



**The Aylesbury Vale Academy**

Success Beyond Belief

A Church of England Academy

## **FIRST AID POLICY**

**SEPTEMBER 2009**

## **VISION:**

That every young person graduates from Aylesbury Vale Academy as citizens of an international community where they have the mobility borne from their outlook, qualifications, skills and experience to be successful.

## **GUIDING PRINCIPLES:** WE ADOPT THE CHRISTIAN VALUES OF:

- Honesty
- Respect
- Compassion
- Love
- Forgiveness
- Self-discipline
- Creativity
- Hope

## **OBJECTIVE:**

1. To ensure that there are adequate and appropriate equipment and facilities for providing first-aid in the workplace.

## **MONITORING** (via Governors' Management Committee):

1. Throughout the academic year the committee will ask to see evidence that first-aid provisions and procedures are in place.
2. The committee will gain evidence from the Principal.
3. The chair of the committee will review any major incidents relating to first aid and how they are dealt with by reports from the Medical Assistant.
4. The committee will be provided with the findings of the report.
5. Visit the Academy to follow lines of enquiry as a result of the committee meeting (adhering to the protocol for governor visits).

## **REVIEWING**

The Governing Body is responsible for reviewing its policies and the Principal is responsible for reporting on the implementation of the policy.

1. Has the policy been successfully implemented?
2. Has the policy had the intended impact in the Academy and on the young people?
3. Are the current objectives to remain the same and do they support other policies and development priorities?

## **NOMINATED MEMBER OF STAFF:**

HEAD OF COLLEGE

## **APPENDIX 1**

Operating Statement
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Aylesbury Vale Academy will have:

- A suitably stocked first-aid container
- An appointed person to take charge of first-aid arrangements
- Qualified personnel to administer first aid as required, both on and off-site
- Information for employees on first-aid arrangements

First-aid provision must be available at all times while people are on Academy premises, and also off the premises whilst on Academy visits.

## Responsibilities

### **The Employer**

Health and safety legislation places duties on employers for the health and safety of their employees and anyone else on the premises. In the Academy this includes responsibility for all teaching staff, non-teaching staff, pupils and visitors (including contractors).

\_ the governing body is the employer in city technology colleges, voluntary-aided, non maintained special, grant-maintained and grant maintained special schools i.e. Aylesbury Vale Academy.

The employer is responsible, under the Health and Safety at Work etc Act 1974 (HSWA), for making sure that the Academy has a health and safety policy. This should include arrangements for first aid, based on a risk assessment of the Academy, and should cover:

- \_ numbers of first aiders/appointed persons;
- \_ numbers and locations of first-aid containers;

The employer should also make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. It is the employer's responsibility to make sure that the statutory requirements for provision of first aiders are met, that appropriate training is provided and that correct procedures are followed. The employer should be satisfied that any training has given staff sufficient understanding, confidence and expertise.

### **The Governing Body**

The governing body has responsibility for health and safety matters within the Academy, with managers and staff also having responsibilities.

There should be a suitable and sufficient risk assessment carried out by a competent person. The governing body has general responsibility for all the Academy's policies, even when it is not the employer.

### **The Principal**

The Principal is responsible for putting the governing body's policy into practice and for developing detailed procedures.

### **Teachers and other Academy staff**

Teachers' conditions of employment do not include giving first aid, although any member of staff may volunteer to undertake these tasks. Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the Academy in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

The employer must arrange adequate and appropriate training and guidance for staff who volunteer to be first aiders/appointed persons. The employer must ensure that there are enough trained staff to meet the statutory requirements and assessed needs, allowing for staff on annual/sick leave or off-site.

### The Medical Assistant

The Medical Assistant is responsible for keeping a record of all first-aid related incidents that occur within the Academy. He/she keeps a central record of all first-aid treatment given by a first-aiders/appointed person. She is responsible for checking the first-aid containers are stocked and re-stocked as necessary. She is also responsible for ensuring the medical room is kept hygienically clean and has all the equipment and facilities required. The Medical Assistant is qualified to administer controlled drugs, painkillers, adrenaline, Ritalin and antibiotics, if he/she uses these drugs on a child she is to record this. Parents of children with known medical conditions are to give their consent to the Academy's Medical Assistant for he/she to administer drugs if necessary. The form for parents to give that consent is Form 3A which can be found in Appendix A.

### The first-aiders' main duties

First-aiders must complete a training course approved by the Health and Safety Executive (HSE).

Within the Academy, the main duties of a first aider are to:

- \_ give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the Academy;
- \_ when necessary, ensure that an ambulance or other professional medical help is called.

### Selection of first aiders

Unless first-aid cover is part of a member of staff's contract of employment, people who agree to become first-aiders do so on a **voluntary basis**.

When selecting first aiders, the governing body/ Principal should consider the individual's:

- \_ reliability and communication skills;
- \_ aptitude and ability to absorb new knowledge and learn new skills;
- \_ ability to cope with stressful and physically demanding emergency procedures;
- \_ normal duties. A first aider must be able to leave to go immediately to an emergency.

The following employees are **first aiders** and have been trained to First Aid at Work level

Name	Location/Extension	Date of Expiry of Certificate
<b>Janet Cumming</b>	<b>Student Reception/202</b>	<b>20/05/2010</b>
<b>Susan Longden</b>	<b>Cover</b>	<b>26/09/2010</b>
<b>Lee Tofte</b>	<b>Caretaker/Radio</b>	<b>01/07/2011</b>
<b>Emma King</b>	<b>ICT Room 17</b>	<b>01/07/2011</b>
<b>Adam Poland</b>	<b>PE</b>	<b>10/07/2011</b>
<b>Clare Crawley</b>	<b>DT</b>	<b>26/09/2010</b>
<b>Sarah Embrey</b>	<b>PE</b>	<b>06/06/2010</b>

### Appointed persons

An appointed person is someone who:

- \_ takes charge when someone is injured or becomes ill
- \_ looks after the first-aid equipment eg restocking the first-aid container

\_ ensures that an ambulance or other professional medical help is summoned when appropriate

Appointed persons are **not** first aiders. They should **not** give first aid treatment for which they have not been trained. However, it is good practice to ensure that appointed persons have emergency first aid training/refresher training, as appropriate. These courses do not require HSE approval. They normally last four hours and cover the following topics:

- \_ what to do in an emergency
- \_ cardiopulmonary resuscitation
- \_ first aid for the unconscious casualty
- \_ first aid for the wounded or bleeding

Emergency first-aid training should help an appointed person cope with an emergency and improve their competence and confidence.

The following employees are **appointed persons** and have been trained to **Emergency Aid for Schools** level:

Name	Location/Extension	Date of Expiry of Certificate
<b>Peter Arnold</b>	<b>Asst Caretaker</b>	<b>30/10/2008</b>
<b>Kath Cheetham</b>	<b>Humanities H1</b>	<b>30/10/2008</b>
<b>Christine Hitchcock</b>	<b>Admin</b>	<b>30/10/2008</b>
<b>Alison Parsons</b>	<b>Support</b>	<b>30/10/2008</b>
<b>Ricky Brown</b>	<b>DT Tech</b>	<b>03/04/2010</b>
<b>Heather Lloyd</b>	<b>PE</b>	<b>06/12/2010</b>
<b>Leanne O'Neill</b>	<b>Dance</b>	<b>18/11/2010</b>
<b>Chris Bacon</b>	<b>PE</b>	<b>28/04/2011</b>
<b>Howard Hylton</b>	<b>Science S7</b>	<b>07/09/2009</b>

### **First aid – needs and expectations**

Employers must provide adequate and appropriate equipment, facilities and qualified first aid personnel.

The Regulations do not oblige employers to provide first aid for anyone other than their own staff, but employers do have health and safety responsibilities towards non-employees. The Health and Safety Commission (HSC) guidance recommends that organisations, such as schools, which provide a service for others should include them in their risk assessments and provide for them. **In the light of their legal responsibilities for those in their care, schools should consider carefully the likely risks to pupils and visitors, and make allowance for them.**

### **Assessment of need**

There must be suitable and sufficient assessment of the risks to the health and safety of employees at work, and others who may be affected by their undertaking and identify what measures need to be taken to prevent or control these risks. The Academy's risk assessments can be found in Appendix B.

### **Reassessment of first-aid provision**

The governing body and/or Principal should regularly review the Academy's first-aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met.

## Providing information

The employer or the manager with the delegated function (the Principal) must inform all staff (including those with reading and language difficulties) of the first-aid arrangements. This should include the location of equipment, facilities and first-aid personnel, and the procedures for monitoring and reviewing the Academy's first-aid needs.

**First aid boxes and first aid record books** are kept at the following points in the Academy.

Location of First Aid Box(es)	
<b>Art prep room</b>	<b>Medical office</b> ( contains first aid book)
<b>DT Office</b>	<b>PE x1</b>
<b>DT1</b>	<b>Science prep room</b>
<b>DT3</b>	<b>WH 2</b>
<b>ARC</b>	<b>Science 2</b>
<b>Admin Office</b>	<b>Science 6</b>
<b>Slip Kitchen</b>	<b>Room 10</b>

**Travelling first aid boxes** are kept at the following points in the school.

Location of Travelling First Aid Box	Location of Travelling First Aid Box
<b>Asset Office</b>	<b>PE Office</b>

## Contacting first-aid personnel

The Academy staff should know how to contact a first aider.

The names (and extension numbers if appropriate) of current first aiders and appointed persons emergency aiders are displayed at the following points in the Academy.

Display Point	Display Point
<b>1. Main Reception</b>	<b>5. Tower Block foyer</b>
<b>2. Gym</b>	<b>6. Junior Block, English Corridor</b>
<b>3. DT Block corridor</b>	<b>7. Sports Hall</b>
<b>4. Science Block foyer</b>	<b>8. Music Block corridor</b>

Staff and pupils should be informed by the display of first-aid notices in staff/common rooms. The information should be clear and easily understood.

Notices must be displayed in a prominent place, preferably at least one in each building.

Including first-aid information in induction programmes will help ensure that new staff and pupils are told about the first-aid arrangements. It is good practice to include such information in a staff handbook.

## Insurance

**In the event of a claim alleging negligence by a member of the Academy staff, action is likely to be taken against the employer rather than the employee.**

Employers should make sure that their insurance arrangements provide full cover for claims arising from actions of staff acting within the scope of their employment. Some LEAs provide explicit reassurance to staff that those in county and controlled schools who volunteer to assist with

any form of medical procedure are acting within the scope of their employment and are indemnified.

## **Risk Assessment of First-Aid Needs**

**The Academy should include staff, pupils and visitors when carrying out risk assessments for first-aid needs.**

**Points to consider:**

### **What size is the building and is it on split sites and/or levels?**

The governing body/Principal should consider additional first aid provision if there is more than one building. They should consider how many first-aid personnel are needed to provide adequate cover on each floor on a split level site and outlying buildings, and on each site of a split-site building.

### **Location of Building**

It is good practice to inform the local emergency services, in writing, of the Academy's location (giving Ordnance Survey grid references, if necessary) and any particular circumstances that may affect access to the Academy. If the Academy has more than one entrance, emergency services should be given clear instructions on where or to whom they should report.

### **Are there any specific hazards or risks on the site?**

Hazards and temporary hazards, such as building or maintenance work, should be considered and suitable short-term measures put in place.

### **Specific needs**

You are to ensure staff or pupils with special health needs or disabilities are catered for. Different first-aid procedures apply to pupils in primary and secondary schools. For example, the Resuscitation techniques. First-aid training organisations can provide advice on training for first-aid personnel in schools/the Academy.

### **Accident statistics**

Accident statistics can indicate the most common injuries, times, locations and activities at a particular site. These can be a useful tool in risk assessment, highlighting areas to concentrate on and tailor first-aid provision to. It is the responsibility of the Medical Assistant to keep the Accidents statistics.

### **First-aid personnel requirement**

There are no rules on exact numbers. The Governing body/Principal is to consider the likely risks to pupils and visitors, as well as employees, when drawing up policies and deciding on the numbers of first-aid personnel.

The HSC provide guidance on numbers of first-aid personnel based on employee numbers. As a general guide, they recommend that:

\_\_ a lower risk place of work (eg shops, offices, libraries), with fifty to one hundred employees, should consider having at least one first aider

\_ a medium risk place of work (eg light engineering and assembly work, food processing) with twenty to one hundred employees, should consider having at least one first aider for every fifty employees (or part thereof)

Schools will generally fall into the lower risk category, but some schools or areas of activity may fall into the medium risk category. The Academy should base its provision on the results of its risk assessment. If there are parts of the Academy where different levels of risk can be identified, the employer should consider the need to make different levels of provision in different areas/departments. When considering how many first-aid personnel are required, the governing body/Principal should also consider:

- \_ adequate provision for lunchtimes and breaks. It is good practice to encourage lunchtime supervisors to have first-aid training
- \_ adequate provision for leave and in case of absences
- \_ first-aid provision for off-site activities ie school trips. If a first-aider accompanies pupils off-site, there needs to be adequate first-aid provision
- \_ adequate provision for practical departments, such as science, technology, home economics, physical education
- \_ adequate provision for out of hours activities eg sports activities, clubs
- \_ any agreements with contractors (eg meals) on joint provision for first aid for their employees
- \_ adequate provision for trainees working on site. They have the same status as staff for the purposes of health and safety legislation

The Medical Assistant deals with an emergency if it occurs in an isolated area e.g. on the playing field. She goes on the scheme with her radio and radios reception if there is a need for an ambulance etc.

Members of staff are to visit the Medical Assistant if they require any information on first-aid procedures, facilities and personnel. This information is displayed on notices throughout the Academy.

## Qualifications And Training

A first aider must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. Information on local organisations offering training is available from HSE offices and from some of the organisations listed in Annex B.

Training courses cover a range of first aid competences. However, **standard first aid at work training courses do not include resuscitation procedures for children.** The Academy's first aid courses are run by St Johns Ambulance and incorporate instructions on how to deal with emergency situations involving children. The employer should arrange appropriate training for their first-aid personnel. Training organisations will often tailor courses specifically to schools' needs. It is helpful to let the training organisation know in advance of any particular areas that should be covered.

First aid at work certificates are only valid for **three years**. Refresher training and retesting of competence should be arranged before certificates expire. If a certificate expires, the individual will have to undertake another full course of training to become a first aider. However, employers can arrange for first aiders to attend a refresher course up to three months before the expiry date of their certificate. The new certificate takes effect from the date of expiry. The Academy should keep a record of first aiders and certification dates.

The HSE also produce guidance on the standards and requirements for approval of training including a list of standard first aid competences (see Annex A).

## First-Aid Materials, Equipment And First aid Facilities

Employers must provide the proper materials, equipment and facilities at all times. First-aid equipment must be clearly labelled and easily accessible.

Every employer should provide at least one fully stocked first-aid container for each site. The assessment of an Academy's first-aid needs should include the number of first-aid containers. Additional first-aid containers will be needed for split-sites/levels, distant sports fields or playgrounds, any other high risk areas and any offsite activities. **All first-aid containers must be marked with a white cross on a green background.**

The siting of first-aid boxes is a crucial element in the Academy's policy and should be given careful consideration. If possible, first-aid containers should be kept near to hand washing facilities.

### Contents of a first-aid container

There is no mandatory list of items for a first-aid container. However, the HSE recommend that, where there is no special risk identified, a **minimum** provision of first-aid items would be:

- \_ a leaflet giving general advice on first aid (see list of publications in Annex A)
- \_ 20 individually wrapped sterile adhesive dressings (assorted sizes)
- \_ two sterile eye pads
- \_ four individually wrapped triangular bandages (preferably sterile)
- \_ six safety pins
- \_ six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- \_ two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- \_ one pair of disposable gloves

Equivalent or additional items are acceptable.

The Medical Assistant is the person responsible for examining the contents of first-aid containers. These should be checked frequently and restocked as soon as possible after use. There should be extra stock in the Academy. Items should be discarded safely after the expiry date has passed. Some booklets giving further information on the contents of first-aid containers are listed at Annex A.

### Travelling first-aid containers

Before undertaking any off-site activities, the Principal should assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, a **minimum** stock of first-aid items for travelling first-aid containers is:

- \_ a leaflet giving general advice on first aid. See list of publications in Annex A
- \_ six individually wrapped sterile adhesive dressings
- \_ one large sterile unmedicated wound dressing - approximately 18cm x 18cm
- \_ two triangular bandages
- \_ two safety pins
- \_ individually wrapped moist cleansing wipes
- \_ one pair of disposable gloves

Equivalent or additional items are acceptable.

Additional items may be necessary for specialised activities.

## **Public Service Vehicles**

Transport Regulations require that all minibuses and public service vehicles used either as an express carriage or contract carriage have on board a first-aid container with the following items:

- \_ ten antiseptic wipes, foil packaged
- \_ one conforming disposable bandage (not less than 7.5 cms wide)
- \_ two triangular bandages
- \_ one packet of 24 assorted adhesive dressings
- \_ three large sterile unmedicated ambulance dressings (not less than 15 cm x 20 cm)
- \_ two sterile eye pads, with attachments
- \_ twelve assorted safety pins
- \_ one pair of rustless blunt-ended scissors

This first-aid container shall be:

- \_ maintained in a good condition
- \_ suitable for the purpose of keeping the items referred to above in good condition
- \_ readily available for use; and
- \_ prominently marked as a first-aid container

## **First-aid accommodation**

Employers must provide suitable and sufficient accommodation for first aid according to the assessment of first-aid needs identified. The Education (School Premises) Regulations 1996 require the Academy to have a suitable room that can be used for medical or dental treatment when required, and for the care of pupils during Academy hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but it should be appropriate for that purpose and readily available for use when needed. The Academy has a medical room situated next to the slip kitchen.

Organisations such as HSE provide detailed advice on first-aid rooms (see Annex A).

## **Hygiene/Infection Control**

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

## **Reporting Accidents And Record Keeping**

### **Statutory requirements**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

The employer must keep a record of any reportable injury, disease or dangerous occurrence. This must include: the date and method of reporting; the date, time and place of the event; personal details of those involved and a brief description of the nature of the event or disease. This record can be combined with other accident records. The Medical Assistant keeps a record of such occurrences.

### **Accidents to employees the Academy needs to report**

The following accidents must be reported to HSE if they injure either the Academy's employees during an activity connected with work, or self-employed people while working on the premises:

- \_ accidents resulting in death or major injury (including as a result of physical violence);

\_ accidents which prevent the injured person from doing their normal work for more than three days (including acts of physical violence).

### **How the Academy should report them**

HSE must be notified of **fatal and major injuries and dangerous occurrences without delay** (eg by telephone). This must be followed up within ten days with a written report on Form 2508. Form 2508 can be downloaded from the HSE website: [www.hse.gov.uk](http://www.hse.gov.uk)

Other reportable accidents do not need immediate notification, but they must be reported to HSE within ten days on Form 2508.

### **Pupils and other people who are not at work**

An accident that happens to pupils or visitors must be reported to the HSE on Form 2508 if:  
\_ the person involved is killed or is taken from the site of the accident to hospital; **and**  
\_ the accident arises out of or in connection with work

Like fatal and major injuries to employees or dangerous occurrences, these accidents must be notified to HSE without delay and followed up in writing within ten days on Form 2508.

### **How do I decide whether an accident "arises out of or in connection with work"?**

In HSE's view an accident must be reported if it relates to:

- \_ any Academy activity, both on or off the premises
- \_ the way an Academy activity has been organised and managed (eg the supervision of a field trip)
- \_ equipment, machinery or substances
- \_ the design or condition of the premises

### **Statutory accident records**

Employers with 10 or more employees must keep readily accessible accident records, either in written or electronic form. These records must be kept for **a minimum of 3 years**. The Medical Assistant keeps these records.

### **The Academy's central record**

The Academy should keep a record of any first aid treatment given by first aiders and appointed persons. This should include:

- \_ the date, time and place of incident
- \_ the name (and class) of the injured or ill person
- \_ details of the injury/illness and what first aid was given
- \_ what happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital)
- \_ name and signature of the first aider or person dealing with the incident

The Medical Assistant keeps a central record

The information in the record book can:

- \_ help the Academy identify accident trends and possible areas for improvement in the control of health and safety risks

- \_ be used for reference in future first-aid needs assessments
- \_ be helpful for insurance and investigative purposes

In an emergency, the Principal/Head of College should have procedures for contacting the child's parent/guardian/named contact as soon as possible. It is also good practice to report all serious or significant incidents to the parents eg by sending a letter home with the child, or telephoning the parents.

### **Prescribed Medicines**

Medicines should only be taken to the Academy when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the Academy day. The Academy should only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

The Academy should never accept medicines that have been taken out of the container as originally dispensed nor make any changes to dosages on parental instructions.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside Academy hours. Parents could be encouraged to ask the prescriber about this.

### **Non-prescribed medicines**

Staff should NEVER give a non-prescribed medicine to a child unless there is specific prior written permission from the parents. **A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.**

### **Controlled Drugs**

All controlled drugs are to be kept locked in a non-portable container and only named staff should have access.

### **Children with special medical conditions**

The Academy should be aware of children who have allergies or that require any special medical attention. There is a notice board in the staffroom which details those children who have allergies etc, All staff are to be epipen trained, the School Nurse from the Sue Nicholls Centre can offer this training.

### **Refusing Medicines**

If a child refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures.

**APPENDIX 3**

APPROVED	July 2009		
REVIEW DATE	July 2010		
SIGNED PRINCIPAL		PRINT NAME	
SIGNED CHAIR OF GOVERNORS		PRINT NAME	

**APPENDIX A**

**FORM 3A Parental agreement for Academy to administer medicine**

The Academy will not give your child medicine unless you complete and sign this form, and the Academy has a policy that staff can administer medicine.

Name of Academy	
Name of child	
Date of birth	/ /
Group/class/form	
Medical condition or illness	
<b>Medicine</b>	
Name/type of medicine (as described on the container)	
Date dispensed	/ /
Expiry date	/ /
Agreed review date to be initiated by [name of member of staff]	
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the Academy needs to know about?	
Self administration	<b>Yes/No</b> (delete as appropriate)
Procedures to take in an emergency	
<b>Contact Details</b>	
Name	
Daytime telephone number	
Relationship to child	
Address	

**I understand that I must deliver the medicine personally to [agreed member of staff]**

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**I accept that this is a service that the Academy is not obliged to undertake. I understand that I must notify the Academy of any changes in writing.**

**Date** \_\_\_\_\_ **Signature (s)** \_\_\_\_\_

**RISK ASSESSMENTS – APPENDIX B**

**BLANK RISK ASSESSMENT FORM – BUCKINGHAMSHIRE COUNTY COUNCIL**

<b>Portfolios</b>	<b>SCHOOLS CHILDREN AND YOUNG PEOPLE</b>
<b>Establishment</b>	Aylesbury Vale Academy
<b>Risk</b>	
<b>Estimation of Risk</b>	
<b>Duration/ Frequency of Exposure</b>	
<b>Who is at Risk? (Employees)</b>	
<b>Who Is At Risk? (Non-Employees)</b>	
<b>Is Anyone at Special Risk</b>	
<b>Existing Precautions</b>	





**TOPIC: Air Travel (UK and Europe)**

<b>Risk / Issue</b> Hazard (To whom and likelihood)	<b>How to Manage Risk</b> What Procedure will be in place
<b>Flight</b> (accident/ security incident )	During the flight the party will be in the jurisdiction of the aircrew. Therefore they will be expected to: <ul style="list-style-type: none"> <li>• Listen carefully to the flight instructions given at the beginning of the flight</li> <li>• In the event of an incident to follow any further instructions issued by the flight crew</li> </ul>
<b>Parents worry about late arrival, or receive phone call from son /daughter about incident</b> (emotional stress, false rumours, unnecessary media attention)	Keep Academy contact updated with developments regardless of whether it is the outward or homeward journey. Academy contact should keep parents informed with regular updates of progress using contact sheets.

**TOPIC: Asbestos**

**Those affected: Pupils/Staff/Visitors/Contractors/Parents/Governors**

<b>How affected</b>	<b>Existing measures in place</b>	<b>Further control measures</b>
<p>Contractors could come into contact with asbestos, this in turn could affect staff, pupils, visitors, parents and governors</p> <p>Inhalation of asbestos particles</p>	<p>BCC inspected school for asbestos and school provided with report</p> <p>Site Manager requests all contractors sign Asbestos Log on arrival and report any suspected asbestos to Site Manager</p> <p>Remove asbestos in accordance with Health &amp; Safety policy, i.e. call out approved BCC contractor to remove any asbestos.</p> <p>Site Manager completed Asbestos awareness course</p>	<p>In Site Manager's absence, organise other MOS to obtain contractors signature in Asbestos Log</p> <p>Reiterate responsibilities regarding Health &amp; Safety at staff meetings on a regular basis</p> <p>Staff to read Health &amp; Safety publications</p> <p>Ensure existing measures are maintained</p> <p>Update training if necessary</p>

## **Asbestos by Area**

### **Main Block**

Gym Change Boys	Toilet Cistern
Male Gym Change	Toilet Cistern
Gym Office 1st floor	Soffit cladding
Electrical Intake Room	Main cable rope wrapping
Multigym	Soffit cladding

Tower Block	
Tower block toilets both	
Tower Rm 2	Insulation heater panels
Tower Rm 1	Insulation heater panels
Tower Rm 5	Insulation heater panels
Tower block toilets both	Toilet Cistern
Tower Rm 10	Insulation heater panels
Tower Rm 11	Insulation heater panels
Tower Rm 15 Cupboard	Insulation round pipework
	External soffit
Tower Rm 17	panel

### **Science Block**

Science Boiler House	Ceiling panels
Science Boiler House	Lagging
Girls Toilet	Incinerator flue
Girls Toilet	Panel on side of sky light
Boys Toilet	Toilet cistern
Boys Toilet	Panel on side of sky light
Ground floor corridor & foyer	Ceiling panels
Gents Toilet	Ceiling panels
Gents Toilet	Toilet cistern
Gents Toilet	Panel on side of sky light
Ladies Toilet	Incinerator flue
Ladies Toilet	Ceiling panels
Office by Toilets	Ceiling panels

H4 Store	Panel on side of sky light
Office	Panel on side of sky light
H2	Ceiling panels
Staircase by H2	Ceiling panels
	Window side
Staircase by H2	panels
Office (RW)	Panel on side of sky light
H3	Ceiling panels
H5	Ceiling panels
Whole block	External blue tiles
<b>Practical Block</b>	
Practical Girls Toilet	Incinerator flue
Practical Girls Toilet	Toilet cisterns
	Panel above
Art 2	heater
Art store	Black flooring
Boys Toilet	Toilet cisterns
External	Panels above windows
Junior Block	
SportsHall Changing	Sepia floor tiles
SportsHall Store Room	Black floor tile
All Corridors and lobbies	Sepia Brown & Olive Green tiles
All Classrooms	Sepia Brown & Olive Green tiles

**TOPIC: Transport of pupils in private cars**

<b>Estimation of Risk</b>	<b>Low</b>
<b>Duration/ Frequency of Exposure</b>	Only used for small numbers normally on local journeys
<b>Who is at Risk? (Employees)</b>	Employees
<b>Who Is At Risk? (Non-Employees)</b>	Pupils
<b>Is Anyone at Special Risk</b>	
	<p>Insurance for all Occasional business use sanctioned by the Principal for staff governors and parents.</p> <p>Vehicles to be taxed MOT and in good visual state of repair</p> <p>Seat belts to be worn at all times If numbers permit pupils to be in rear seats if only one child at any point must sit in the rear</p>

**TOPIC: Visiting Beaches**

**ASPECT: Paddling in the sea**

ISSUE	HOW TO MANAGE IT
<i>Hazard (to whom and likelihood)</i>	<i>what procedures will be in place</i>
<p>Beach may be cut off by the tide or be subject to any rip currents.                      Knowledge of tidal variations (this varies between neap and spring tides on a weekly basis with a greater range during springs/                      Also varies according to location – Solent area can range from 1 to 2 metres, Devon between 2 to 4 metres and North Brittany from 4 – 13 metres)</p>	<p>Get secure local information. In Britain talk to the coastguard or local lifeguard agencies.                       Only use a gently shelving sandy beach (including the area covered by water) to avoid ‘dumping’ waves                       Check wind strength and direction and wave height – be prepared to cancel paddling if the you are uncertain of the conditions</p>
<p>Risk of someone (staff or pupils) getting in to difficulties and requiring assistance</p>	<p>Use a lifeguarded beach and inform lifeguards that you have a school group and how you are organising paddling</p>
<p>Difficulty in distinguishing which children belong to you</p>	<p>Choose an area that is not busy and ensure the paddling area is clearly demarcated by the positioning of adults on the shore</p>
<p>Children go beyond their depth</p>	<p>Designate a maximum depth (knee height) and for young children ensure an adult patrols the maximum depth limit</p>
<p>Children fall over and become submersed.</p>	<p>Ensure that there are sufficient adults in the water supervising Teach children to operate a safety buddy system (whatever age they are) during paddling activities and to assist with head counts afterwards.</p>
<p>Recalling the group is difficult because of local noise level (excitement/on shore –breeze)</p>	<p>Visual and audible recall signals are known by the group (waving arms above head, using a whistle)</p>

**TOPIC:**                **Boiler Room Used As Storage Area**

**Those affected:**    **Pupils/Staff/Visitors/Contractors/Parents/Governors**

<b>How affected</b>	<b>Existing measures in place</b>	<b>Further control measures</b>
<p>Boilers overheating</p> <p>Staff using boiler room for storage (combustible materials - fire hazard)</p>	<p>Approved contractor to inspect and service all boilers frequently throughout the year</p> <p>Site Manager /SMT informs authority if heating or water problems arise</p> <p>Boiler room has locked louvre doors / allowing ventilation</p> <p>No smoking policy in the Academy</p> <p>General housekeeping</p>	<p>Ensure boiler room not used for storage</p> <p>Ensure no combustible materials left in boiler room</p> <p>Ensure floor is clean and dry</p> <p>Reiterate responsibilities regarding health &amp; safety at staff meetings on a regular basis</p> <p>Ensure existing measures are maintained</p> <p>Purchase no smoking sign</p>

**TOPIC: Broken glass / window safety locks & latches**

**Those affected: Pupils/Staff/Visitors/Contractors/Parents/Governors**

How affected	Existing measures in place	Further control measures
<p>Cuts from broken glass</p> <p>Broken window safety locks &amp; latches : intruders / pupils climbing out of windows</p>	<p>Safety film attached to all windows / works carried out by BCC</p> <p>Site Manager/SMT cordoned off area/or made safe until glazing company arrives</p> <p>Replace broken windows with safety glazing at all times</p> <p>Safety locks and latches attached to 1<sup>st</sup> floor windows</p> <p>Staff issued with walkie talkies for emergency situations</p> <p>Staff advised to remain calm, remove themselves from danger and not to challenge or confront intruders. Seek support from colleagues. Do not act alone</p> <p>Telephone Police</p> <p>General housekeeping</p>	<p>Reiterate responsibilities regarding Health &amp; Safety at staff meeting on a regular basis</p> <p>Staff to read Health &amp; Safety publications</p> <p>Ensure existing measures are maintained</p> <p>Request staff to check window safety locks &amp; latches frequently and report any problems to Site Manger</p>

**TOPIC: Rock Climbing**

**ASPECT: Artificial Climbing Wall**

ISSUE	HOW TO MANAGE IT
<i>Hazard (to whom and likelihood)</i>	<i>what procedures will be in place</i>
<p>Serious Injury or death from falling - Indoor Climbing is a specialized activity requiring specific safety procedures managed by a specifically trained leader.</p>	<p>Students will be taught and monitored by teachers who hold the Buckinghamshire Climbing Wall Award.</p>
<p>Students may attempt to climb unsupervised.</p>	<p>Supervision ratios ensure that students are in small groups allocated to a specific adult who can supervise them closely at all times.</p>
<p>Injury may occur through faulty equipment</p>	<p>Only Academy/centre specialist equipment is used. Equipment is visually checked prior to use and a log-book is kept listing any on going-faults and dates of planned safety checks.</p>
<p>Students have unsupervised access to the climbing wall</p>	<p>The door to the climbing wall is kept locked until the whole group is ready to enter. At the end of the sessions everyone is checked out of the climbing area before the door is locked.</p>

**TOPIC: Coach Travel**

**ASPECT: Coach involved in an accident**

ISSUE	HOW TO MANAGE IT
<i>Hazard (to whom and likelihood)</i>	<i>what procedures will be in place</i>
<p>Coach in accident (Shock/injury/fatality to members of party)</p>	<p>If no-one is physically injured:</p> <ul style="list-style-type: none"> <li>- make a careful check of all individuals in party. If you suspect that there may be shock or delayed shock ask the advice of authorities present (police, paramedics) and if desirable take pupils to hospital for check</li> <li>- phone Academy contact with exact details of what happened, what your plan is and arrange regular update phone times</li> <li>- Academy contact phones parents, informs them of details and when next information will be given</li> </ul> <p>If members of the party are injured:</p> <ul style="list-style-type: none"> <li>- ensure that a competent member of staff accompanies any injured pupils to hospital</li> <li>- ensure that the rest of the party follow to hospital for check up for shock</li> <li>- ascertain, at the appropriate time, the extent of injuries and the release times of the uninjured and lightly injured</li> <li>- phone Academy contact and County Grave Emergency Contact</li> <li>- Academy contact alerts Principal and chair of governors</li> <li>- inform parents about the injured and extent of injury and the uninjured. Note names of any parents who intend to go immediately to the hospital</li> <li>- consider inviting other parent to the Academy for updates, counselling, joint decisions</li> </ul>

**TOPIC: Coach Travel**

**ASPECT: Coach Breakdown**

ISSUE	HOW TO MANAGE IT
<i>Hazard (to whom and likelihood)</i>	<i>what procedures will be in place</i>
<p>Danger of collision from passing vehicles (injury/fatality to some or all group)</p> <p>Parents worry about late arrival, or receive phone call from son/daughter about incident (emotional stress, false rumours, unnecessary media attention)</p>	<p>Liaise with coach driver on safest place for group (stay on coach or evacuate to safer place). Group leader has over-riding decision. On motorway the only reason for not evacuating the coach would be that the area beyond the crash barrier created a greater danger for the group.</p> <p>Keep Academy contact updated with developments regardless of whether it is the outward or homeward journey. Academy contact should keep parents informed with regular updates of progress – perhaps using the telephone ‘chain’.</p>

**Topic: Coach Travel (UK and Europe)**

<p><b>Risk / Issue</b> Hazard ( To whom and likelihood)</p>	<p><b>How to Manage Risk</b> What Procedure will be in place</p>
<p><b><i>Coach involved in an accident</i></b></p>	
<p><b>Shock/injury/fatality to members of party</b></p>	<p>If no-one is physically injured:</p> <ul style="list-style-type: none"> <li>• Make a careful check of all individuals (students &amp; staff) in party. If you suspect that there may be shock or delayed shock ask the advice of authorities present (police, paramedics, etc.) and if desirable take individuals concerned to hospital for check</li> <li>• Phone Academy contact with exact details of what happened, what your plan is and arrange regular update phone times.</li> <li>• Academy contact to phone parents and inform them of details and when next updated information will be provided.</li> </ul> <p>If member(s) of party are injured:</p> <ul style="list-style-type: none"> <li>• Ensure that a competent member of staff accompanies any injured to hospital</li> <li>• Ensure that the rest of the party follow to hospital for check up for shock</li> <li>• Ascertain, at the appropriate time the extent of injuries and the release time of the uninjured and those with minor injuries</li> <li>• Phone Academy contact and <b>“County Grave Emergency Contact”</b>, with details of what happened, names of injured (and injuries), what your plan is and arrange regular update phone times</li> <li>• Academy contact to immediately alert Principal and Chair of School Governors</li> <li>• Academy contact to inform parents about the incident and injured/uninjured and extent of injuries known. Academy contact to note of any parents who intend to travel immediately to the hospital</li> <li>• Academy to consider inviting party parents to Academy for updates, counselling and joint decisions</li> </ul>

**Topic: Coach Travel (UK and Europe)**

<p><b>Risk / Issue</b> Hazard ( To whom and likelihood)</p>	<p><b>How to Manage Risk</b> What Procedure will be in place</p>
<p><b><i>Security whilst Travelling</i></b></p>	
<p><b>Coach involved in an accident</b> (Student and/or staff injury/fatality)</p> <p><b>Students not allocated appropriate seating</b> (Injury/fatality, travel sickness, emotional distress)</p> <p><b>Litter</b> (hygiene and slipping hazard from discarded food ,tins, and paper)</p> <p><b>Coach leaves rest stop without a student.</b> (emotional distress, stranger danger, parental distress and possible media interest)</p> <p><b>Student is travel sick</b></p>	<p>All party members instructed to wear seatbelts and checks made that they do so. Two members of staff to sit near the back of the coach to observe</p> <p>Consider who should sit by an emergency exit. Know who is prone to travel sickness and place them near the front. Instruct parents and students to bring still and not fizzy drinks for the coach journey. Give advice about eating on the journey (including sweets). Ensure that parents have supplied travel pills and that they have been taken. Match students with friends and seat/group accordingly</p> <p>Place rubbish in bags on seat armrests</p> <p>Use ‘buddy’ accounting system, know how many empty seats there should be, do head count (2 staff) Ensure students have a panic card with teacher’s mobile phone number. If left behind, instruct students to go to a secure place (cash desk in service area), phone leader and stay until coach returns. Leader should inform home contact as soon as possible about the incident. Academy contact should inform parents as soon as possible and keep them updated.</p> <p>Take precautions stated above. Ensure that there are sufficient rest stops to minimize the risk of distress. Stop at a safe place where all pupils can recover. Place sick students at the front of the coach</p>

**Topic: Coach Travel (UK and Europe)**

<p><b>Risk / Issue</b> Hazard ( To whom and likelihood)</p>	<p><b>How to Manage Risk</b> What Procedure will be in place</p>
<p><b>Danger of collision from passing vehicles</b> (injury/fatality to some or all groups)</p>	<p>Liaise with coach driver on safest place for group (stay on coach or evacuate to safer place). Group leader has over riding decision. On motorway the only reason for not evacuating the coach would be that the area beyond the crash barrier created a greater danger for the group.</p>
<p><b>Parents worry about late arrival, or receive phone call from son /daughter about incident</b> (emotional stress, false rumours, unnecessary media attention)</p>	<p>Keep Academy contact updated with developments regardless of whether it is the outward or homeward journey. Academy contact should keep parents informed with regular updates of progress- using contact sheets.</p>

**TOPIC: Fire Door Closing Device**

**Those affected: Pupils/Staff/Visitors/Contractors/Parents/Governors**

<b>How affected</b>	<b>Existing measures in place</b>	<b>Further control measures</b>
<p>Fire doors not closing properly due to closing device being damaged: therefore causing problems if fire breaks out in the Academy</p> <p>Broken door closing devices hanging from door frame which may cause injury</p>	<p>Frequent walkabouts throughout the Academy by site manager, testing fire doors.</p> <p>Arrange for contractors to replace door closers and test</p> <p>Fire Risk assessment carried out annually by BCC approved contractor</p>	<p>Reiterate responsibilities regarding Health &amp; Safety at staff meetings on a regular basis</p> <p>Staff to read Health &amp; Safety publications</p> <p>Ensure existing measures are maintained</p>

**TOPIC: Electricity Problems**

**Those affected: Pupils/Staff/Visitors/Contractors/Parents/Governors**

How affected	Existing measures in place	Further control measures
<p>Electric shock</p> <p>Tripping over cables</p> <p>Damage to fixed wiring</p>	<p>PAT testing carried out annually</p> <p>If possible no use of trailing leads if needed must have cable cover and notice inside and outside room warning of trailing leads</p> <p>Site Manager contacts BCC for emergency electrical county contractor</p> <p>Site Manager/SMT condemns area until contractor arrives and makes safe</p> <p>Telephone list of all emergency county electrical contractors (daytime and outside normal working hours) on Health &amp; Safety notice board in main office</p> <p>Two qualified 'First Aiders' in the Academy</p> <p>No pupils allowed to bring electrical goods into the Academy</p> <p>All electrical fuse boxes accessible to students locked in cabinets</p> <p>Good housekeeping</p>	<p>In absence of Site Manager SMT to decide MOS responsible for contacting emergency electricians</p> <p>Staff to be made aware that any item brought onto the premises must be PAT tested.</p> <p>All lettings to be made aware that no electric equipment to be brought onto site without current PAT test</p> <p>Ensure staff are aware to carry out visual checks on electrical appliances used by their department</p> <p>Reiterate responsibilities regarding Health &amp; Safety at staff meetings on a regular basis</p> <p>Staff to read Health &amp; Safety publications</p> <p>Ensure existing measures are maintained</p>

**TOPIC: Emergency Lighting Faulty**

**Those affected: Pupils/Staff/Visitors/Contractors**

<b>How affected</b>	<b>Existing measures in place</b>	<b>Further control measures</b>
<p>In case of fire, emergency lighting required in order for staff and pupils to vacate the Academy building</p>	<p>Monthly testing and recording of emergency lighting</p> <p>Annual emergency lighting inspection and certification by approved contractor</p>	<p>Reiterate responsibilities regarding Health &amp; Safety at staff meetings on a regular basis</p> <p>Staff to read Health &amp; Safety publications</p> <p>Ensure existing measures are maintained</p>

**TOPIC: Ferry Crossings**

**ASPECT: Safety and Supervision**

ISSUE	HOW TO MANAGE IT
<i>Hazard (to whom and likelihood)</i>	<i>what procedures will be in place</i>
Pupils become detached or lost during dockside procedures	Move from coach to designated 'base' area in small groups allocated to an adult. Before leaving or returning to coach instruct group that if lost to ask to be directed to the purser's office.
Pupils visit areas of the boat inappropriate to them.	Dependent on age and/or weather and sea conditions: designate areas that are off-limits unsupervised, e.g. bar, open deck areas. Arrange for guided visits to key areas.
Pupils become lost.	Have a permanently staffed designated 'base' so that pupils getting detached from friends return to base. Emphasise never alone policy.
There is a major crisis with the ferry (collision, sinking)	Unsupervised groups are instructed that in emergencies they follow the instructions given by ship's crew and do not attempt to return to designated 'base'.

**TOPIC: Fire**

**Those affected: Pupils/Staff/Visitors/Contractors/Parents/Governors**

<b>How affected</b>	<b>Existing control measures</b>	<b>Further control measures</b>
<p>Awareness of who is on site</p> <p>Unaware of assembly point</p> <p>Smoke inhalation</p> <p>Burns</p>	<p>All visitors/contractors must sign in/out</p> <p>Fire exit signs throughout the Academy. Emergency procedure notice in each room</p> <p>Fire Risk Assessment carried out by BCC approved contractor annually</p> <p>Staff to call 999 in emergency</p> <p>Two qualified 'First Aiders'</p> <p>Frequent walkabouts throughout school by site manager/SMT looking for fire traps</p> <p>Termly Health &amp; Safety review sent to BCC</p> <p>Fire alarm tested from different call point each week</p> <p>Emergency lighting tested and recorded monthly</p> <p>Fire drills carried out and recorded</p> <p>Fire extinguishers inspected and maintained yearly</p> <p>No smoking policy in the Academy</p> <p>Staff issued with walkie talkies for emergency situations</p>	<p>Office staff to keep signing in/out book in office and take with them to assembly point</p> <p>MOS meeting visitor/contractors must be responsible for pointing out fire escapes and the location of the assembly point</p> <p>At staff meeting / update responsibilities regarding visitors and contractors</p> <p>Replace fire signs if removed by pupils</p> <p>Reiterate responsibilities regarding Health &amp; Safety at staff meetings on a regular basis</p> <p>Two residential staff to attend 'First Aiders at work' course</p> <p>Staff to read Health &amp; Safety publications</p> <p>Ensure existing measures are maintained</p> <p>Other staff training when necessary</p>

	General housekeeping	
<b>TOPIC</b>	Food for sale prepared off premises	
<b>Estimation of Risk</b>	Medium	
<b>Duration/ Frequency of Exposure</b>	Less than 10 times per year	
<b>Who is at Risk? (Employees)</b>	All staff	
<b>Who Is At Risk? (Non-Employees)</b>	All pupils and visitors to the site	
<b>Is Anyone at Special Risk</b>	Anyone with food allergies	
<b>Existing Precautions</b>	Food transported in chilled state and held in refrigerator on site until sale. Ingredients listed on any item for sale No raw egg in any item No soft cheeses Items wrapped ready for sale Food in line with the Academy's healthy eating ethos if for sale to pupils during the Academy day	

**TOPIC: Gas Leak**

**Those affected: Pupils/Staff/Visitors/Contractors**

<b>How affected</b>	<b>Existing measures in place</b>	<b>Further control measures</b>
Inhalation of Gas fumes  Possible explosion	Emergency gas telephone number on Health & Safety notice board  Emergency procedures to go to place of safety	Reiterate responsibilities regarding Health & Safety at staff meetings on a regular basis  Staff to read Health & Safety publications  Ensure existing measures are maintained

**TOPIC: Grindstone (secondary)**

<b>PURPOSE/METHOD OF WORK</b>
<ol style="list-style-type: none"><li>1. Clear appropriate working area to permit access and facilitate task – the general use of bonded grinding discs mounted machines.</li><li>2. Ensure that machine is operating correctly and that guards are in place.</li><li>3. Ensure that the wheel is dressed correctly and the tool rest is adjusted in accordance with the work to be undertaken i.e. as close to the wheel as possible.</li><li>4. Clear work area upon completion of the work, and remove any unused materials.</li></ol>

<b>SPECIFIC LEGISLATIVE REQUIREMENTS</b>
Health & Safety at Work etc. Act Management of Health & Safety at Work Regulations Personal Protective Equipment Regulations Provision and Use of Work Equipment Regulations Control of Substances Hazardous to Health Regulations Noise at Work Regulations Manual Handling Operations Regulations Electricity at Work Regulations

<b>LEVEL OF SKILL/TRAINING REQUIRED</b>
NVQ or Trade experience equivalent Use of Portable electrical equipment Manual handling training Noise awareness training Specialist training for particular equipment as required Training/Certification in mounting and/or dressing of abrasive wheels. Training in storage and handling of abrasive wheels Proof of competency to be available at all times

CHEMICALS/MATERIALS INVOLVED	HSC NO.	ASSESSMENT DATE

SPECIFIC WORK EQUIPMENT PROVIDED
Grinding wheel

MAIN HAZARDS IDENTIFIED	WHO WILL BE AFFECTED	CONTROL MEASURES TO REDUCE THE RISK
Entanglement with machinery	Staff	<p>Ensure all guards are in place. Paying particular attention to any unguarded spindles i.e. protective sheath locked in place.</p> <p>Wear appropriate clothing, (not loose clothing) tie back long hair and remove hanging jewellery and any jewellery that could become entangled.</p> <p>Readily accessible stop controls that are easy to use and can be activated from the operation position. If not, then additional emergency stop buttons must be fitted. These will need to be made known to all machine operators. Emergency stop buttons must be located around the workshop and be clearly marked with the appropriate sign. They must be set to '0 volts' bringing all workshop machinery to a halt.</p> <p>Emergency stops should be checked on a regular basis and kept accessible at all times.</p> <p>Students must not use equipment unless supervised and must be instructed in the safe use of the machine with regular reminders to reinforce this point.</p> <p>Fixed equipment should be regularly inspected by the Technology</p>

<p>Exposure to vapours/dust</p>	<p>Staff</p>	<p>Department Staff for obvious defects. Any fixed equipment found to be faulty must be removed from service by isolating the power supply, so that it cannot be inadvertently switched on, and attaching a notice.</p> <p>Ensure adequate ventilation/Use LEV as required. Ensure that the LEV is examined and tested on a 12 monthly basis by a competent person and a written record of the examination is kept.</p> <p>Ensure adequate ventilation to working area by means of opening doors and windows etc.</p>
<p>Foot injury</p>	<p>Staff, Pupils and Visitors</p>	<p>Wear protective footwear.</p>
<p>Skin irritation</p>	<p>Staff, Pupils and Visitors</p>	<p>Avoid contact with sealant, adhesives, lubricants, dust. Wear gloves when handling irritants.</p> <p>Good hygiene principles e.g. wash hands before eating, drinking and after work is completed.</p> <p>Report any persistent irritation to your Medical Assistant or GP.</p>
<p>Eye injury/irritation</p>	<p>Staff, Pupils and Visitors</p>	<p>Wear eye protection to protect against dust/penetration injury.</p> <p>Avoid contact with sealant, adhesive or lubricants.</p>
<p>Slips/Trips</p>	<p>Staff</p>	<p>Ensure that good housekeeping at workplace is maintained to acceptable health and safety standards.</p> <p>Ensure lighting at place of work is adequate. Avoid stroboscopic affect. Use/provide additional lighting where required.</p> <p>Ensure that materials are stored within the allocated/demarcated areas to avoid encroaching onto walkways etc.</p> <p>Ensure than any dustsheets etc. used are placed and fixed so as not to produce a tripping/slipping hazard.</p>

Moving wheel/disc	Staff	<p>Only trained personnel to use this type of equipment.                  Use tool on a firm level base. Keep hands as far away as possible from moving parts.                  Ensure machine is isolated during tool changes and servicing. Note run down time as per working procedures.</p> <p>Where appropriate use gloves when handling. Sweep up debris where possible and avoid handling it.                  Ensure tools are appropriate for the task, maintained and kept in good order. Use in the correct fashion for the task at hand.</p> <p>Wherever practicable, abrasive wheels should be fitted with working guards designed to contain every part of the wheel if it fractures.                  Good ventilation should be in place if dust is a hazard. Abrasive wheels should be stored in a dry area that is not susceptible to extreme temperatures.                  Proper storage facilities for wheels and discs should be available.                  All new discs should be inspected for damage before being fitted.                  No loose clothing should be worn.</p> <p>Only trained and authorised (in writing) staff to change abrasive wheels and discs.                  Each appointee should carry proof of authorisation.                  Correct type of wheels/discs to suit the type of work and spindle speeds etc. should be available.</p>
Cuts from hand tools/equipment	Staff	
Contact with wheel/disc	Staff and Pupils	
Burst wheel/disc	Staff	

<b>MANUAL HANDLING RISK</b>
Has a manual handling risk been identified?

<b>PERSONAL PROTECTIVE EQUIPMENT REQUIRED</b>

NO  Is the risk considered to be Low  Is a further detailed assessment required? NO
If the answer to the above question is YES a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992.

Safety footwear Safety overalls Goggles and gloves Respiratory protection if applicable
Is training and instruction required YES  Is there need for special accommodation YES  Is there need for test/examination YES  Is all P. P. E. compatible YES

FREQUENCY OF MONITORING				
N/A	3 Months	6 Months	1 Year	> 1 Year
				YES

ASSESSMENT REVIEW PERIOD				
< 1 Year	2 Years	3 Years	4 Years	> 4 Years
		YES		

**TOPIC: General Grounds Maintenance**

HAZARDS	<p>Moving plant and machinery especially tractors, gang mowers etc running over and crushing people.          Flying debris from powered grounds maintenance equipment such as brush cutters, strimmers, hedge trimmers, shredders etc striking passers by especially in the eye or causing damage to windows.          Unauthorised passengers riding on grounds maintenance machines.          Poorly maintained equipment          Spray from the use of hazardous chemicals herbicides, insecticides          Adverse weather conditions</p>
WHO MIGHT BE HARMED (EMPLOYEES)	Employees
WHO MIGHT BE HARMED (NON-EMPLOYEES)	<p>Children          Parents leaving or collecting children</p>
IS ANYONE AT SPECIAL RISK	Children who are naturally curious. Children with behavioural problems and special needs who do not perceive danger or who lack self control.
EXISTING PRECAUTIONS	<ul style="list-style-type: none"> <li>• Use only grounds maintenance contractors who are on the County Council list</li> <li>• Ensure that grounds maintenance contractors report their presence to reception before starting work</li> <li>• Ensure copies of risk assessments for the grounds maintenance work are provided</li> <li>• Ensure risk assessments for the use of hazardous substances are provided if appropriate</li> <li>• Ensure contractors report when they have finished work and are leaving the site</li> <li>• Make a visual check when work has finished for the day that the site has been left tidy and safe, work has been completed satisfactorily and equipment has been removed from the site</li> <li>• Check with the contractor whether they have experienced</li> <li>• Ensure that all staff ( especially PE staff and site management and caretaking staff are aware that the grounds maintenance contractors are on site and where they will be working and what they will be doing, ( Notice in staff room or announcement at morning staff meeting )</li> <li>• Ensure all people are kept clear of areas where tractors and gang mowers are working.</li> <li>• Display warning signs as appropriate and check visually from time to time that everyone is well clear of the</li> </ul>

	<p>machinery.</p> <ul style="list-style-type: none"><li>• During the day check from time to time that the contractors are working safely.</li></ul> <p>If you see any obvious breaches of health and safety ask for the work to be stopped and report it to the contracts manager and the health and safety team.</p> <p>Examples are:</p> <ul style="list-style-type: none"><li>• vehicles being driven in an unsafe manner</li><li>• unauthorised passengers being carried on vehicles</li><li>• equipment being operated too close to people</li><li>• equipment left unsupervised, for example, with keys in ignition</li><li>• operatives not wearing personal protective equipment</li><li>• If spraying is to take place ensure area kept clear and weather conditions are appropriate. Be aware of any sudden changes in the weather.</li></ul>
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**TOPIC: Hazardous Substances**

**Those affected: Pupils/Staff/Visitors/Contractors/Parents/Governors**

How affected	Existing measures in place	Further control measures
<p>Inhalation of fumes</p> <p>Chemical Spillage</p>	<p>Swimming Pool Care by MOS who has attended relevant course</p> <p>MOS responsible for Pool Care has all relevant COSHH information</p> <p>Cleaning Staff have all relevant COSHH information</p> <p>Kitchen staff have all relevant COSHH information</p> <p>Storage of hazardous substances kept in a cupboard locked at all times</p> <p>Personal Protective Equipment provided for staff</p> <p>Disposal of chemical: information on COSHH sheets</p> <p>Copy of COSHH information for pool, kitchen and cleaning products held in facilities office and in fire log</p> <p>Staff issued with walkie talkies for emergency situations</p> <p>Staff to call 999 in an emergency</p>	<p>Any MOS purchasing new cleaning or swimming pool products must advise Site Manager. The site manager will send the chemical inventory to BCC and await the appropriate COSHH sheet</p> <p>Site Manager to make up a Hazard Data Sheets demonstrating what to do if spillage or an emergency occurs with the chemical used in the cleaning, kitchen and pool departments</p> <p>Ensure any new member of staff is given appropriate information and training if required</p> <p>Purchase date stamp for staff to date all chemical products on arrival</p> <p>Purchase spills kit</p> <p>Reiterate responsibilities regarding Health &amp; Safety at staff meetings on a regular basis</p> <p>Staff to read Health &amp; Safety publications</p> <p>Ensure existing measures are maintained</p>

**TOPIC:                    Operation of shutters in Kitchen**

<b>Estimation of Risk</b>	Medium
<b>Duration/ Frequency of Exposure</b>	Before and after break and lunch
<b>Who is at Risk? (Employees)</b>	Caretakers
<b>Who Is At Risk? (Non-Employees)</b>	
<b>Is Anyone at Special Risk</b>	Catering Contractors
<b>Existing Precautions (Safe Working Procedures, Training etc. )</b>	Catering Contractors told that should get the caretakers to operate the shutters . Caretakers trained in manual handling. Shutters only to be operated by two people from the outside
<b>Are Existing Precautions Adequate to Control Risk?</b>	Yes *Delete as appropriate
<b>Further Action Required to</b>	Shutters checked by P Perkins they are warped and to control risk need to remove and replace with metal shutters preferably motorized at an estimated cost of £3000 which the Academy not able to afford

**TOPIC: Lettings**

**Those affected: Pupils/Staff/Visitors/Contractors/Parents/Governors**

<b>How affected</b>	<b>Existing measures in place</b>	<b>Further control measures</b>
<p>Unfamiliar with fire escapes</p> <p>Unaware of assembly point</p> <p>May require First Aid Box</p> <p>May require the assistance of a First Aider</p> <p>May require access to telephone</p>	<p>Emergency Procedure notice in each room</p> <p>Signage showing emergency exit routes</p> <p>Emergency lighting</p> <p>Location of First Aid boxes signed</p> <p>Fire drills carried out while the Academy letting is in progress in order to ensure hirers are familiar with the drill</p> <p>All existing phones have 999 facility</p>	<p>Provide first aid training for members of staff covering lettings</p> <p>Rewrite instructions and guidance on lettings issued to all hirers</p> <p>Increase provision of phones to all areas</p>

**TOPIC**                      **Walking to Local Venues**

<b>Estimation of Risk</b>	Low
<b>Duration/ Frequency of Exposure</b>	Local visits made periodically by all departments
<b>Who is at Risk? (Employees)</b>	Staff going on visit
<b>Who Is At Risk? (Non-Employees)</b>	Pupils
<b>Is Anyone at Special Risk</b>	Any disabled pupils on the visit
<b>Existing Precautions (Safe Working Procedures, Training etc. )</b>	<p>All pupils registered before departure</p> <p>Route previously decided upon to minimise any traffic hazards- roadworks crossings.</p> <p>Route told to pupils</p> <p>Member of staff walks with pupils- ratio 1-20</p> <p>Any disabled pupils have a member of staff with them at all times</p> <p>Registered on arrival at venue and if going to more than once place registered at each stop.</p> <p>Inform parents if being dismissed from venue at end of visit</p>

**TOPIC: Lone Working Contractors**

**Those affected: Contractors**

<b>How affected</b>	<b>Existing measures in place</b>	<b>Further control measures</b>
Injury to contractor whilst working alone	All contractors must sign in /out and state where working	MOS to carry out periodic checks of contractor Check contractor has mobile telephone Contractors should be given office number MOS meeting contractor must be responsible for pointing out fire escapes  Ensure existing measures are maintained

**TOPIC: Pupils and staff moving around the site and coming into contact with manhole covers**

<b>Estimation of Risk</b>	Negligible/Low/ <b>Medium</b> /High
<b>Duration/ Frequency of Exposure</b>	Daily at change of lesson break and lunch
<b>Who is at Risk? (Employees)</b>	All staff
<b>Who Is At Risk? (Non-Employees)</b>	Pupils and visitors
<b>Is Anyone at Special Risk</b>	
<b>Existing Precautions (Safe Working Procedures, Training etc. )</b>	Rely on reporting defects in premises on caretakers job sheet so can be rectified
<b>Are Existing Precautions Adequate to Control Risk?</b>	No*  *Delete as appropriate
<b>Further Action Required to Adequately Control Risk</b>	Need to periodically ideally monthly check that all manhole and drain covers are secure and in good order as well as responding to job sheets. Screw shut lids if possible check that are correctly seated

**TOPIC: Manual Handling**

**Those affected: Staff**

<b>How affected</b>	<b>Existing measures in place</b>	<b>Further control measures</b>
Injury to person involved with lifting	Caretaker trained in Manual handling Provision of types of trolleys Heavy weights to be assessed prior to attempt to move Use of more than one person to lift	Arrange manual handling training for all technicians as well as site team  Reiterate responsibilities regarding Health & Safety at staff meetings on a regular basis  Staff to read Health & Safety publications  Update staff training when necessary

**TOPIC: Manual handling salt/grit**

<b>Estimation of Risk</b>	Low
<b>Duration/ Frequency of Exposure</b>	Severe weather
<b>Who is at Risk? (Employees)</b>	Caretakers
<b>Who Is At Risk? (Non-Employees)</b>	None
<b>Is Anyone at Special Risk</b>	
<b>Existing Precautions (Safe Working Procedures, Training etc. )</b>	Delivery of salt to as near to storage area as possible. Order bags of 25k no larger Sack barrow to be used to transport from lorry and to/from store. 2 man job to stack /store bags and to pour into spreader Gloves to be worn when handling bags.
<b>Are Existing Precautions Adequate to Control Risk?</b>	Yes *Delete as appropriate
<b>Further Action Required to Adequately Control Risk</b>	

**TOPIC:** **Frontline members of staff who deal with the public and parents and visitors either by phone or in person**

<b>Estimation of Risk</b>	Medium
<b>Duration/ Frequency of Exposure</b>	Daily
<b>Who is at Risk? (Employees)</b>	Teaching and non teaching staff
<b>Who Is At Risk? (Non-Employees)</b>	
<b>Is Anyone at Special Risk</b>	Those who man main reception and those who may be lone working –lettings and lock up
<b>Existing Precautions (Safe Working Procedures, Training etc. )</b>	Non teaching staff trained in Personal Safety Awareness Personal alarms issued to staff who are likely to be lone working Parental interviews conducted in rooms with viewing panels or in a public area. Notice at reception of zero tolerance of abusive behaviour towards staff. Procedure for abusive phone calls that terminate the conversation.
<b>Are Existing Precautions Adequate to Control Risk?</b>	No*

**TOPIC: Activities out of classroom but still on site**

<b>Estimation of Risk</b>	Low
<b>Duration/ Frequency of Exposure</b>	1 period at a time probably only twice a term
<b>Who is at Risk? (Employees)</b>	Teachers and TA's
<b>Who Is At Risk? (Non-Employees)</b>	Pupils
<b>Is Anyone at Special Risk</b>	Any disabled pupils in the class
<b>Existing Precautions</b>	All areas to be used checked for trip hazards before lesson Weather conditions checked- precautions for sun taken- Insect activity checked for stinging/biting insects Normal classroom discipline and sanctions used Provide method of emergency communication- staff own mobile phone school mobile or school walkie talkie.
<b>Are Existing Precautions Adequate to Control Risk?</b>	Yes
<b>Further Action Required to Adequately Control Risk</b>	

**TOPIC: Outdoor Education Centre.**

**LEADER: ANON**

ISSUE	HOW TO MANAGE IT	WHO TO BE INFORMED		
PLANNING	What procedures will be in place	parents	staff	pupils
<p><b>Individual group procedures:</b></p> <p><b>Travelling procedures:</b> Safety standards.</p> <p>Head count procedures.</p> <p>Lost pupil/staff procedures.</p> <p>Breakdown of transport.</p> <p><b>Accommodation</b> Grouping for pupil's</p>	<p>All AS level students will attend the course. Individual pupils have provided information regarding specific medical and dietary needs. Parental consent forms have been distributed and all have been returned. Codes of conduct for the visit have been clarified/discussed by Academy organiser with all parents/pupils informed. Emergency contact numbers for parents and the centre have been provided and are available.</p> <p>Transport to and from the centre and during the visit is via minibuses, all of which have passed county council safety guidelines.</p> <p>Registers are taken before setting off and before any group embarks or leaves a study site, thus ensuring no individual is missing.</p> <p>Pupils will be working in groups at all times. The only time they are not in direct eye contact of the group leader is during the city of Worcester exercise.</p> <p>Each group is provided with a mobile phone and the contact number of the member of staff with them. Pupils must also provide their groups phone number so that staff can regularly check their location and progress. A specific meeting place, and clear time for all groups to meet is also provided. Extra buses from the centre can be sent to collect any pupils and return them to the centre if their original transport breaks down.</p> <p>Pupils will be sleeping at the field centre in dormitories. Staff are located next door to each dormitory. Fire drill and evacuation are discussed on arrival with the students and a fire drill will take place on the first evening. All exits are</p>			

<p>accommodation. Fire drill. Security at night.</p>	<p>clearly lit and marked.</p> <p>Academy and centre staff are on 24-hour call in case of emergency.</p>			
<p><b>Daily procedures.</b> Code of conduct. Routines.</p> <p>Medicines. Emergency medical procedures.</p> <p><b>Activity procedures.</b> Daily weather. Group sizes and emergency contact.</p> <p>First aid.</p> <p><b>Hazardous activities.</b> Specific activities have been risk assessed.</p>	<p>Expectations of behaviour and codes of conduct are made clear to pupils before the visit by school staff and at the start of the visit by centre staff. Daily routines, pupil duties, meal times and staff responsibilities are also made clear to pupils/staff on arrival by centre staff.</p> <p>Pupil medicines are stored in the medical cupboard in the centre office. Emergency medical procedures are known. At the centre there are trained duty staff on call 24 hours a day to deal with medical incidents. The phone number of the on call doctor is also available in all staff sleeping accommodation. Whilst on visits to study sites all staff carry first aid kits with them, and are briefed on their usage.</p> <p>Daily weather forecasts are checked and the programme for the day adjusted accordingly.</p> <p>Group sizes will never be larger than that specified by the county via their staff/pupil ratio documentation. Extra centre staff will also accompany most groups.</p> <p>All group members are briefed on how to contact the group leader/centre in case of emergency. This will only be required on the visit to Worcester, as for all other exercises staff accompany the groups at all times. (See earlier notes on Worcester and emergency communication procedures).</p> <p>All staff carries emergency first aid kits with them for all activities. All staff are provided with pupil lists for each days activities, and all groups must be registered on frequent occasions.</p> <p>Any hazardous activities such as abseiling are conducted on the centre site, using the centres own equipment/resources. Appropriately qualified staff supervises each activity. All kit is rigorously tested to meet health and safety</p>			

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HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS REQUIRED TO CONTROL THE RISK?
<p>River Leadon Study. Pupil may trip whilst in the river and sustain an injury.</p>	<p>Individual pupil.</p>	<p>Depth/speed of flow of the river checked by group leader prior to students being allowed to enter. The river will only be used in periods of low flow. Weather conditions checked to ensure that river levels will be low. Group leader administers basic first aid and calls for assistance by means of mobile phones provided. The centre is also informed.</p>	<p>Pupils briefed about basic safety procedures when working in rivers, even in low flow. Minimum number of pupils from each group will be in the river at any given time.</p>
<p>Urban study in Worcester. Pupils may get lost.</p>	<p>Pupils split into groups of at least six.</p>	<p>Pupils are provided with street maps and emergency phone numbers to get in touch with staff. Staff ring pupils frequently to check location and progress. Pupils stay in groups of six. A set meeting place and time is specified at the start of the exercise. Failure to arrive by the specified time will mean contact via phone from staff to ascertain</p>	<p>Pupils are briefed on map reading skills. Groups are instructed to stay together and not to move until a member of staff gets to them if they become completely lost.</p>

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HAZARD	WHO MIGHT BE HARMED?	IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS REQUIRED TO CONTROL THE RISK?
<p>Visitor impact on British Camp Iron Age Fort. Pupil may slip on steep slopes and suffer injury.</p> <p>Abseiling. Pupils attempt to abseil without proper instruction/supervision.</p>	<p>Individual pupil.</p> <p>Individual pupil.</p>	<p>Pupils equipped with appropriate outdoor kit and footwear. All pupils work in groups of at least six. Injury assessed by member of staff and the centre staff on site with the group. Emergency services called. Rest of group returned to centre via minibuses. Member of staff stays with injured pupil until emergency services arrive and accompanies him to hospital.</p> <p>All climbing poles/walls are strictly out of bounds unless pupils are supervised by qualified staff. All pupils are checked for appropriate kit prior to usage and are briefed about techniques involved. All kit is carefully checked before it is issued.</p>	<p>All pupils are checked for appropriate kit prior to the site visit. Pupils instructed on the procedure for dealing with an injured group member.</p>

**TOPIC: Playground use by children**

<b>Estimation of Risk</b>	Low
<b>Duration/ Frequency of Exposure</b>	Before and after the Academy day and during break and lunch
<b>Who is at Risk? (Employees)</b>	
<b>Who Is At Risk? (Non-Employees)</b>	Pupils
<b>Is Anyone at Special Risk</b>	
<b>Existing Precautions (Safe Working Procedures, Training etc. )</b>	Playground segregated by waist high hoops to prevent cars onto playing surface. Hoops painted bright yellow to aid visibility. Basket ball hoops separate from other areas. Break time staff on duty.
<b>Are Existing Precautions Adequate to Control Risk?</b>	Yes
<b>Further Action Required to Adequately Control Risk</b>	

**TOPIC: PE Playing Fields**

<b>WORK ACTIVITY</b>	
<b>HAZARDS</b>	<p>Insecure equipment rugby, football, hockey goal posts                      Equipment which has been vandalised                      Hazardous materials left on the site by trespassers                      Cracks in surfaces caused by hot weather                      Mole hills                      Protruding goal post sockets in summer months or if both football and rugby are played on the same pitches at different times of year</p>
<b>WHO MIGHT BE HARMED (EMPLOYEES)</b>	<p>PE staff and other staff supervising games</p>
<b>WHO MIGHT BE HARMED (NON-EMPLOYEES)</b>	<p>Children attending the Academy                      Children and others making unauthorised use of the playing fields at evenings and weekends                      Passers by struck by balls</p>
<b>IS ANYONE AT SPECIAL RISK</b>	
<b>EXISTING PRECAUTIONS</b>	<ul style="list-style-type: none"> <li>• Grass should be regularly mowed to keep it to the appropriate length for sports activities</li> <li>• Borders of the playing field should be kept short by mowing or strimming to ease the retrieval of balls</li> <li>• The perimeter of the playing field should be secure so as to minimise unauthorised access and vandalism and to minimise unauthorised use evenings and weekends</li> <li>• Low branches on trees should be cut back to minimise the risk of injury to the eyes</li> <li>• Any manholes must be level with the surrounding surface so they do not present a tripping hazard</li> <li>• If moles are a problem take advice from a pest control company or mole catcher</li> <li>• Pitches must not be used whilst they are being mowed</li> <li>• Teachers and children should carry out a visual inspection of all pitches and their surrounds before use</li> <li>• Children should be advised what to look for and to report any hazards to the teacher rather than picking them up</li> <li>• Ensure any hazardous items are safely removed before play commences</li> <li>• Provide stout gloves, litter picking sticks, plastic bags for litter, stout cardboard boxes for glass, poop scoops and small polythene bags for animal faeces</li> </ul>

- The teacher should thoroughly inspect all goal posts before play commences and check posts securely in sockets and cross pieces are bolted on securely
- Ensure that rugby goal posts are appropriately padded
- Ensure all goal posts are thoroughly cleaned and maintained at the end of each season and stored appropriately where they will not be exposed to the weather or prone to accidental damage, vandalism, theft or other misuse such as for battering rams
- If the school plays both football and rugby then check that football goal post slots are covered and do not present a hazard to rugby players and vice versa
- Ensure that all portable goal posts are adequately secured when they are in use so they cannot topple over onto anyone
- When not in use portable goal posts should be secured so as to prevent unauthorised use by padlocking them to something substantial?
- Orientate pitches so as to minimise the risk of balls being struck into public places, neighbours gardens, or onto nearby roads and footpaths or onto roofs
- Balls which go onto roofs should be replaced unless they can be retrieved easily without risk
- Staff and pupils must not climb onto roofs to retrieve balls
- If a ball leaves the Academy grounds it should be retrieved by the teacher if it is safe to do so, if it is not safe to do so it should be replaced
- Provide high level netting if there is a danger of balls of any kind leaving the boundary of the site and causing damage to property or persons
- Ensure that cricket site screens are in sound condition, regularly maintained and can be move easily without risk of injury
- Ensure that any hand propelled pitch rollers are secured so as to prevent unauthorised use
- Ensure that all sandpit and run-ups are in good condition. Run ups should be sound with not lose material or weeds growing through the surfaces.
- Ensure that the sand pit contains adequate sand and that it is inspected for foreign bodies before use
- Check sandpit surround is in sound condition
- Keep a rake available for raking the sand pit level and a supply of sand to fill it
- Ensure any discuss/hammer cages are regularly maintained and in sound condition and not likely to topple over. Inspect before use
- For all sports activities follow the guidance in Safe Practice in Physical Education published by the British Association of Advisers and Lecturers in Physical Education 2004 Edition

<b>FURTHER ACTION REQUIRED TO CONTROL RISK</b>	
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**TOPIC: Pregnant Member of Staff**

<b>Estimation of Risk</b>	Medium
<b>Duration/ Frequency of Exposure</b>	Daily Tasks
<b>Who is at Risk? (Employees)</b>	Employee and child
<b>Who Is At Risk? (Non-Employees)</b>	Pupils
<b>Is Anyone at Special Risk</b>	
<b>Existing Precautions</b>	Workstation moved to ground floor from first floor Caretaker or other staff to take over manual handling tasks Rest area (staff room ) available to rest and lay down to elevate legs. Workspace has openable windows for ventilation. Wet floor signs in use after toilets cleaned during the day Member of teaching staff to be available to intervene if there is any confrontation between students on the way into or during exams.
<b>Are Existing Precautions Adequate to Control Risk?</b>	No
<b>Further Action Required to Adequately Control Risk</b>	Workstation Safety plus to be completed as soon as possible on new workstation

**TOPIC: Pregnant Member of staff**

Risks	
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Fatigue	Make available seating and rest area – manage work so that able to teach from a seated position Ensure that there is good ventilation.
Manual handling	Ensure that technician and or teaching assistant or other member of staff performs tasks that have a manual handling element. Ensure that all items are within normal reach and that no stretching is required.
Practical lessons	Ensure that when pupils are moving around that member of staff has no possibility of being bumped into Ensure that strict hygiene is observed and that food tasting does not include any unpasteurised cheeses or raw egg
General movement around school	Ensure that all slip and trip hazards are removed or signed and external walkways to be salted/grited in icy weather.
Chemicals	Ensure that any chemicals that may come into contact with skin have COSHH assessments and that protective clothing issued and worn

**TOPIC: Pupil on crutches**

<b>Estimation of Risk</b>	Negligible/Low/Medium/High
<b>Duration/ Frequency of Exposure</b>	Normal movement around the Academy during the day
<b>Who is at Risk? (Employees)</b>	
<b>Who Is At Risk? (Non-Employees)</b>	Pupils
<b>Is Anyone at Special Risk</b>	
<b>Existing Precautions (Safe Working Procedures, Training etc. )</b>	Pupil timetable altered so that only works on the ground floor Able to leave lessons early so that move around site when no other pupils around. Able to go into library dining room or main hall at lunchtime all have disabled access
<b>Are Existing Precautions Adequate to Control Risk?</b>	Yes
<b>Further Action Required to Adequately Control Risk</b>	Provision of backpack so that able to carry normal Academy equipment. To be held at reception for loan if pupil does not already have a backpack or other suitable bag.

**TOPIC: Putting up display work**

<b>Estimation of Risk</b>	Low
<b>Duration/ Frequency of Exposure</b>	Members of staff putting up displays in both classrooms and public areas
<b>Who is at Risk? (Employees)</b>	Member of staff
<b>Who Is At Risk? (Non-Employees)</b>	Pupils
<b>Is Anyone at Special Risk</b>	If have to stand on kick stool to reach high level. Use of staple gun
<b>Existing Precautions</b>	Visually check kick stool to see in good condition Check that the area to work in is level with no areas that may cause a trip or fall  Provision of kick stool for high level Only put displays on display boards Display boards to be sited so that the top is not above average shoulder height for someone standing on a kick stool Only to put up displays when pupils not moving around the site Tac adhesive to be used in preference to staples If staple guns used only to be used by staff –to be put away immediately after use in locked cupboard
<b>Are Existing Precautions Adequate to Control Risk?</b>	Yes
<b>Further Action Required to Adequately Control Risk</b>	

**TOPIC: Replacing a broken fluorescent tube with a new one at height using a step ladder.**

<b>Estimation of Risk</b>	
<b>Hazards Arising from Work Activity</b>	Falls from height Broken glass causing cuts
<b>Duration/ Frequency of Exposure</b>	As required.
<b>Who is at Risk? (Employees)</b>	Caretaker/Site Manager/Staff if in the Vicinity
<b>Who Is At Risk? (Non-Employees)</b>	Children and other visitors to the site
<b>Is Anyone at Special Risk</b>	Untrained persons
<b>Existing Precautions (Safe Working Procedures, Training etc. )</b>	<ul style="list-style-type: none"> <li>• Avoid lone working, this is a two person job</li> <li>• Ensure you have received sufficient training to carry out the work safely</li> <li>• Ensure stepladder adequately maintained and stored safely and securely</li> <li>• Termly safety inspection record for stepladder exist and indicates stepladder safe for use</li> <li>• Ensure stepladder can be safely carried to point of use and back to store</li> <li>• Obtain help with transporting ladder if necessary</li> <li>• Visually inspect stepladder before use</li> <li>• Set up on firm level surface prior to use</li> <li>• Ensure step-ladder fully open and stable before using</li> <li>• Ensure the stepladder is long enough to allow you to reach the fluorescent tube easily without your waist rising above the top rung of the ladder or the top of the handrail</li> <li>• Remove the diffuser if fitted and hand it to a colleague standing on the ground</li> <li>• Remove the florescent tube and hand it to a colleague who is standing on the ground. Try to avoid</li> </ul>

	<p>moving up or down the stepladder whilst carrying the tube.</p> <ul style="list-style-type: none"> <li>• Ask you colleague to hand you the new tube and locate it in the holders</li> <li>• Ask your colleague to hand you the diffuser and replace it over the tube and secure if necessary</li> <li>• Ensure you are wearing suitable non-slip footwear</li> <li>• Ensure there are no children in the area</li> <li>• Ensure that the electrical supply is switched off and remains off whilst the tube is being changed</li> <li>• Switch off at the main isolation switch if possible. If not then tape off and label the light switch</li> <li>• Ensure dust-pan, brush and vacuum cleaner are available if tube broken accidentally or dropped</li> <li>• Wear toxic dust mask when clearing up any breakages</li> <li>• Place any broken glass in a robust cardboard box, label and seal</li> <li>• Ensure tubes stored safely and securely prior to disposal</li> </ul> <p>Note If no-one is available to assist you with this task you must not proceed.</p>
<p><b>Are Existing Precautions Adequate to Control Risk?</b></p>	<p style="text-align: center;">YES/NO</p> <p>* delete as applicable ( see below )</p>
<p><b>Further Action Required to Adequately Control Risk</b></p>	

**TOPIC: Sanding Wood**

Those at Risk: Staff and Pupils

<b>Hazard</b>	<b>Control</b>
Airborne dust particles	If mechanical means used to sand need to have some form of dust collection/extraction system Hand sanding use appropriate grade of abrasive paper for the task Dust masks to be worn Gloves to be worn if hand sanding

**TOPIC: Security Lighting/Intruder alarm**

**Those affected: Pupils/Staff/Visitors/Contractors/Parents/Governors**

How affected	Existing measures in place	Further control measures
<p>Break ins</p> <p>Intruders: possible hostile or criminal intent</p> <p>Injury to staff</p>	<p>Telephone Police</p> <p>Staff advised to remain calm, remove themselves from danger and not to challenge or confront intruders</p> <p>Seek support from colleagues. Do not act alone await another member of staff before entering Building</p> <p>CCTV Security lighting and intruder alarm serviced annually and on request if a problem</p>	<p>Reiterate responsibilities regarding Health &amp; Safety at staff meetings on a regular basis</p> <p>Staff to read Health &amp; Safety publications</p> <p>Ensure existing measures are maintained</p>

**TOPIC:** Altering Set Up of Hall and Dining Room for Functions

HAZARDS	Manual handling of tables and chairs. Food on floor causing slipping
WHO MIGHT BE HARMED (EMPLOYEES)	Teachers Midday supervisors Caretakers Support Staff
WHO MIGHT BE HARMED (NON-EMPLOYEES)	Children
IS ANYONE AT SPECIAL RISK	Persons with mobility problems or other special needs
EXISTING PRECAUTIONS	<ul style="list-style-type: none"> <li>• Ensure all staff who set out and put away dining tables and chairs have received adequate training in manual handling of loads within the last three years</li> <li>• Ensure only lightweight collapsible dining tables are used</li> <li>• Provide a table trolley to minimise lifting if possible</li> <li>• The wheels on the table trolley should be lockable</li> <li>• Ensure that when the tables are put away they are stacked so they cannot slip or blow over. They may be stored in the trolley. If there is no trolley then they made need to be strapped to the wall to prevent them toppling or blowing over.</li> <li>• Unload the tables from the trolley one at a time and set them. Afterwards collapse the tables and load them on to the trolley one at a time. This will minimise carrying distances.</li> <li>• Provide a chair trolley to facilitate the moving of the chairs</li> <li>• Unload chairs from the chair trolley one at a time as you set them out. Load chairs onto the chair trolley one at a time as you put them away. This will minimise carrying distances.</li> <li>• Ensure that chairs are stacked no more than 6 chairs high in the storage area</li> <li>• During lunchtime ensure that any spillages of liquids or pieces of food are cleaned up immediately to minimise the risk of slipping over</li> <li>• Ensure that food is not taken out of the dining area and display a sign to that effect</li> <li>• Before putting away the chairs and tables sweep any pieces of food from the floor and wipe up any spillages or drinks.</li> <li>• Ensure that sufficient brushes, mops, buckets, cloths etc are provided to enable spillages to be cleaned up</li> </ul>

	<ul style="list-style-type: none"><li>• Dispose of all food waste appropriately so as to avoid attracting rodents etc</li></ul>
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**TOPIC: Slips, Trips and Falls**

**Those affected: Pupils/Staff/Visitors/Contractors/Parents/Governors**

How affected	Existing measures in place	Further control measures
<p>May injure yourself and others</p>	<p>Wet floor signs used by cleaning staff                      Good housekeeping rubbish removed promptly</p> <p>Frequent walkabouts by site manager inside the Academy building and the Academy grounds looking for potential hazards i.e. uneven paving slabs, wet floors, loose flooring, cables lying across rooms, any dangerous objects lying around etc. If hazards found barrier them off or make more visible with warning signs whichever is more appropriate</p> <p>Check lighting around the Academy so areas not in shadow</p> <p>Staff informed at meetings that Health &amp; Safety is everyone's responsibility so if any spillages seem should be dealt with immediately not walking away without doing anything</p>	<p>Ensure staff report any potential hazards whilst around the Academy</p> <p>If not able to rectify fault immediately make sure it's well publicised use daily newsletter</p> <p>Reiterate responsibilities regarding Health &amp; Safety at staff meetings on a regular basis</p> <p>Staff to read Health &amp; Safety publications</p> <p>Ensure existing measures are maintained</p>

**TOPIC: Stage Lighting Installation Movement and Removal and Scenery Painting**

<b>Estimation of Risk</b>	Low
<b>Duration/ Frequency of Exposure</b>	Periodic for performances
<b>Who is at Risk? (Employees)</b>	Caretakers Head of Drama
<b>Who Is At Risk? (Non-Employees)</b>	None
<b>Is Anyone at Special Risk</b>	
<b>Existing Precautions (Safe Working Procedures, Training etc. )</b>	Tower scaffold to be used in all cases due to height Only trained personnel to use tower. Manual handling training for all personnel for carrying lights All lights and fixtures inspected annually by qualified contractor Only waterbased paints to be used on any scenery
<b>Are Existing Precautions Adequate to Control Risk?</b>	No

**TOPIC: Theatre Visit**

<b>Estimation of Risk</b>	Low
<b>Duration/ Frequency of Exposure</b>	Specific Visit
<b>Who is at Risk? (Employees)</b>	Staff
<b>Who Is At Risk? (Non-Employees)</b>	Pupils
<b>Is Anyone at Special Risk</b>	Possible disabled pupils attending
<b>Existing Precautions (Safe Working Procedures, Training etc. )</b>	<p>All staff and pupils to follow instructions given at venue .                      Staff to accompany pupils at all times to any evacuation point                      Register to be taken at evacuation point and any discrepancy to be immediately reported to venue staff</p> <p>Pupils being collected /dismissed from venue to have parental permission to make own way home or must record with staff member that their lift has arrived and that they are leaving the premises.</p> <p>Registers taken before enter auditorium and headcount after any intervals.</p>
<b>Are Existing Precautions Adequate to Control Risk?</b>	Yes

**TOPIC: Inspection and Maintenance of Trees on site**

<b>Estimation of Risk</b>	Negligible/Low/Medium/High
<b>Duration/ Frequency of Exposure</b>	At all times
<b>Who is at Risk? (Employees)</b>	All
<b>Who Is At Risk? (Non-Employees)</b>	All
<b>Is Anyone at Special Risk</b>	
<b>Existing Precautions (Safe Working Procedures, Training etc. )</b>	
<b>Are Existing Precautions Adequate to Control Risk?</b>	Yes/No*  *Delete as appropriate
<b>Further Action Required to Adequately Control Risk</b>	Annual survey of trees by specialist and completing any remedial work identified

**TOPIC: Trees on School Sites**

HAZARDS	Trees falling in high winds causing damage property and injury to people Branches falling off trees causing damage or injury Trees undermining buildings Tress causing damage to footpaths Tree roots causing damage to pipework
WHO MIGHT BE HARMED (EMPLOYEES)	Staff
WHO MIGHT BE HARMED (NON-EMPLOYEES)	Children Contractors Visitors Passers by Neighbours of the school
IS ANYONE AT SPECIAL RISK	
EXISTING PRECAUTIONS	Ensure that all trees on the school site are inspected at least once annually by an arboriculturist from the County Council’s approved contractor BAPTIE and that a report is provided and acted upon in the recommended time scale. Ensure that tree work which is dangerous is only carried out by tree surgeons approved by the arboriculturalist. Ensure that a risk assessment has been made and recorded before work begins. Aim to have tree work completed when the school is closed at the weekend or during a vacation. If tree work is undertaken whilst school is in session ensure that all staff are informed and everyone is kept well away. Post warning signs and tape of prohibited areas as appropriate. Ensure that wood is removed from the site and disposed of appropriately. If there are any trees on neighbouring properties which could fall or shed branches onto the school site write to the owner and seek assurance that the trees are regularly inspected by a competent person and are in a safe condition. Seek further help from the Council’s legal team if you encounter any difficulty with this. If a severe weather/gale warning is issued for the area consider whether you should keep people away from certain areas of the site or keep them in school in exceptionally windy weather. If trees are damaged after high winds contact the arboriculturist for a further assessment and

	<p>advice.</p> <p>Even when trees have been regularly inspected they may still fall or shed branches without warning. If a tree is showing signs of stress or cracking in high winds clear the area, cordon it off and place warning signs. Contact the arboriculturist immediately for advice and the tree surgeon if necessary.</p> <p>For trees close to buildings or footpath seek the advice of you're the arboriculturist and your maintenance surveyor about whether the tree needs cutting back or removing.</p> <p>Trees provide useful shade on a school site and are an attractive feature so plan to provide small low maintenance trees for this purpose on the site. The arboriculturist should be able to provide you with advice about species and location. When planting trees please check that they are not poisonous.</p> <p>Leaves may be a problem in the autumn as they can make footpaths slippery. A leaf blower or vacuum and a broom may be useful to help reduce this problem.</p>
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**TOPIC: Vehicles on site**

**Those Affected Pedestrians and drivers**

How Affected	Existing Measures	Further Control
<p>Injury to pedestrians and drivers</p>	<p>Segregate pedestrians from traffic designate safe areas to walk denoted by hatching.</p> <p>For pedestrian access use specific gates</p> <p>Keep paths in good repair</p> <p>Playground vehicle gates locked only opened for specific vehicles</p> <p>Members of staff on duty by gates morning and evening</p>	<p>New gates to try to control access better</p> <p>Look at removing cars from main entrance increase car parking at side of the Academy</p> <p>All deliveries if possible to main entrance</p>

**TOPIC: Verbal Abuse**

**Those Affected Staff/Admin /Support/Teachers**

Issue	Existing Controls	Further Action
<p>Verbal abuse either in person or by phone</p>	<p>County Statement on position of violence at work displayed                      Training in personal Safety for Staff at risk undertaken and ongoing                      Phones in all interview areas to call for assistance</p>	<p>Compilation of records of verbal abuse to use as shared information                       County guidance on personal safety to be placed in staff shared reference area                      Reference to be made to personal safety in Staff Handbook</p>

**TOPIC:** Razor wire on roof

<b>Estimation of Risk</b>	Negligible/Low/
<b>Duration/ Frequency of Exposure</b>	Wire static but people on roof two or three times a year to clean out drains and get balls down
<b>Who is at Risk? (Employees)</b>	
<b>Who Is At Risk? (Non-Employees)</b>	Contractors unauthorised trespassers
<b>Is Anyone at Special Risk</b>	
<b>Existing Precautions (Safe Working Procedures, Training etc. )</b>	Wire secured to edge of roof but sufficient room left to be able to get safely over with a ladder. Attaching wires have streamers on so are visible. Signage on all walls that the razor wire covers All wire is above 2.4meters from the ground.  Only contractors are allowed onto the roof for maintenance no other personnel are permitted onto the roof.  Lighting in the surrounding area sufficient to show the wire at night.
<b>Are Existing Precautions Adequate to Control Risk?</b>	Yes
<b>Further Action Required to Adequately Control Risk</b>	No