



TRRS HEALTH & SAFETY POLICY

Updated August 2026

TABLE OF CONTENTS

General Statement

Introduction

Principal's Responsibilities

Designated Responsibilities

General Statement of Policy

The Principal, Management Team, the Academic Board of Governors and the Board of Directors recognise that they have overall responsibility for certain aspects of the organisation and implementation of a Health & Safety Policy, and that key personnel such as the Principal, Administrator, Sectional Heads Principal Teachers, Designated Safeguarding Lead/Officers, and administrative staff are identified and their health & safety roles are defined within the area appropriate to their contract of employment. The duty to co-operate with the employer is recognised, the employer having responsibility for ensuring that any necessary detailed arrangements for safe working are drawn up, implemented and maintained.

The Roman Ridge School recognises the importance of health, safety and welfare in the successful operation of its activities, and believes that the active participation of all members of staff is essential to maintain the highest practical standards of accident prevention.

The Roman Ridge School activities will be conducted with due regard to all statutory requirements with appropriate safeguards being instituted to minimise the risk to the health and safety of our employees, pupils and all others who may be affected by our activities and operations.

These aims will be achieved as far as is reasonably practicable within the framework of the school's organisational structure and in accordance with The Roman Ridge School Health & Safety policy, detailed herein.

This policy will be brought to the attention of all employees, and will be subject to review and revision as necessary.

Valerie Mainoo

Principal

INTRODUCTION

It is the policy of The Roman Ridge School that its operations shall be conducted in such a manner as to ensure, as far as reasonably practicable, the health, safety and welfare of all The Roman Ridge School employees and any other persons who may be affected by its activities, including pupils, contractors, visitors and members of the public.

It is recognised and accepted that there is a direct relationship between a safe working environment and an efficient and well-run school. The Roman Ridge School requires, therefore, that a high standard of safety shall be achieved and maintained across the school site and throughout all its activities.

In order to meet these objectives, the Principal of The Roman Ridge School, (through the Academic Board of Governors & the Board of Directors), will ensure that adequate resources are made available for the provision of health, safety and welfare within the workplace, including the provision and maintenance of equipment, systems of work, and a workplace and environment which are safe and without risks to health. It will be clearly indicated to all staff that their responsibilities in this area are no less important than in any other function, and that it is their duty to do everything reasonably practicable to assist in the achievement of the objectives set out in this policy.

Standard method statements and safe working practices shall be developed and adopted for all activities for which significant hazards and levels of risk have been identified. Any such measures shall be conveyed to those members of staff and/or pupils who may be affected, to ensure that they are aware of such hazards and risks and the operational procedures and precautions to be observed in relation to the task, in order that the risk shall be minimised and controlled. All measures taken shall be reviewed as to their effectiveness and may be revised in the light of experience, or amended to suit specific circumstances or changes in the legalisation as and when the need arises.

The Roman Ridge School is committed to the belief that suitable and proper training is an essential factor in maintaining high standards of skills, efficiency and health and safety throughout its operations, and therefore full use will be made of any guidance and/or training available either in-house or through the trade associations, professional bodies and others as when appropriate.

The Roman Ridge School shall continue to make use of any guidance and/or training provided by manufacturers and suppliers of equipment used in the workplace and to ensure that its employees and pupils are able to use the equipment in a safe and proper manner.

All employees have a duty to work in a safe and responsible manner, and to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves or others. They shall be encouraged to submit suggestions for the improvement of standards in health and safety within The Roman Ridge School.

Teaching staff of The Roman Ridge School shall endeavour, at all times, to ensure that all the pupils under their supervision work in a safe and responsible manner and are fully aware of all necessary precautions and procedures relating to their work and the need for such precautions and procedures.

Where and when necessary protective clothing and equipment will be provided by The Roman Ridge School and shall be used by all employees and pupils.

Any member of staff, regardless of position or status, who is found to be deliberately or consistently negligent in the performance of their duty with relation to The Roman Ridge School health & safety policy will be subject to disciplinary action. In the event that any pupil is deliberately or consistently negligent with respect to the safety of themselves or others, the Principal, the Academic Board of Governors or the Board of Directors shall, at their discretion, carry out a full risk assessment to ascertain the action required to minimise this risk. The findings of this risk assessment may lead to the exclusion of that pupil from further participation in that area to which that risk assessment applies.

Principal's Responsibilities

The Principal is responsible for the implementation of the Health & Safety Policy and for ensuring that The Roman Ridge School fulfils its obligations with respect to the health, safety and welfare of all employees, pupils and others.

In order to fulfil these responsibilities The Principal will:

1. Bring the contents of this policy and associated documentation to the notice of all members of staff of The Roman Ridge School and make arrangements for the regular review and monitoring of this policy, and the arrangements and procedures contained herein, including regular audits, inspections and safety tours.
2. Ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare within The Roman Ridge School.
3. Appoint responsible persons to co-ordinate the actions of staff and pupils in the event of a fire.
4. Ensure that suitable arrangements are in force and adequate equipment made available for dealing with emergencies (e.g. fire) and that sufficient competent persons responsible for evacuation of the premises in the event of such an emergency have been appointed and their identities made known to all other staff and pupils.
5. Identify and make arrangements for training all staff, including induction of new employees and where necessary, retraining of existing staff with respect to health and safety as and when the need arises.
6. Consult with safety representatives, members of staff and others, where necessary on matters of implementation and review of this policy and any procedures contained herein.
7. Report and investigate all accidents, injuries, etc. in accordance with school procedures.
8. Ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the school site and that this information is made available to all users, and persons exposed to the hazard.
9. Designate and monitor the performance of staff with responsibility for supervision, training and the day-to-day implementation of this safety policy and the procedures contained herein.

Designated persons of responsibility

<i>Competent person appointed to advise on Health & Safety</i>	Principal
<i>Premises officer</i>	Administrator
<i>Fire</i>	Principal / Administrator
<i>First Aid</i>	Principal / Sectional Heads /School Nurse
<i>Medication</i>	Principal / Sectional Heads /School Nurse
<i>Care & Welfare</i>	Principal / Sectional Heads /Designated Safeguarding Lead
<i>Supervision (non-teaching)</i>	Principal / Administrator
<i>Swimming</i>	Principal / Sectional Heads
<i>P.E.</i>	Principal / Sectional Heads
<i>Science</i>	Principal / Sectional Heads
<i>Art</i>	Principal / Sectional Heads
<i>Information Technology</i>	Principal / Sectional Heads
<i>Maintenance</i>	Administrator
<i>Grounds</i>	Administrator
<i>Adventure Activities</i>	Principal / Sectional Heads

Other Delegated Responsibilities

The person appointed as competent by the Principal to advise on health and safety shall assist in the monitoring and review of procedures and policy as required. They will also be responsible for ensuring that everybody at The Roman Ridge School is kept fully up to date with changes in legislation, working practices and other issues in relation to health and safety within the school.

The person responsible for First Aid, will ensure that all necessary updates are passed on to the staff.

The member of staff with responsibility for each area as designated above will ensure that, where applicable, all statutory notices are displayed and the relevant registers kept up to date and available for inspection.

Members of staff with a specific responsibility, such as for adventure or science activities, will be responsible for maintaining good health and safety practices in these areas and for ensuring that all staff working within their area of responsibility are properly trained, having regard to the hazards of the activities involved and for advising the Principal of any subsequent specialist requirements for the health and safety of staff and pupils.

Staff will ensure that all areas under their supervision or control are kept in a clean and tidy manner and that any articles or substances therein are properly stored, clearly labelled and used in manner not likely to result in harm. They will be responsible for reporting to the Principal of all accidents or injuries.

All staff shall familiarise themselves with the contents of this policy and any associated documentation pertaining to their activities, and at all times comply with all requirements contained therein. They shall comply with any safety instructions from the Principal. They must wear any protective clothing and equipment supplied, not wilfully misuse or abuse such equipment and report any defects, or other safety hazards encountered.

Arrangements for securing the Health, Safety and Welfare of Employees, Pupils and Others

Emergency Procedures

The Emergency and Disaster Plan, has been drawn up, based on the outcome of a risk assessment of fire and other conceivable emergencies which require the evacuation of the building, and will be reviewed and revised on a regular basis.

The aim of the Emergency and Disaster Plan is to ensure that in the event of a fire or other emergency, everyone, including any contractors or visitors, is sufficiently familiar with the action they should take to ensure that:

- The school can be safely evacuated;
- All relevant information is made available to the emergency services;
- Notices detailing the action to be taken in the event of an emergency are posted;
- Those persons with specific duties are identified;
- Those persons with specific needs or disabilities, etc, are catered for.

The following information is readily available on the School's Site Map and on file with Administration:

- Essential structural features including escape routes, doorways, walls, corridors, stairways, etc;
- Designated classroom, work and internal assembly spaces;
- Location of any flammable materials stores, LPG, etc;
- Location and type of firefighting equipment;
- Location of manually operated alarm call points and the control equipment for the alarm;
- Location of main electrical, gas, oil and water valves and control systems;
- Location of the assembly points.

The Emergency and Disaster Plan is kept in the following location:

ADMINISTRATION OFFICE

The person responsible for ensuring that it is passed to the Emergency Services, upon their arrival at the premises is:

THE ADMINISTRATOR

An outline of the procedures for evacuation of the premises will be made available to all contractors and visitors to the school, as necessary.

Where contractors' activities on the school site may affect the implementation, or the information contained within the emergency plan, amendments will be made accordingly.

Procedures to be adopted in an emergency shall be displayed throughout the premises at suitable locations through the posting of notices (as per the example on the following page).

Fire Procedures

The Principal has overall responsibility for ensuring that statutory fire precautions are adhered to. This will include formal certification, staff training, co-ordinating the actions of staff and pupils in the event of a fire and liaison with the fire service with respect to inspections etc.

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

- The action to be taken on hearing a fire alarm;
- The action to be taken on discovering a fire;
- Raising the alarm and location of alarm points;
- The location and use of fire fighting equipment;
- Knowledge of escape routes and the identity of those nominated as competent persons to supervise any evacuation of the premises

In addition, he/she will ensure that suitable numbers and types of fire fighting equipment are provided and regularly maintained in all areas of the school, and that records are kept.

Staff Fire Orders

1. It is the duty of all members of staff to do all in their power to prevent injury and loss of life in the event of a fire. Salvage of the building and equipment is of secondary importance.
2. All staff must make certain that they are fully conversant with Fire Instructions outlined below as well as:
 - a. The routes of escape in the case of fire, and location of the Assembly points
 - b. The method of sounding the fire alarm.
 - c. The location and operation of the various firefighting equipment.
 - d. The procedures and responsibilities set out in these Fire Instructions:

Fire Instructions

In the event of a fire, the fire alarms will ring continuously. On hearing the fire alarms, Staff MUST

1. Activate all fire alarms they encounter to ensure that the fire alert is heard throughout the school.
2. Teachers should conduct their classes orderly to the following fire assembly points:-

- All students in the Primary block and Infant School block must assemble in the forecourt of the Primary block.
- All students in the S-block & R-block must assemble on the Basketball Court.
- All students in the T-block must assemble on the Volleyball Court.
- Staff are required to take a head count and report immediately to their respective Sectional Heads or the nearest member of Management.

3. Sectional Heads are required to take a head count of ALL staff assembled.

4. Sectional Heads will confirm all roll calls to the Principal.

All staff and children MUST note the following:-

- Do not wait for absent or unaccounted for children.
- Do not attempt to fight the fire.
- Do not wait to switch off fans, ACs, PCS, or close windows and doors.
- The Receptionist will phone the fire department & appropriate authorities.
- Children not in class should immediately go to their designated assembly points, where they will be attended to by a member of staff.
- Ancillary staff should make their way to the assembly points and await further instructions.
- Administration and Security staff will sweep through all buildings to check for any children or staff.

First Aid

The Principal will, through the nominated person responsible for First Aid, ensure that provisions conform to the approved code of practice. Please refer to the First Aid Policy for a comprehensive outline of how provision is made.

First Aid boxes are available and fully stocked and replenished with approved standard items only. First Aid boxes are located in the Clinic, Science Labs and School Buses.

The School arranges certified First Aid training of all staff regularly, to ensure qualified First Aiders are available at all times.

The responsible person will also ensure that any special emergency treatments which may be required following an accident involving any hazardous substances in the school are available and that sufficient staff are trained to deal with such treatments.

Where pupils, or employees, require specific medication or have particular medical requirements, these shall be noted and kept in a specific log. Such records shall be maintained and their contents made known to those

The responsible person will ensure that any special notices will be posted to advise on emergency procedures, the location of First Aid and emergency facilities and the identity of those persons appointed to dispense such facilities.

A defibrillator machine has been purchased for emergency resuscitation and School Nurses have received specialised training to use this life saving equipment.

All injuries must be reported immediately to the School Clinic/Principal, and record in the accident book within 24 hours of occurrence.

Accident report forms are kept in the clinic with a record kept on the child's file and in the Principal's Office.

Medication

Students are only permitted to take medication administered to them by:-

- The Nurse, in the School Clinic
- Responsible adult acting in *loco parentis*, while accompanying children off the school premises

A list of approved medications stocked in the School Clinic is attached. All medications shall be stored in a suitably approved, locked, drug cabinet located in the School Clinic. All medications are stored in their original containers and will be suitably labelled with the contents, dosage, frequency of administration, duration of course, date of prescription and pupil's name.

Staff are not permitted to administer medication to students. Any medication brought from home to be taken on site during school time must be brought in its original container, with the written permission of a Parent/Guardian, who must complete the Authorisation of Medication Form (see attached) outlining the details of the medication and its appropriate administration (i.e. dosage, frequency, storage instructions, etc. Pupils must visit School Clinic to take their medication, as all medication must be administered in the Nurse's presence and no pupil is permitted to take any form of medication outside of the School Clinic. Parents are notified via email when their child's medication has been administered by the Nurse and all visits to the Clinic are logged on iSAMs Medical Centre.

Risk Assessments and Safety Audits

The Principal is responsible for ensuring that risk assessments are carried out and reviewed, on a regular basis, as part of a safety audit. The school is checked daily at 6:30AM each morning by the Head of Day Security.

Audits and Health & Safety tours will be carried out once a year and more frequently if there have been any significant changes to buildings, machinery, equipment, work practices or personnel.

The assessment team will consist of a number of staff, at least one person being 'competent' to make assessments concerning the activity or processes involved.

The purpose of the assessment is to:

- Identify hazards;
- Assess the nature and seriousness of the hazard and subsequent risks;
- Avoid risks by elimination;
- Control any remaining risks by – selection of control measures
 - maintenance and use of controls
 - monitoring and surveillance
 - supervision, information, instruction and training

A record will be kept of the findings of the assessment team and can be found in

ADMINISTRATION

Workplace Stress

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

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

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

It is accepted that major changes in working practices or management structures within any organisation can be stressful and, therefore, it is the policy of The Roman Ridge School that, where appropriate, members of staff will be kept informed of any major changes in so far as they may affect their own activities in the workplace, and additional training made available as necessary.

Members of staff shall be encouraged to seek advice from management regarding any situation they feel is causing them undue stress; such consultations will be treated without prejudice and in the strictest confidence.

Violence to Staff

The Roman Ridge School will not tolerate violent, abusive or threatening behaviour, whether physical, verbal, or otherwise, towards any employee from whatever source.

Violence, or the risk of violence to any employee is considered a very serious matter, and management will give all support necessary to any member of staff who reports any such incident, actual or perceived, whatever the circumstances.

All reports of violent or abusive conduct will be fully investigated, and the necessary disciplinary action taken.

Any employee who has been subject to violent or abusive behaviour during the course of their employment will be offered representation, and counselling, as appropriate.

Following due consultation with any employees affected, persons making threats or verbally abusing staff may be sent a formal letter of warning, indicating that legal action may be taken should the behaviour continue. In cases of actual physical abuse or property damage, then the matter will be referred to the local police for investigation and action.

If violence should become a problem, teaching staff and others who may be placed in situations where violence may occur, will be offered advice and training in pupil management, and guidelines for dealing with fighting and abusive behaviour will be revised as necessary.

All necessary precautions will be taken to ensure that unauthorised access is kept to a minimum.

Arrival and Dispersal

During arrival and dispersal at the beginning and the end of the school day, The Roman Ridge School will provide supervision by members of staff.

A member of Management is scheduled to welcome pupils and parents at the gate every morning. Members of Security are on duty at the gate, along the road and school crossing, alongside Ghana Police to ensure pupils' safe arrival. At closing, the school uses a digital Direct Pick-Up system to enable parents to notify staff when they are close to the premises, so that a pupil may be released from class. Pupils' exit from the premises is supervised by members of staff. Any pupils remaining on-site at 5pm are escorted to the Front Gate for pick-up. Security alerts Management and Administration of any pupils left on-site past 5:30pm via MS Teams.

Refer to TRRS Safeguarding Policy for further details on the handling of pupils' Early Arrival and Late Pick-Up.

Supervision

It is recognised by the school that it has a 'duty of care' to all pupils.

Suitable and sufficient risk assessments will be carried out to establish the correct levels of supervision necessary to fulfil this statutory requirement.

The staff of The Roman Ridge School will take responsibility for pupils' health and safety whilst on the school premises and whenever taking pupils away from the school, for whatever reason.

The staff of The Roman Ridge School will take responsibility for staff, visitors and contractors health and safety whilst on the school premises.

Please refer to TRRS Supervision Policy for a comprehensive overview of all practices in place to ensure pupils are effectively supervised.

Visitors and Security

Visitors must report to the security office immediately on arrival. They will be asked to sign the visitors' book and will be given a security pass (this does not apply to Parents & Guardians) Any person, (other than a member of staff or pupil) on the school site and not in possession of a security pass will be challenged and, if necessary, asked to leave. Visitors must be accompanied by a member of staff during their time on-site.

Every visitor will be provided with the following information:

Safety guidelines for Visitors to The Roman Ridge School

1. All visitors must comply with the school's Health & safety regulations.
2. All visitors must 'Sign In' at the security office, before proceeding further onto the premises.
3. All visitors must wear security identification at all times and must be accompanied by a member of staff when on-site.
4. All visitors must comply with fire instructions. If the fire alarm should sound, the visitor must leave the building by the nearest exit and proceed to the Assembly Area.
5. The school operates a 'No Smoking' policy.
6. All accidents must be reported to the school office. First Aid facilities are available in the Clinic.
7. ALL Visitors, including Parents & Guardians, are not permitted to enter classrooms or rooms with pupils without permission from Management.
8. Visitors must 'Sign Out' at the security office, before leaving the premises.

Contractors and Trade People

All contractors, delivery persons, inspectors and other trade people will be expected to comply with the 'visitors' section of the policy and its arrangements. In addition, all contractors and trades people involved in repair, maintenance or installation work which involves the building, grounds or other facilities will be asked to provide written or other evidence of their competence to complete such work.

When a contractor is likely to disrupt the teaching of pupils then prior notice will be required before the work is commenced.

When a contractor is likely to disrupt, hinder work in conflict with any element of the school's emergency plan, then prior notice will be required before the work is commenced.

Machinery and Equipment

Electrical items will be permanently marked with a unique identification number and checked at least once a year.

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

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

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

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

The Machinery and Electrical Equipment Log is held in Administration.

Vetting Purchases and Gifts

All purchases and gifts will be considered in terms of them presenting a hazard to pupils and staff.

While the school's Risk Assessment will identify the major hazards, the school will actively review, in terms of health and safety, each proposed purchase or gift.

To assist in this procedure, persons ordering any substances for use in the workplace shall ensure that suppliers are able to provide all necessary product safety data sheets and any other relevant information as required by their duty as a supplier under the various safety provisions.

Each new purchase or gift will be monitored and its use reviewed in terms of its safe operation.

Materials and Hazardous Substances

The use of any material or substances within The Roman Ridge School will be subject to prior assessment and its consequent use will be in accordance with any controls and training requirements identified and recorded as part of a safety programme, the details of which will be kept for reference.

- Undertake assessment of all hazardous materials with respect to usage and risk.
- Assemble comprehensive Hazard Data information.
- Instigate control measures through:

- Hazard training records;
 - Hazardous materials storage records;
 - Methods for the elimination/reduction of risk;
 - High standards of supervision;
 - Issue of Personal Protective Equipment (PPE)

- Make arrangements for ensuring that copies of all relevant information are readily available to users of hazardous materials.
- Make arrangements for the issue and use of PPE, including checking, maintenance and training, as appropriate.

Storage records of materials and hazardous substances are held in Administration, and duplicated at individual sites.

Personal Protective Equipment (PPE)

Protective clothing and equipment will be issued and used whenever processes and systems at work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means.

It is recognised that certain processes and the use of certain substances within the school activities will necessitate the use of personal protective equipment.

Where statutory provision or detailed assessment of the task or substance involved indicates that such PPE will be required then the Principal will ensure that it is made available. All PPE used will be of a type approved for the purpose and conform to the relevant British/European standards.

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

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

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

Eye Protection

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

Staff and pupils (as indicated) will wear eye protection when involved in any of the following operations:

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

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

Gloves

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

Protective Clothing

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

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

All aprons and overalls will be cleaned regularly.

Training

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

Mains Electricity (240/110 volts)

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

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

All installations and electrically operated tools and equipment will be maintained in good order and subject to regular inspection and testing as appropriate by a competent person.

A record of all such tests and inspections shall be kept in Administration.

If any item of electrical equipment fails to function properly the user shall immediately report the fact to Administration.

On no account will amateur fault-finding be attempted, even after switching off and disconnection from the power supply.

Food Safety

It is recommended that all staff working with food be made aware of the following:

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

Food hygiene will be monitored and recorded by the Caterer. Management and PTA conduct annual visits to food preparation sites of endorsed caterers. Caterers must share copies of food safety certificates with the School each year.

Lifting and Manual Handling

The risk of injury, due to the manual handling of loads, is recognised by The Roman Ridge School and all measures will be taken as necessary to reduce such risks through individual risk assessments.

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

Consideration for implementation will follow the 'ergonomic' approach which encourages assessment and quantifying of risk factors with the task in hand within an occupational setting. The lifter or handler will be seen as being at the centre of a system.

Only staff, appropriately trained in manual handling will be asked to move heavy objects.

As a guide, for an adult, 20 kg will be the maximum weight (held close to the body).

If the load is held at arms length then this limit will be reduced by 50%. If the lifting involves twisting then the limit will be reduced by 20%.

Loads lifted above shoulder height or below knee level will be reduced by 50%.

Cleaning and General Maintenance

Before any cleaning or maintenance work is undertaken a full risk assessment will be carried out and appropriate control measures put into operation.

Records of these risk assessments are kept in a cleaning and maintenance log situated in:

ADMINISTRATION

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

All users of the building will be alerted to the existence of wet floors, trailing leads and other unsafe temporary arrangements.

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

Waste Disposal

The school will ensure that all waste produced will be disposed off in accordance with the requirements of the Environmental Protection Agency to a licensed waste disposal site via a registered carrier.

Waste storage areas will be subject to a full risk assessment.

Arrangements for communicating H&S information to staff

The contents of The Roman Ridge School policy will be brought to the attention of all members of staff and copies will be distributed and displayed on relevant notice boards.

Health & Safety information is obtained and communicated to all members of the staff of the school as follows:

ON JOINING

STAFF NOTICE BOARDS

BY WORD AT STAFF MEETINGS

Arrangements for dealing with visits and recommendations of enforcing authorities

Arrangements for dealing with the visits and recommendations of enforcing authorities are as follows:

All visits of enforcing authorities will be accepted, whether unannounced or programmed. Administration is to be advised of the arrival of an enforcing authority, and will arrange for the visitor to be escorted throughout the visit.

Recommendations will be discussed with the enforcing authority at the appropriate level, and with the staff that they will affect, in order to ensure the best procedures for putting them into operation.

Vehicles on School Property

No vehicles are allowed on the premises whilst school is in session.

The notable exception is the Water Tanker, which at all times must comply with safety controls put in place.

Transport – Mini-buses

A full risk assessment has been carried out on the general use of the school min-bus and has taken into account specific supervision requirements.

Before driving the mini-bus the driver taking it out will carry out a full vehicle check covering the following points:

- Seat belts;
- Mirrors;
- Lights, side and main beam;
- Indicators;
- Hazard and brake lights;
- Screen wipers and washers;
- Horn;

Tyre pressures;
First Aid kit;
Driving controls.

During a journey involving the use of the school min-bus the following rules apply:

Seat belts must be worn at all times;
Gangways must not be blocked with luggage;
No portable tank containing fuel must be carried;
On long journeys, two members of staff will accompany pupils;
Frequent driver breaks will be taken. No driver will be behind the wheel for a period in excess of 4 hours without a suitable and sufficient break;

Visits away from School Premises

Holiday Visits away from School Premises

Activity Holidays

An increasing number of pupils are likely to participate in visits and activities off school premises. During these activities much of the leadership and tuition is undertaken by staff employed by the organisation responsible for the management of the Centre being visited and/or the activity.

Before staff take groups of pupils on visits away from school premises they will to establish answers to the following questions. Only when staff are confident as to the validity of the information received and are confident that sufficient resources have been made available to ensure that safe systems of work exist, will further detailed planning take place.

Does the organisation responsible for the management of the centre being visited and/or the activity have an up-to-date Safety Policy?

Who is the person appointed as a competent person to assist the organisation in matters associated with health and safety? This person should be contacted if any doubts exist.

Has the organisation responsible for the management of the Centre being visited, and/or the activity, completed appropriate and sufficient risk assessment of all the activities in which pupils may be involved? This will include residential and social activities as well as those activities providing the focus of the visit or activity.

Have safe systems of work been established and are copies of these available on request? These will include, not only safe procedures for the activities, but also maintenance of any equipment, procedures for reporting accidents and the monitoring of safety standards.

Has the organisation responsible for the management of the Centre being visited and/or the activity produced an emergency plan?

Are all members of staff who are likely to be involved in the training, tuition or supervision of pupils suitably qualified to do so?

For some activities it will be expected that certain staff have received appropriate training and hold formal qualifications. These will be checked and verified before any visit takes place.

All relevant documentation for a trip or visit must be submitted and approved before authorisation is given.

Authorisation will be given by:

THE PRINCIPAL

Recreational Areas, Adventure Playgrounds and Safety Surfaces

Basic requirements

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

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

A log of these inspections is kept by the member of staff responsible of the area.

Procedures

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

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

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

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

Performances and Events

For certain events and activities involving members of the public the school will:

Establish whether any specific health and safety requirements exist appertaining to said activity or event;

Act upon any appropriate recommendations in the light of the above;

For all activities requiring these arrangements a suitable and sufficient risk assessment will be carried out, remedial action taken, and the appropriate enforcing agencies notified.

Physical Education General Policy

Due to the nature and scope of the activities of physical education, certain specific procedures are necessary to ensure the safety of staff and pupils in addition to those contained in the main section of the policy. It is the responsibility of the Principal to ensure that both these and the general policies are adhered to and to instigate procedures developed, in consultation with the nominated person and all members of staff.

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

The avoidance of accidents and injury is of primary concern, and this shall be achieved by following the procedures identified as necessary in the risk assessments that shall be carried out, and in any relevant statutory provisions applicable.

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

The following procedures shall be observed at all times by all members of staff and pupils as applicable.

General Sports Safety

It is essential that good practice is followed, and demonstrated by members of staff whilst participating, or coaching pupils, in various sports or games etc. all pupils shall be made aware of the principles of safe practice, the type and range of hazards that may be present, and the procedures to be adopted in the event of an emergency.

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

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

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

Risk Assessment

A risk assessment shall be carried out for each sport/game/activity and/or location where such activities take place in order to identify any hazards and the precautions necessary to control risk.

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

Additional procedures and guidance will be provided for pupils with special needs.

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

Clothing

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

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

Jewellery should be removed or securely taped such that it cannot become caught up on equipment or present a hazard to other participants.

Personal protective equipment

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

Where such equipment would not constitute part of the normal kit expected to be supplied by the student, such as specialist footwear, the department shall ensure that a sufficient supply of such protective equipment is made available and kept in good order.

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

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

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

All such equipment shall conform to the relevant British/EC standard and be of a type suitable to afford adequate protection against the risks identified or inherent in the activity.

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

Sports equipment

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

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

Only equipment and apparatus officially provided or approved shall be used. Makeshift or improvised equipment will not be permitted. New or non-standard equipment will be checked for suitability and stability etc. before brought into service.

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

Indoor activities

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

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

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

Outdoor activities

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

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

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

Swimming

All pools used for swimming sessions, including public baths used by the department, will be equipped with adequate life saving equipment, buoyancy aids and first aid facilities.

Before each session begins the pool will be checked for hazards and no person shall be allowed to enter the pool until the water is clear enough to enable the bottom to be seen and checked at all depths.

Before any swimming takes place teaching staff, supervisors, observers and pupils will be made aware of what to do in an emergency. Instructions will be given as to the procedures to be taken in the event of an emergency. At regular intervals this emergency procedure, along with pool clearance drills, must be practised.

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

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

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

Off-site activities

Many sports activities are conducted away from the school site, such as competitions, and those requiring specialist facilities or locations such as water sports and cross-country running. In addition, the department may, from time to time, organise special trips or extra-curricular activities such as outward bound expeditions and camping trips

The department will ensure that the school policy on such matters is adhered to and that any facilities and equipment provided by others for use by the department meets all relevant safety standards.

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

Hygiene and Welfare facilities

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

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

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

First Aid facilities

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

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

It shall be the responsibility of each member of staff to inform the Principal of each sport/activity of any medical condition, long or short term, which may affect their ability to perform any physical activity. The school Nurse will advise of pupils' medical conditions.

Inspections and Audits

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

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

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

Science Department General Policy

The Science Department, whilst following the general guidelines and procedures contained in the overall school safety policy, will require additional procedures to ensure the health and safety of staff and pupils, at all times.

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

The avoidance of accidents and injury is of primary concern within the department, and this shall be achieved by following the procedures identified as necessary in the risk assessments that shall be carried out, and in any relevant statutory provisions applicable to the work of the department.

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

Particular consideration will be given to the following areas:

General laboratory procedures

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

The following basic rules shall apply:

- No smoking, eating or drinking in any science area, at any time.
- Coats, bags, etc., should not be allowed to clutter the benches or adjacent floor areas.

- No unauthorised experiments or deviation from the curriculum specifications shall be allowed.
- No material or chemicals shall be removed from the laboratory without express permission, and all materials and equipment issued to pupils shall be accounted for at the end of each lesson.
- Laboratory work areas will be kept clear and tidy at all times, and materials not in use correctly stored.
- Adequate levels of lighting, heating and ventilation will be provided at all times within the laboratory areas.

Environment

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

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

Risk assessment

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

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

Use of chemicals

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

All chemicals shall be clearly identified and, where appropriate, carry all relevant hazard warning labels, even when decanted into smaller amounts for bench use etc.

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

Records shall be kept of all issues and returns as appropriate. The use, handling and storage of all chemicals will be subject to standard regulations, and accordingly assessments will be made, and safe working procedures developed, for all chemicals present in the laboratory.

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

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

Personal Protective Equipment (PPE)

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

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

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

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

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

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

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

Laboratory equipment

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

Electrical apparatus shall be visually inspected on regular basis.

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

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

Fume cupboards

The fume cupboard will be properly maintained and subjected to an annual thorough examination and smoke test. Records of such tests will be kept by Administration.

The fume cupboard shall only be used by pupils under close supervision and no chemical reactions shall be left attended.

Biological hazards

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

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

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

Any living animals kept in the laboratory for experimental or observational purposes, etc., shall be securely kept and all cages, tanks, etc., will be maintained in a clean and hygienic manner. Such animals, etc., shall be handled by pupils, only under supervision of a member of staff.

Application of heat

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

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

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

Suitable fire-fighting equipment shall be readily accessible.

Following each laboratory session involving the application of heat, and particularly where such a session immediately proceeds a period of non-occupancy (e.g. lunch-time/end of day), then the

member of staff supervising the session shall ensure that all equipment is switched off/extinguished, and that no hot/smouldering articles remain.

In every case, a tour of the laboratory should be made at the end of each working day.

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

Waste disposal

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

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

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

Hygiene and waste facilities

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

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

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

First-aid facilities

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

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

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

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

Emergency procedures

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

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

Contingency plans will be developed to deal with any emergency, such as fire or escape of hazardous substances, etc., and these shall be made known to all members of staff and pupils.

The location and type of fire extinguishers available shall be clearly indicated and the suitability of such equipment will be constantly reviewed. Members of TRRS staff are not to use fire-fighting equipment. They are to evacuate according to Fire Instructions and those who have the requisite training to use the fire-fighting equipment properly will do so.

General Fire Safety

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

Inspections and Audits

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

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

Training

The Principal will monitor staff performance with relation to the departmental and school safety policy and make recommendations as to any additional or ongoing training needs within the department.

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

Maintenance (grounds/property) General Policy

The Maintenance department, whilst following general guidance and procedure contained in the overall school safety policy, due to the nature of the work carried out, will require additional procedures to ensure the health and safety of staff and pupils at all times.

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

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

The avoidance of accidents and injury is of a primary concern within the department, and this shall be achieved by following the procedures identified as necessary in the risk assessments that shall be carried out, and in any relevant statutory provisions applicable to the work of the department.

General maintenance procedures

It is essential that good practice is followed and demonstrated by members of staff in all areas and while going about their business around the school. They must be aware of the type and range of hazards that may be present and the procedures to be adopted in an emergency.

The following basic rules should apply:

- No smoking shall be allowed in any area. Eating and drinking shall take place only in those areas designated for it.
- Benches, tables, work-surfaces and adjacent floor areas must be kept clear of clutter. The work area shall be tidied at regular intervals.
- No unauthorised procedures shall be allowed.
- No materials or hazardous substances shall be removed from the designated storage areas without permission. When being moved from storage area for use, they shall be transported in the proper containers. They shall be used employing the proper codes of practice/directives and then only after a thorough risk assessment has been carried out.
- No tools, materials or equipment are to be left unattended at any time, except in the workshop area, or unless they have been received so that no pupil is able to touch them. They

shall all be properly accounted for at the end of each maintenance routine and on return to storage.

Environment

The following basic rules shall apply:

- Appropriate and adequate levels of lighting and ventilation will be provided at all times within all maintenance areas.
- All supplies of electricity, gas, water, etc., will be fitted with appropriate isolation controls and staff will be made aware of their position and know how to operate them in the event of an emergency.

Risk assessment

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

Dangerous substances and hazardous processes

Administration will ensure that all manufacturers and suppliers provide information on dangerous substances and hazardous processes. Other Health & Safety guidelines will be used to supplement information.

This information will be readily available and taken into account by all members of staff, before a hazardous process, or use of a dangerous substance, is considered.

Departmental advice notes will be produced for certain hazardous processes. These will include full details concerning the process, as well as the precautions and procedures identified as necessary to control the risks to health and safety. Method statements will include information gathered through the process of risk assessment and risk analysis.

The use of any material or substance within the department will be subject to prior assessment and its consequent will be in accordance with any controls and training requirements identified and recorded; details of which will be kept for reference.

The department recognise to:

- Undertake assessment of all hazardous materials with respect to usage and risk.
- Assemble comprehensive hazard data information.
- Instigate control measures through
 - Hazard training records;
 - Hazardous materials storage records;
 - Methods for elimination/reduction of risk;
 - High standards of supervision;
 - Issue of Personal Protective Equipment (PPE) (only as a last resort)
- Make arrangements for ensuring that copies of all relevant information are readily available to users of hazardous materials.

- Ensure that dust control, fume extraction and ventilation equipment is always used when dust and fume producing operations are in progress. Any faulty equipment to be reported immediately. This equipment will be checked regularly and fully serviced every 12 months, by a competent person.

Personal Protective Equipment (PPE)

Protective clothing and equipment will be issued and used whenever processes and systems at work present a hazard which cannot be satisfactorily controlled by other reasonably practicable means, or where it is required by certain specific legislation.

It is recognised that certain processes and the use of certain substances within the department's activities will necessitate the use of personal protective equipment. Where statutory provision or detailed assessment of the task or substance involved indicates that such PPE will be required, then Administration will ensure that it is made available and is kept in good working order.

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

All PPE used will be of a type approved for the purposes and conform to the relevant standards, and be of a type suitable to afford adequate protection against the risks identified.

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

It is the responsibility of all staff to wear such PPE as required, and to use it in the approved manner, and report any defects immediately.

Specific requirements and guidance on the use of PPE will be found in the relevant section of the departmental safety manual, along with the records of inspection and specifications.

Hearing Protection

An assessment of exposure to noise will be required whenever the first action level likely to be exceeded.

Hearing protection will be made available on request, when the first action level is reached. Once the second action level is exceeded and noise levels cannot be reduced by other reasonably practicable means, then hearing protection will be issued and its wearing enforced.

Any ear defenders (or plugs, etc.) issued will be of suitable manufacture so as to reduce the noise exposure of the wearer to below that of the second action level.

Eye Protection - It is statutory requirement to wear protective eye protection when an assessment shows that a risk of injury, which cannot be otherwise eliminated, exists.

Gloves - These will be suitable for the job.

Protective Clothing - Appropriate protective clothing will be worn in all maintenance areas. All aprons and overalls will be cleaned regularly.

Protective Footwear - Careful consideration will be given to the appropriateness of pupils' footwear.

Maintenance of machinery and equipment

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

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

Full and suitable assessment shall be made of the hazards and risks involved in the use of all machinery and these shall be recorded, along with arrangements for the scheduled servicing.

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

Each item of machinery and equipment will be permanently marked with a unique identification number or identified by a manufacturer's serial number.

Electrical apparatus will be visually inspected on a regular basis and subjected to electrical testing at least every 12 months. A record of such tests and inspections shall be kept and regularly updated.

Staff will receive appropriate training, before using any machinery or equipment, in order to qualify as a competent person.

Application of Heat

Due to the frequent use of heat and naked flame in some maintenance procedures, special precautions are required, as follows:

- Before any procedure involving the use of heat or flames takes place, all potentially flammable materials and chemicals, etc., not directly involved, will be removed from the area.
- All flame-producing equipment and gas supplies, etc., will be maintained in good order and checked annually by a competent person.
- Suitable fire-fighting equipment will be readily accessible.
- Areas where heat or flame have been used, are to be thoroughly inspected before leaving on completion of the task, and toured again at the end of the working day.

SCHEDULE OF RESPONSIBILITIES

PRINCIPAL

- Bring contents of the policy to the notice of all members of staff. To regularly review and monitor all policies (regular audits, inspections, safety tours)
- Appoint responsible persons to co-ordinate actions in the event of emergencies (fire, etc). Make them known to all
- Must ensure all members of staff receive adequate training for actions to be taken on hearing the fire alarm; action to be taken on discovering a fire; raising the alarm and location of alarm points; the location and use of fire-fighting equipment; knowledge of escape routes
- Ensure adequate resources are made available for the provision of health & safety within the school
- Carry out regular risk assessments as deemed fit to minimize potential risks
- Consult with safety reps on matters of implementation and the review of the policy
- Report and investigate all accidents
- Ensure all suppliers provide information on any hazardous/dangerous materials on site and recommend safety procedures
- Monitor staff with responsibilities for supervision
- Responsible for fire related matters, i.e. adequate fire drills, suitable fire-fighting equipment, etc
- Responsible for the care & welfare of pupils and staff
- Supervision of non-teaching staff
- Oversee the supervision of swimming classes
- Oversee the supervision of P.E.
- Ensure all safety checks and requirements are adhered to before school/class trips in school mini bus
- Ensure there is an adequate risk assessments of centres/places to be visited away from school premises

ADMINISTRATOR

- Ensure premises are kept to approved standards
- Facilitate an adequate maintenance programme
- Ensure school grounds are kept presentable and free of potential hazards/dangers
- Liaise with, and escort Emergency services upon arrival to the school
- Maintain records of all audits, assessments, recommendations on health & safety.
- Maintain a detailed log of cleaning and maintenance schedules throughout the school
- Communicate and co-ordinate with all health & safety enforcing authorities
- Ensure adequate waste disposal & general hygiene
- Ensure adequate disposal of chemical waste from science laboratories
- Ensure all machinery and equipment are maintained & serviced as required (AC's, vehicles, fire-extinguishers, gas appliances in science lab, etc)
- Liaise with Principal on all matters pertaining to the policy