact with their work; pupils, parents, visitors etc. To achieve this employees must:

- Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school/college risk assessments.
- Exercise their awareness, alertness, self-control and common sense at work.
- Report promptly to their department head or Health and Safety Officer all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.

Employees should not be in any doubt that the school/college will apply disciplinary procedures to any employee who is in breach of the school's/college's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's/college's operations, and for those who may become involved in them.

POLICY REVIEW

This policy will be regularly revised, by Health and Safety Committee and reviewed by Board of Governors as necessary and at a minimum of one year intervals. In conducting the policy reviews, due regard will be given to the following:

Planning- The elimination of risks in the workplace by careful selection and design of facilities,
updated 14.07.16PR

equipment and processes, together with effective control measures and training for employees.

If appropriate, the school will consider the risk to safety involved in:

- dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building, water quality, and the use of radioactive material;
- contractors in schools;
- vehicle movements within the school grounds;
- workplace arrangements, including housekeeping;
- school trips;
- centres licensed by the Adventure Activity Licensing Authority;
- work experience arrangements;
- violence to staff;
- school security;
- stress management;
- letting of school premises to outside bodies;
- pupils with special needs, i.e. manual handling;
- any other site specific issue, e.g. swimming pools, golf courses etc.

Organisation- A review of the school's/college's organisation including changes to ensure that responsibilities for health and safety are clearly defined at all times to all employees at every level.

Control- Ensuring that the safety requirements are implemented throughout the school/college by all employees and that training is regularly conducted in support of those standards.

Monitoring and Review- All job specifications will contain safety requirements and instructions highlighting health and safety responsibilities. Regular safety audits will be carried out and a safety report completed each quarter. These documents will form the basis for monitoring and review, to ensure that a credible standard of health and safety is achieved.

HEALTH & SAFETY MANAGEMENT

The school's/college's Governors have overall responsibility for the implementation of the policy and will ensure that sufficient finance provision is made available to support the policy.

In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the school's/college's management team during management and board meetings.

A copy of the policy will be given to all employees when they join the school/college. When changes have been made to the policy, copies will be placed on the school's/college's noticeboards.

LIST OF H&S CHECKS AND RESPONSIBILITIES (see appendix 1)

FIRST AID

List of First Aiders

Name	Responsibility	Qualification	Expiry date
Yvonne Stevenson	First aid co-ordinator	2 day refresher	May 2019
Andrew Heslop	First aider incl outdoor pursuits	2 day	March 2018
Sharon Williams	First aider	4 day	June 2017

1. The School will not accept any responsibility for the administration of medicine to pupils:
 - a) where the timing of its administration is crucial.
 - b) where some technical or medical knowledge or expertise is required.
 - c) where intimate contact is necessary.
2. Paracetamol must not be given to pupils unless permission has been obtained from a parent or guardian. The number of tablets and time given must be recorded by the Office Staff
3. Aspirin, or preparations containing aspirin, must not be given to pupils.
4. First Aid Boxes will be maintained by the Appointed First Aider. The First Aid Boxes must not contain antiseptics, witch hazel, analgesic, or any other of the proprietary preparations often kept for home use. The basis of the Health & Safety Executive list of items to be included in the First Aid Boxes is that the items can be used by another person, in the absence of the First Aider, without aggravating the injury, until further help can be summoned, if necessary.
5. The Head may agree to deal with the administering of medicines to pupils at School in cases of chronic illness and long term complaints. However, the following safeguards will be required:
 - a) a doctor's note, delivered by the parent, to the effect that it is necessary for the pupil to take medicine during School hours. Clear instructions about the required dosage must be included.
 - b) the medicine, in the smallest practicable amount, should be brought to School by the parent, not the child, and delivered personally to the Head or an appropriate member of Staff.
 - c) The medicines must be clearly labelled with the contents, owner's name and dosage, and must be kept locked in a cupboard in the School Office.
 - d) the medicine should be self-administered, under adult supervision, and a written record kept of the dates and times of administration.
 - e) the Head must obtain a written indemnity from the parents in favour of the Head or the Teacher involved.
6. The decision to transfer a casualty to hospital, or to call an ambulance, will be made by a qualified First Aider or an Appointed Person. Staff must ensure that their car insurance covers the transport of pupils.
7. A list of Staff who can deal with First Aid and the location of First Aid boxes is in the First Aid Policy.
8. A record of all accidents will be kept in the School Office.
9. A travelling First Aid kit should be carried on all field trips and School journeys.

LOCATION OF FIRST AID BOXES

First Aid Room

Playing Fields/Staff Changing Room

Sports Hall Office

Science Laboratories

Technology Room

Toilet opposite Room U9

Out of School Hours: Hall/Kitchen

FIRE PROTECTION EQUIPMENT

The Premises Officer is responsible for inspecting each fire extinguisher and for checking the correct operation of the fire alarm system once each half term. The Premises Officer must sign a log after these checks for counter-signing by the Bursar. Any member of Staff who knows of a defect in the equipment should bring it to the attention of the Premises Officer who will arrange for remedial action.

ELECTRICAL SAFETY

All portable electrical equipment should be checked and a log maintained to show that the apparatus has been checked and all faults rectified. This is initially the responsibility of Heads of Departments who should keep a list of all departmental portable equipment. If any do not feel competent to do this they should ask the Safety Officer for help. PAT Testing is sub contracted.

OFFICE STAFF

Safety in the Office is the responsibility of Safety Officer.

KITCHENS

All matters, apart from Fire Drills, are the responsibility of the Caterers. (Holroyd Howe)

CLEANING STAFF

The Premises Officer is responsible for all Safety matters, reporting any problems directly to the Bursar.

PLAYING FIELDS

The Teacher in Charge of the Games Session must report all safety problems directly to the Safety Officer.

The Groundsman is responsible for ensuring that all equipment is routinely checked.

FIRE RISK (PREVENTION) POLICY

The purpose of this Policy is to ensure that all employees and pupils, as well as visitors to North Cestrian School know what to do in the event of a fire, (or the fire alarm sounding) and to minimise risk. The main aim of this plan is to ensure that all people present are safe and can be safely evacuated from the building.

DISCOVERING A FIRE

If a fire is discovered by either a member of staff or a pupil, they are to break the glass of the nearest alarm button to trigger the alarm. All members of staff must immediately decide if the fire can be easily contained. Evacuation, rather than fighting a fire, is the preferred course of action.

All rooms contain a plan of the school and the suggested evacuation route. Each route has been chosen to reduce the distance to an outside exit and to reduce congestion on each corridor. Members of staff are responsible for the display of the Fire Notice and Evacuation route map in their form room, and Heads of Departments for their specialist rooms. Replacement notices can be obtained from the Safety Officer. If members of staff teach in an unfamiliar room, they are to check the exit route.

The continuous sounding siren is the fire alarm and everyone in the buildings must evacuate to the assembly point even if they know it is a false alarm. Each School Year will start with an Evacuation Drill and be followed by a Fire Drill. Further Fire Drills will be held once in the Spring Term and once in the Summer Term. False alarms should be allowed to continue to roll call and be counted as one of the quota. For each Drill a notional location for the fire should be determined and the "danger" area closed to people leaving the building. A log should be kept of all the details of the Drill.

The correct type of extinguisher is located in each room and on the corridors and staff must take care to use the correct type if they decide to fight a fire. Under no circumstance must a water type of extinguisher be used on electrical fires. The number and location of the extinguishers has been decided by previous inspections and confirmed by the visit of Fire Officer Mark Farrant, in January 2012.

**PEOPLE WITH SPECIFIC RESPONSIBILITY IN THE EVENT
OF THE ALARM SOUNDING**

The Deputy Head: Mr M Bell. Responsible for collating the checks of people present at the assembly point.

Safety Officer: Mr S M Cruyton. Responsible for checking the overall evacuation and deputising for Mr Bell if required.

The above members of staff must immediately report any problems to the Headmaster.

Maintenance of Safety Equipment

Equipment	By Whom	When
Exit routes	S Cruyton/P Bloomfield	Regular review
Signage	S Cruyton/P Ratcliffe	Regular review
Fire Alarm	DCTS Fire prevention	4 times a year
Door closers	DCTS Fire prevention	4 times a year
Emergency lighting	DCTS Fire prevention	4 times a year
Fire Extinguishers/blankets	Phoenix	Annual inspection and renewal
Half termly checks		
Break glass	P Bloomfield	Each one tested 6 times a year
Extinguishers/blankets	P Bloomfield	Checked 6 times a year

FIRE PREVENTION MEASURES

We have the following fire prevention measures in place at North Cestrian School.

Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fires extinguishers (of the appropriate type), smoke/heat detectors, are located in every building in accordance with the recommendations of our professional advisors. They can be manually activated by breaking a glass panel, and are automatically activated when smoke/heat builds up.
- Emergency lighting has been installed where it has been deemed appropriate by our professional advisors.
- Automatic door closures that are activated by the fire alarms are fitted on doors in or leading onto escape routes
- The master panel for the alarm system is located in the reception area and shows the location of a fire.
- Alarms sound in all parts of the building. In the following areas they are supplemented by visual alarms (red flashing lights):
 - Food preparation areas

- Keeping fire routes and exits clear at all times. The Premises Officer is responsible for unlocking the buildings in the morning, when he removes bolts, padlocks and security devices from all emergency exits, checks that escape routes are not obstructed and that the emergency light work, and for reporting defects.
- Testing all fire alarms weekly (and recording all tests and defects). This is the responsibility of the Premises Officer who also arranges for an ISO9001 certified/BAFE approved contractor to carry out:
 - Monthly checks of fire doors, automatic door closures and emergency lights,
 - Six monthly professional check on fire detection and warning equipment,
 - An annual service of alarms, smoke detectors, emergency lights, smoke control systems and fire extinguishers.
- Records of all tests are kept in the Premises Office.
- Plans showing the location of fire hydrants, gas and electricity shut off points are displayed in the entrance of each building.
- The kitchen and Chemistry labs are fitted with heat alarms and 30 minute fire doors that close automatically when the fire alarms sound

Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- Regular portable appliance testing takes place. The Health and Safety Officer and Science Technician have been trained in this role.
- Records of all tests are kept in the Premises Office.
- The Premises Officers check that all Scientific and DT equipment is switched off at the end of the school day
- All computers, projectors, printers and electronic whiteboards are switched off during holidays and weekends
- The Catering Manager checks that all kitchen equipment is switched off at the end of the day.

Gas Safety

- All gas appliances (boilers, kitchen equipment etc) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the Bursar's office.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.

Safe Storage

- We ensure that flammable materials used in teaching or maintenance are locked in purpose-made, flame-proof containers at the end of every day.

Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings in the secured rubbish compound.
- Combustible materials used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards

LETTING OR HIRING THE SCHOOL

Our standard contractual terms that we use for letting and hiring the school covers fire safety and specifies that the hirer should certify that he/she has read and understood the school's fire safety policy and procedures. A school Premises Officer is always on call when the school is let or hired for an outside function or event.

TRAINING

Fire Safety is part of the Induction Programme carried out by the Health and Safety Officer for new staff. At the beginning of each Academic Year all staff are reminded to familiarise themselves with the procedure and a fire drill takes place within the two weeks of term in order to highlight any potential problems. Further training takes place periodically either in house by the Health and Safety Officer or by external consultants. The last external training took place in February 2014.

FIRE ROUTINE

IF YOU DISCOVER A FIRE:

Raise the alarm by operating the nearest fire alarm call point.

The alarm signal is: **A CONTINUOUS SIREN**

1. IF THE ALARM SOUNDS:

- a) Staff in charge of classes must escort pupils in an orderly fashion from the building to the Assembly Point, by the nearest available exit, checking the room before closing the door.
- b) anyone not in class must go to the Assembly Point using the nearest available exit and join the appropriate group (pupils to follow the instruction of staff where applicable).
- c) **DO NOT** stop to collect personal belongings.
- d) **DO NOT** attempt to pass others on your way to the Assembly Point.
- e) **BE CALM** at all times
- f) **ENSURE** that visitors are escorted to the Assembly Point and report to office staff.
- g) **TURN OFF** gas and electrical appliances

2. THE ASSEMBLY POINT IS: THE BACK PLAYGROUND

- a) all pupils must line up in register order, the Office Staff will bring out registers, visitors' book and Staff/6th Form signing out book.
- b) Form tutors collect registers from Office Staff, register their form and report to the Deputy Head
- c) staff who do not register a form must report to the Deputy Head.

3. FIRE FIGHTING:

- a) only attempt to fight a fire if:
 - i) there is no personal risk
 - ii) you feel competent to do so
- b) do not continue to fight a fire if:
 - i) there is a possibility that the escape route may be cut off by fire or smoke.
 - ii) the fire continues to grow in spite of your efforts.

THE HEADMASTER OR DEPUTY HEAD IS TO ENSURE THAT THE FIRE BRIGADE IS CALLED ON EVERY OCCASION THAT A FIRE IS DISCOVERED

4. WHEN CALLING THE FIRE BRIGADE:

- a) dial "999"
- b) give operator your telephone number and ask for "fire brigade"
- c) when fire brigade answers, give the call distinctly:

**FIRE AT: NORTH CESTRIAN SCHOOL
 DUNHAM ROAD
 ALTRINCHAM
 WA14 4AJ**

- d) **DO NOT** leave the Assembly Point or re-enter the building until told to do so by a fire brigade officer, Headmaster or Deputy Head.

5. The Safety Officer is responsible for organising Fire Drills and keeping a record of the date of the Drill, the notional location of the fire, and the time taken to the end of the roll call.

Who will be affected?

In the normal course of the day staff, pupils and visitors will be affected by a fire or the fire alarm sounding. The registers provide a detailed record of who is on site from approximately 9.00am onwards. (Before 9.00am and after 3.30pm, the Premises Officer is on duty and will be aware of the areas occupied by pupils and staff.)

All visitors to the school are to be escorted to the assembly point by the Office Staff if they are in the Reception Area, or by the member of staff they are visiting.

All deliverymen will be escorted to the fire assembly point by the kitchen staff. In the evening cleaning staff are on the premises until approximately 6.30pm. The Premises Officer has a record of their names and is to act as 'School Fire Officer' after 3.30pm for the cleaning staff. If staff keep pupils after 3.30pm they should supply the Office with a list of names and the approximate time of departure. This includes detention (both school and private), school sports matches and training sessions and school drama/music rehearsals.

Parents' Evening

Senior Staff will always be present at a Parents' Evening. They are responsible for issuing instructions and overseeing the safe evacuation of the building.

NCS PTA Meeting/Governors' Meeting

A member of staff will always be present when either type of meeting takes place. They are to take responsibility for the safe evacuation of the parents or governors.

NCS PTA Events

Several staff will be on site and as part of the planning for the event, fire evacuation must be on the agenda to ensure that the Friends know what is to happen. This must include the checking of side rooms, if used, and the toilets.

Open Evening

Staff will be on all corridors and fire evacuation must be part of the planning in staff meetings or briefings before the event, all tour guides must be taught what to do in case the alarm goes off. This is the responsibility of staff assigned to the 'training of tour guides' before Open Evening. We will not have an exact record of who is in the building but the only open rooms will have staff in them. Staff must take responsibility for all visitors to ensure that no one is left behind. Experiments on show in the laboratories should not include naked flames unless they have a member of staff or a suitably trained pupil responsible for them at all times.

Headmaster

The Headmaster occupies a flat in the main building. Smoke alarms are fitted in the stairwell below his flat. This was at the suggestion of the local Fire Officer.

Contractors

After signing in, and before starting work the contractor will sign a Risk Assessment and be notified of the fire procedure by the Premises Officer and/or Bursar.

TRIPS AND VISITS

A Most trips and visits, unless they carry risk beyond normal everyday risks commensurate with age and/or they are outside normal school hour and/or are residential, do not require a written risk assessment. Parent permission for such visits is not required, but parents should be told of the visit either by letter or be aware by virtue of the school calendar. If the trip necessitates extra safety measure, e.g a trip to the swimming pool, parents should be made aware in case they need to inform school of any issues. In these cases the person organising the trip, or a designated trip leader will be responsible. Such trips will have been agreed before hand by submission to SMC to consider for part of the school calendar.

B Trips that are beyond school hours, are residential or abroad or involve higher risk activities such as canoeing, high level walking or sailing will require written parental permission and written risk assessment. Such visits must first be agreed by SMC and placed in the calendar and only after a suitable risk assessment has been approved by Mr Cruyton. The "holiday" forms associated with these arrangements are found in the school handbook.

The trip organiser must ensure the approval for the trip has been gained and, if the activities involve risky activities such as caving, climbing, high level trekking skiing or water sports, he/she must be satisfied that the provider holds the appropriate approved licenses.

CLASSROOM SAFETY

Heads of Department are responsible for ensuring day to day safety in the classrooms taught in by their subject staff. In addition to dynamic risk assessments, any hazards should be reported to Mr Cruyton. They should ensure any electrical equipment used has been PAT and has the appropriate sticker.

STAFF WITH RESPONSIBILITY FOR SAFETY MATTERS

SAFETY COMMITTEE :

SAFETY OFFICER	MR CRUXTON
FIRST AIDER	MRS STEVENSON
GENERAL SECURITY & CLEANERS	MR P BLOOMFIELD
SCIENCE	MR J SEDDON
MINIBUSES	MR CRUXTON
SMT EVACUATION CO-ORDINATOR	MR CRUXTON
CERAMICS	MR CRUXTON
GAMES AND PE	MR STOBBS

SCIENCE DEPARTMENT SAFETY POLICY

The effective management of safety for a school science department can be seen as having four major components:

1. **Risk assessment and planning before a lesson**
2. Organisation of routines **during and between lessons** to include :
 - a) the use of goggles and protective clothing, etc.
 - b) reporting breakages and dealing with sharp objects and broken glass
 - c) location of safety equipment
 - d) reporting accidents
3. **Control** to include:
 - a) where to find safety information, e.g. COSHH file, risk assessments and CLEAPSS Hazcards, etc.
 - b) regular safety checks.
4. **Monitor and Review** - including procedures for reporting hazards/suspected hazards and those for reviewing risk assessments and safety in general.

SECTION 1. RISK ASSESSMENT AND PLANNING BEFORE A LESSON

Every activity is assessed for risk including carrying books, trays of equipment and pushing trolleys. We attempt to balance the desire to eliminate risk with the need to reduce risk in order to maintain practical work e.g. we may demonstrate an experiment in order to reduce the level of risk to students - however we would normally do as much class practical work as is possible. Before a lesson starts staff should :

1. Have carried out a risk assessment.
2. Have ensured that any safety equipment required is available.

3. Know when to use a fume cupboard and have arranged a room swap beforehand if the assessment deemed this to be necessary

Risk assessment is a process that has several components:

1. Identify hazards.
2. Look at cause and effect.
3. Examine methods of work.
4. Investigate the safety literature for advice - relevant Hazcards are available.
5. Remove hazards where possible.
6. Estimate any costs incurred in changing practice and obtain or request relevant funding.
7. Implement new practices.
8. Review the changes - risk better or worse?

In case of emergency staff should already :

1. Be familiar with evacuation procedures in case of fire or other emergency.
2. Know the location of, and how to use, fire fighting equipment.
3. Know how to use each of the three spillage kits used in the department:
 - Mercury Spillage
 - Chemical Spillage
 - Micro biological Spillage
4. Know the location and identity of the trained first aider.

SCIENCE DEPARTMENT SAFETY POLICY

SECTION 2. ORGANISATION OF ROUTINES DURING AND BETWEEN LESSONS.

Teachers should make frequent references to the rules and procedures applicable to a particular area of activity. A list of the Department's general rules and procedures, together with a list of those specific to the area, must be prominently displayed in each laboratory. Each student is given a copy of the following safety code during the first week of each new school year and it must be firmly affixed into their notebooks.

THE LABORATORY SAFETY CODE

THE LABORATORY IS A MUCH SAFER PLACE TO WORK IF YOU FOLLOW THIS CODE

Before the lesson starts you must:

1. **NEVER** go into a Science Laboratory or Technology Room without **permission**.
2. **ALWAYS WALK** into the laboratory and **never run** or push anyone.

During the lesson you must:

1. **ALWAYS** know exactly what you are doing.
If not, **ask your teacher**.
2. **ALWAYS** wear safety goggles/glasses when told to do so.
3. **ALWAYS** wear an apron when told to do so.
4. **ALWAYS** put your bag where your teacher tells you to put it.
5. **ALWAYS** put your stool under the bench or table if you leave your seat for any reason.

6. **ALWAYS stand and put your stool under the bench** when you are doing practical work.
7. **ALWAYS** report an accident or breakage immediately. *If you spill anything on yourself, immediately wash with water and call for your teacher's help.*
8. **NEVER** put anything into your mouth.
9. **NEVER** interfere with any equipment.
10. **NEVER** make up your own experiments.
11. **NEVER** put glass or solids down the sink.

At the end of the lesson:

1. **ALWAYS** wash your hands after an experiment
2. **ALWAYS** wipe the bench and sink areas if they are wet
3. **ALWAYS** leave the laboratory clean and tidy.

In addition to the above Safety Code students also learn the correct names and location within the laboratory of apparatus. We insist that students use the correct names of apparatus when talking to staff and peers.

2. Doors must be locked if staff leave the laboratory. Students are not allowed to enter or work in a science laboratory unless actively supervised.
3. Students are not to eat or drink in a science laboratory - this includes break and lunchtimes.
4. Glasses/goggles must be worn when using a Bunsen burner, using chemicals or handling wire and springs.
5. Aprons must be worn when students use chemicals.
6. Gas and electricity must be checked that they are switched off at the end of the day.
7. Many chemicals commonly used in schools can usually be disposed of by washing down the sink well diluted with large quantities of water. If in doubt consult the Head of Department. Metal powders necessitate special care.
8. Staff should be familiar with the department policy for, and legal situations on, the handling of animals and plants.
9. Staff should be sensitive to the feelings of our students in the dissection of offal and its safe disposal. Disposable gloves, dissection boards/trays, disinfectant spray and absorbent paper must be used for dissection work.
10. Staff must take special care when the work involves experimenting on students, e.g. studying human skin cells and also when using them as sources of genetic information. Human skin cells must only be sampled with the use of sellotape.
11. Staff should ensure that the students leave the laboratory in an orderly manner. This should reduce the congestion, which is often heavy, in the corridors.
12. Bags must be placed under benches or in such a position that they do not constitute a hazard.

SECTION 3. CONTROL

1. Where to find information:
 - a) The Schools "Health and Safety Policy". It contains amongst other information a list of staff involved with safety.
 - i) Safeguards in the School Laboratory ASE 2006.
 - ii) Safety in School Laboratories DCFS.
 - b) "CLEAPSS. Laboratory Handbook (blue file).
 - c) Hazards - listing chemical hazards. The full set is centrally stored in the Prep. room.

2. Regular safety checks:
 - a) Electrical equipment is regularly monitored by teaching staff. In addition the whole stock of electrical equipment is checked/maintained annually.
 - b) Chemicals kept in storage are inspected annually for signs of deterioration and container corrosion.
 - c) Maintenance of fire fighting equipment. Our full range of fire fighting equipment is checked annually by the School's contractor.
 - d) Laboratory coats, visors, safety screens. These are cleaned as necessary by the science staff.
 - e) Glasses/goggles are inspected and cleaned termly.
 - g) the fume cupboard is checked annually by staff.
3. New teaching staff are given an induction programme that includes training in safety procedures. All science staff are trained in the use of new equipment.
4. Our system of storage is based around:
 - a) flammable chemicals are stored in a special storage cupboard.
 - b) our usual non-flammable chemicals are stored in a special Chemical Store primarily in an alphabetical arrangement. We have few hazardous chemicals (e.g. oxidising) and most are stored in relatively small quantities. The alphabetical system is convenient and poses very little risk. Acids are stored on the floor of the Prep room.
5. Labelling on chemical bottles - chemical bottles are clearly labelled with the name of the chemical and any necessary hazard symbols.
6. Storage and maintenance of gas cylinders. We have the following gas cylinders:

Type of Gas Cylinder	Location

7. Special waste bins are provided in each laboratory for glass and others for paper. The Cleaners are aware of this system.
8. Provision of spillage kits. Spillage kits are kept in the Prep. Room for:
 - a) Mercury spillage.
 - b) Chemical spillage (especially acids and alkalis).
 - c) Micro biological spillage (this will always be provided in the relevant laboratory when microbiology work is being undertaken).
9. The nominated first aider at the School is Mrs Yvonne Stevenson.

SECTION 4. MONITOR AND REVIEW

1. Procedures for reporting safety matters, such as a suspicion/reporting of faulty equipment including faulty/inadequate fire fighting equipment.
 - a) Always inform the Head of Department, science colleagues. Also inform the Headteacher, Safety Representative, the Bursar and the Premises Officer as appropriate. Once the Head of Department has been informed it will be his/her responsibility to make appropriate decisions, e.g.
 - i) Immediately taking the relevant piece of equipment out of service.
 - ii) Organising a replacement item of equipment.

- b) Safety matters are a regular item on the agendas of the Department meetings.
2. Procedure for circulating Safety Information.
On receipt of a safety document the contents are analysed and categorised by the Head of Department under one of three headings "
- Immediate action required** - staff are verbally informed by the Head of Department and are asked to read their own copy of the circular as soon as possible. The Practical Requirement sheets and related Risk Assessments are then altered as appropriate. The document will then be discussed at the next department meeting. **NB.** If the document is very long it may be circulated without staff being given their own copy.
- b) **Medium/long term action required** - the document is circulated to all science staff and then filed. The Practical Requirement sheets and related Risk Assessments are then altered as appropriate. The document will be discussed at the next department meeting.
- c) **No action required** - if the contents confirm what we already practise then the document will still be discussed at the next department meeting. The document will always be filed.

IMMEDIATE REMEDIAL MEASURES

What Science Staff should do while waiting for First Aid

CHEMICAL SPLASHES IN THE EYE

Immediately wash the eye under running water from a tap for at least 10 minutes. The flow should be slow and eyelids should be held back. Afterwards, the casualty should be taken to hospital.

CHEMICAL SPLASHES ON THE SKIN

Wash the skin for 5 minutes or until all traces of the chemical have disappeared. Remove clothing as necessary. If the chemical adheres to the skin, wash gently with soap.

CHEMICALS IN THE MOUTH, PERHAPS SWALLOWED

Do no more than wash out the casualty's mouth. After any treatment by the First Aider, the casualty should be taken to hospital.

BURNS

Cool under gentle running water until First Aid arrives.

TOXIC GAS

Sit the casualty down in the fresh air.

HAIR ON FIRE

Smother with a cloth.

CLOTHING ON FIRE

Smother by pushing the casualty to the ground, flames underneath. Spread a thick cloth or garment on top if necessary. A fire blanket is ideal but use only if very close by.

ELECTRIC SHOCK

Taking care for your own safety, break contact by switching off or pulling out the plug. If it is necessary to move the casualty clear, use a broom handle or wooden window pole or wear rubber gloves.

BAD CUTS

Apply pressure on or as close to the cut as possible, using fingers or a pad of cloth. Leave any embedded large bodies and press round them. Lower the casualty to a chair or the floor and raise the wound as high as possible.

An A3 copy of this page is displayed in all laboratories.

IMPORTANT INFORMATION FOR CERAMICS STUDENTS

1. Safe lead glazes are only safe if fired at the correct temperature NOT underfired or REDUCED.
2. The addition of copper, cobalt, nickel, manganese and borax to lead glazes can result in an increase of lead from the glaze.
3. An increase of lead release can occur when the glaze is applied too thickly.
4. Not all commercial glazes or frits are safe glazes. Many commercial glazes are produced for decorative purposes and must not be applied on any container that is likely to be used as a food container.
5. Leadless glazes, as well as lead glazes containing heavy metals, such as copper and cobalt should not be used for glazing the interiors of domestic ware. These heavy metals can still be leached from the glaze by acidic foods.
6. Lead glazes are less likely to leach lead when fired about 1100 deg. C.
7. Electric kilns should be installed in a well ventilated area in order that any lead fumes from the glazes that may escape from the kiln into the surrounding atmosphere are well dispersed.
8. Unless a potter can guarantee the reliability of a fritted lead glaze for domestic ware he should use LEADLESS glazes.
9. On-glaze colours are often of a poisonous nature and they can be readily attacked by acidic foods.

Other safety precautions and health hazards in ceramic classes include the following matters :

- a) Precautions to ensure that all fumes from ware being fired are directed through a vent to the outside atmosphere.
- b) Dust from glaze and clay materials is kept to a minimum and scrupulous care is exercised in maintaining a clean workshop and dust free atmosphere.
- c) Dry pots must not be scraped or sandpapered in a workshop.
- d) Students must be made aware of the poisonous nature of the materials they are using. Notably, lead, zinc, barium, borax, copper, cobalt and manganese.
- e) Spraying of glazes should be done only in a well ventilated booth, exhausted to the outside atmosphere.
- f) Grinding of finished ware should be done where an exhaust fan prevents any dust being inhaled by the operator.

- G) Students should be careful in removing pots from the kiln in order to avoid cuts from glaze particles.

USING RADIOACTIVE SOURCES

These rules are necessary to comply with the law and the Ionising Radiations Regulations 1985. They allow you to teach about ionising radiations and radioactivity in a safe and stimulating manner.

1. Demonstration work on ionising radiations must use no radioactive sources other than
 - a) those in cloud-chambers;
 - b) watches with luminous dials (or equally sealed instruments);
 - c) geological specimens handled with forceps.
2. You are responsible for seeing that the sources are returned to their secure store after you have used them. Once sources have been removed from their secure store, they must not be left unattended.

Local Rules for Closed Sources

If these rules are observed, the properties of ionising radiations may be investigated in a safe and interesting manner.

1. Record the times of removal and return of each source from/to the store in the Use Log Book provided.
2. Use only one source at a time in any one experiment.
3. Handle all closed sources with a tool which keeps the fingers at least 10 cm from the active region.
4. All sources must be inspected on return by the teacher in charge.
5. Any event in which a source is dropped or may have been damaged must be reported immediately to the teacher.

Additional Notes for the Supervisor

Responsibilities are :

1. To check that:
 - a) one copy of the record of the history of the sources is held in the office and another in the science department,
 - b) the local rules are in accordance with the Radiation Protection Adviser's instructions; and
 - c) that the local rules (particularly the recording of use) are being obeyed by the users.
2. Reporting loss of or damage to a source.

3. Inspection after use by a student.
4. The regular checks required to ensure that activity from radon leakage remains at a low level.

TEXTS SUITABLE FOR GENERAL SAFETY AND RISK ASSESSMENT

- | | | |
|----|-------------------------------------|---------|
| 1. | Safeguards in the School Laboratory | ASE |
| 2. | Hazards | CLEAPSS |
| 3. | Manual for Heads of Science | Croner |
| 4. | Safety in Science Laboratories | DES |
| 5. | Laboratory Handbook | CLEAPSS |

APPENDIX 1

**ANNUAL HEALTH & SAFETY CHECKS + RISK ASSESSMENTS
(All files stored in Premises Office)**

Check	Time Frame	Responsibility	Initial and Date of Completion	Evidence/ Location
Minibus Licences	Annual (Sept)	Cn		HS Minibus File PremisesOffice
“ MOT	Annual (Oct)	Bursar/		“
“ Tax	Annual (Oct)	Bursar/		“
Minibus breakdown cover	Annual (1 st March)	“		“
Insurance	Annually 14 th July	“		“
Minibus Policy Review	Annually (July)	Cn		HS Minibus File/Premises Office+ Staff Handbook
Fire Risk Assessment	Annually (July)	Cn		HS Fire File/Premises Office
Fire Marshall Forms	Annually (Sept)	Deputy Head		“
Child Protection Policy	Annually (July)	LBE		CPD File/Head’s Office + Staff Handbook
DDA	Annually (Feb)	SMT		Special Needs, Dyslexia File/Head’s Office + Staff Handbook
Risk Assessments	Annually (Sept)	Bursar		RA File/Premises Office
Staff Handbook	Annually (Summer Term)	Deputy Head		Head’s Office/ Premises Office/ Staff Room/Dep Head’s Office
Stress Policy	Annually (Summer Term)	SMT		HS File 2/Premises Office + Staff Handbook
ED Visits Policy	Annually (Summer Term)	Cn		Staff Handbook
SENDA	3 YEAR 2016	SLT		
H & S Policy	Annually (Feb)	Cn		HS Policy File/Office + Staff Handbook
1 st Aid Policy	Annually (Feb)	Cn		HS File 1/Premises Office + Staff Handbook
Reg 1 st Aiders	Annually (June) (for expiry dates)	Cn		“
Governors’ Risk Assess	Annually (May)	Gov		RA File/ Premises Office
PAT Testing	Annually (June)	Sub-contracted		HS File 1/Premises Office

HS Policy Science Dept	Annually (Summer Term)	Cn		HS Policy File/Premises Office + Staff Handbook
HS Policy Art Dept	Annually (Summer Term)	Cn		"
HS Policy Games & Sport	Annually (Summer Term)	PE		"
HS Policy D.T.	Annually (Summer Term)	Cn		"
Science Radioactive Sources	Monthly (see check list in cellar)	Deputy Head		HS File 2/Premises Office
ROSPA Membership	Annual (28 th Feb)	Bursar		"
Building & Site Safety Walkabout	Annual (summer)	Bursar		HS File 1/Premises Office
Flammable Sources	Annually (Feb)	Cn		"
CRB Procedures	Annually (Summer Term)	LBE		Child Protection File/Head's Office
Bullying Policy	Annually (Summer)	LBE		Pastoral & Discipline File/Head's Office + Staff Handbook
Water Safety	RA + Work Scheduled	Bursar		Quote in Bursars Office
Electrical Safety	July	Bursar		Electrical Inspection Report/Bursar's Office
Section 19 minibus permit	Exp 24 th May 2019	Cn		
Gas & Heating Safety	Annually + half yearly interim check	Bursar		Reports + Work done Bursar's payments File
Catering/Kitchen	Annual	Holroyd Howe		Annual Holroyd Howe Report
Accident Book	Annual	Cn		Staff Handbook/HS File 1/Premises Office/HS File 3 Accident Book in Office
Fire button	Half termly	Peter		
Extinguisher button	Half termly	Peter		
Fire blankets	Half termly	Peter		
Emergency lighting	Bi annually	DCTS contractor		