



## Health and Safety Policy

Reviewed: September 2025

Review date: September 2026

Person Responsible for Policy – Co-Headteachers

This health and safety policy links to the following policies:

- First aid
- Safeguarding Policy
- Supporting pupils with medical conditions
- Accessibility plan
- Emergency or critical incident plan
- Staff Handbook – Induction process
- School Security Policy and Procedures

## 1. Introduction

The safety policy is divided into three sections:

**Statement** – a statement of the intention of the employer to ensure the Health and Safety of his employees and other persons, affected by his work and to ensure compliance with the Health and Safety at Work etc. Act 1974 and the various Regulations published under the Act.

**Organisation** – a description of the responsibilities of different people within the organisation, who are described by their job title [the names of current post holders are included as an appendix].

**Arrangements** – a description of the procedures and measures to be taken to ensure the health, safety and welfare of employees, students, voluntary helpers, visitors and contractors.

### Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting in schools](#), and the following legislation:

- [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register
- [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff
- [The Work at Height Regulations 2005](#), which require employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

## **A. STATEMENT**

### **A.1 General Requirements**

The Governors of Droitwich Spa High School and Sixth Form Centre recognise their responsibility under the Health and Safety at Work etc. Act [1974], so far as is reasonably practicable to:

- provide safe systems of work, plant and equipment
- provide for the safe use, handling, storage and transport of articles and substances
- provide such information, instruction, training and supervision, as it is necessary for staff and students to undertake their work safely
- to provide a safe place of work with safe means of access and egress for all persons using the premises
- provide a safe and healthy working environment with adequate welfare arrangements
- provide for the health and safety for persons not employed by the school, but who may be affected by its activities
- encourage all staff to take reasonable care for their own health and safety and to co-operate with the Governors and Management of the school in carrying out their statutory duty
- Require all staff to report through the appropriate channel any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves and others.

### **A.2 Staff Rights**

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associates. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should staff or their representatives request it.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function [e.g. School Safety Officer] without first being consulted and trained where appropriate.

### **A.3 The Role of the LA**

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and students of the school, as laid down in the Directorate's Handbook of Safety Information.

The Governors recognise that on occasions it may be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Manager of Worcestershire County Council or such other persons as may be necessary

#### **A.4 Local Management of Schools and Delegated Funding**

The Governors recognise the need to ensure that sufficient funds are allocated to the Premises budget and Staff Training budget for safe practice throughout the school. In particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them as an academy school.

#### **A.5 Risk Assessment**

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed as required, under:

- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health [COSHH] Regulations 2002
- The Manual Handling Operations Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- The Regulatory Fire Reform Order 2005
- The Control of Asbestos Regulations 2012

**Signed by: -**

**Co-Head teachers:** Gemma Lloyd Davies and Claire Moss.....

**Chair of Governors:** Karen Moore.....

#### **B ORGANISATION**

## **B.1 Introduction**

This section of the policy describes the roles of anyone who has responsibilities for any aspects of Health and Safety within the school.

As an academy school, the ultimate responsibility for Health & Safety at work is with the Governors. In practice, many functions of the Governors are delegated to Head teachers, but the duty to comply with statutory requirements cannot be delegated and remains with the employer.

## **B.2 Droitwich Spa High School and Sixth Form Centre**

- a.** has overall responsibility as employer for all aspects of health and safety of employees, students and other persons at Droitwich Spa High School and Sixth Form Centre [under sections 2 and 3 of the Health and Safety at Work Act 1974]
- b.** has responsibility for appointing competent principal contractors where building or plant maintenance work is done,
- c.** Has responsibility for appointing a competent person as Planning Supervisor in those works, which fall within the scope of the Construction (Design and Management) Regulations 1994.

## **B.3 The Governors** through the Head teacher are responsible for:

- a.** ensuring that the school's Health and Safety policy is implemented, monitored and regularly reviewed and revised as necessary
- b.** ensuring that sufficient funds are reserved for meeting the responsibilities for Health and Safety, in particular for the maintenance of premises and equipment
- c.** monitoring the [Health and Safety] need for building maintenance in the school and implementing repairs as necessary
- d.** the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school
- e.** ensuring that the premises, the means of access and egress, and any plant or substance on the premises are safe and without risks to health
- f.** ensuring that the safety rules concerning the use of premises and equipment be displayed at appropriate locations in the school and are enforced
- g.** assessing the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage these risks and the adoption of safe working practices by staff, pupils and contractors when on site
- h.** Acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.
- i.** Informing employees about risks and the measures in place to manage them

## **B.4 The Co-Head teachers** are responsible for:



The implementation of the school Health and Safety policy ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999, in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998, the Display Screen Equipment Regulations 2002, The Regulatory Fire Reform Order 2005 and The Control of Asbestos regulations 2012

- a. ensuring that staff receive appropriate health and safety training
- b. ensuring that all problems or defects affecting the health and safety of staff, students or other persons in the school are dealt with
- c. notifying the LA Corporate H&S Manager of any serious accidents to students or any accidents to staff or other persons and any “near miss” situations, in accordance with the procedures laid down
- d. notifying the LA Corporate H&S Manager of any hazards or problems affecting the health, safety or welfare of staff pupils or others that cannot be resolved by appropriate local action
- e. emergency procedures, including evacuation in the case of fire or bomb threats
- f. facilitating the meeting of a School Safety Committee, if it is requested by approved trade union safety representatives, and for attending such meetings (*The Key don't include this in their model policy but from what I can see unions do encourage a H&S fully trained rep in schools*)
- g. consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses
- h. ensuring that adequate provision is made for the administration of First Aid
- i. ensuring that all new material on health and safety matters supplied by the LA or the Health and Safety Executive is brought to the attention of any relevant persons promptly
- j. undertaking the role of School Safety Officer.

**B.5 The Head of Governance and, Compliance** is responsible for:

- a. carrying out the annual Health & Safety Audit & Inspection
- b. Ensuring that the asbestos register is up to date
- c. Ensure there is a regularly updated site specific asbestos management plan for each premises including up to date material and priority risk assessments and that the plan is reviewed annually and also in response to legislative changes or incidents.
- d. Organise an asbestos refurbishment or demolition survey whenever works which may disturb the fabric of the building are carried out

**B.6 Heads of Department** are responsible for:

- a. all matters of health and safety in their department
- b. bringing to the notice of the School Safety Officer any problems or defects affecting the health, safety or welfare of staff, students or other persons in their faculty, department or subject area



- c. having a working knowledge of regulations, guidance materials and codes of practice in their subject areas
- d. ensuring that staff have received adequate training on health and safety aspects of their specialist areas [particularly where use of potentially hazardous equipment or substances is undertaken]
- e. ensuring that necessary personal protective equipment [i.e. eye protection or protective clothing] is available and kept well maintained
- f. ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances)
- g. ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

#### **B.7 Other Teaching, Teaching Assistant, Technician & Support Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent/carer would do so. Staff will:

- a. Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- b. Co-operate with the school on health and safety matters
- c. Work in accordance with training and instructions
- d. Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- e. Model safe and hygienic practice for pupils
- f. Understand emergency evacuation procedures and feel confident in implementing them

#### **B.8 The Head of Site Operations** is responsible for:

- a. ensuring that he/she is familiar with and complies with the school Health and Safety Policy. He should also be familiar with the WCC publication 'Premises Management Guidance and Officer in Charge Manual'.
- b. bringing to the attention of the School Safety Officer any problems or defects affecting the health and safety of any person on the school premises
- c. bringing the school Health and Safety policy and risk assessments to the attention of any cleaning or other staff [including cleaners or grounds staff] working under their direction, in so far as it affects the work of those persons [e.g. in use and storage of equipment and materials]
- d. ensuring that any staff under his direct control [i.e. non contract staff] receive adequate training and instruction in the use of any equipment or materials that they are expected to use
- e. ensuring that all equipment and materials received have adequate health and safety information [e.g. safety data sheets to allow COSHH assessments to be carried out]



- f. ensuring that permit to works are applied for in a timely fashion to ensure works are approved and safe practices advised when works are required around school where asbestos containing materials will be in the close vicinity of said works
- g. ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction. Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.)
- h. informing the School Safety Officer of the arrival or expected arrival of contractors for maintenance work (no matter how minor)
- i. informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out)
- j. Monitor the condition of any known ACMs (Asbestos Containing Materials) in the building and ensure they are maintained in a good condition or are removed in accordance with current legislation and industry best practice.  
Monitoring to take place in the form of formal recorded inspections.  
Manage any works by contractors working on the site whose work may potentially disturb ACMs by:
  - Providing the contractor with the register and plan and assisting him with identifying the presence and location of any ACMs in the locations of planned maintenance work both on the plan and in situ.
  - Ensuring that the contractor does not stray from the arranged areas of work without further consulting the asbestos register.
  - Ensuring the contractor signs the register to acknowledge that they are aware of the presence of ACMs and the limitations that imposes.
  - Ensure staff working in the building have the appropriate level of training to manage asbestos effectively (Eg Asbestos awareness training for all staff in buildings containing ACMs, Training in carrying out inspections and risk assessments on ACMs for staff monitoring and updating the management plan) Refer to flow diagram illustration in Section 10 of the Asbestos Management Plans.
  - Staff training (Site maintenance staff)
- k. the safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers)
- l. ensuring maintenance checks, and appropriate remedial action, are undertaken of the school site on a monthly basis
- m. ensuring site security is flexibly and well managed whilst accommodating community use of the school site and school use out of the normal school opening hours
- n. assisting the Health and Safety Governor by providing access throughout the school and explaining current practice in order that the Governor can complete and record the findings of the inspection.
- o. Key holders (listed in the Site Security Policy) will respond to an emergency

**B.9 The School's First Aid Officer** is responsible for maintaining the First Aid boxes in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.





**B.10 The Head of Catering** is responsible for:

- a. ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- b. ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- c. bringing to the attention of the Head of Governance, Compliance and Operations any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

**B.11 Pupils and parents/carers**

Pupils and parents/carers are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

**B.12 Contractors**

Contractors will agree health and safety practices with the Co-Headteachers before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

**B.13 Safety Representative** [Appointed by Trade Unions/Professional Associations]

The Health and Safety at Work etc. Act 1974 provides for the appointment of "Safety Representatives" by recognised trade unions. Such representatives are elected by the union membership among the school's staff.

Union appointed Safety Representatives may not act as School Safety Officers, though their expertise can be very useful, given the training that the unions provide.

Safety Representatives have the right to:

- a. carry out termly inspections of the premises and submit a written report to the Head Teacher
- b. receive any reports of inspections or accident investigations made by the Health and Safety Executive
- c. represent their membership to the Co-Headteachers [as representative of the employer] on matters affecting the health, safety or welfare of staff
- d. represent the staff/union membership on school safety committees, where such committees are constituted
- e. receive such training as may be necessary for them to perform their duties.

**C ARRANGEMENTS (Alphabetical Order)**

### **C.1 Access and Egress**

The Head of Site Operations is responsible on a daily basis for seeing that fire exits are not obstructed and that the site is secured at the end of each day that the site is open. The Site Team are responsible for taking the necessary steps to clear ice and snow. The Site Team are responsible for clearing leaves and ensuring that gutters are kept clear of debris. Duty staff are responsible for supervising pupils immediately before and after school.

### **C.2 Accident Reporting**

In the case of an accident to any person on the school premises, the person, where mobile, is sent to Reception. The exception to this is if the injured person has suffered a head injury in such circumstances, a first aider will attend the person. If the person is immobile, the accident must be reported to Reception. Contact is then made with the School's First Aid Officer to receive treatment.

- The accident reporting system Cority is used to complete a record of any accident or first aid requirement for staff, pupils and visitors.
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- **Reporting to the Health and Safety Executive -**
  - The Lead Receptionist will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).
  - The Lead Receptionist will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.
  - **For school staff reportable injuries, diseases or dangerous occurrences include:**
    - Death
    - Specified injuries, which are:
      - Fractures, other than to fingers, thumbs and toes
      - Amputations
      - Any injury likely to lead to permanent loss of sight or reduction in sight
      - Any crush injury to the head or torso causing damage to the brain or internal organs
      - Serious burns (including scalding) which:
        - Covers more than 10% of the whole body's total surface area; or
        - Causes significant damage to the eyes, respiratory system or other vital organs
      - Any scalping requiring hospital treatment
      - Any loss of consciousness caused by head injury or asphyxia



- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Lead Receptionist or Head of HR will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome
  - Occupational asthma, e.g. from wood dust
  - Tendonitis or tenosynovitis of the hand or forearm
  - Any occupational cancer
  - Any disease attributed to an occupational exposure to a biological agent
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion
- **Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences include:**
  - Death of a person that arose from, or was in connection with, a work activity\*
  - An injury that arose from, or was in connection with, a work activity\* and the person is taken directly from the scene of the accident to hospital for treatment
  - \*An accident “arises out of” or is “connected with a work activity” if it was caused by:
  - A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
  - The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
  - The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)

➤ **Reporting to child protection agencies**

Refer to the school's Safeguarding Policy

### **C.3a Asbestos Policy Statement**

Droitwich Spa High School recognises its roles and responsibilities under The Control of Asbestos Regulations 2012 with specific reference to Regulation 4: The duty to manage asbestos in non-domestic premises. The school will take all reasonable practical measures to manage asbestos containing materials in buildings under their control so as to prevent the exposure to asbestos of any employee, contractor, service user or member of the general public.

The policy is: To provide adequate resources in support of this asbestos management plan.

Droitwich Spa High School has procured an asbestos management survey, to the standards given in HSG 264: Asbestos the Survey Guide, to determine the presence, type and location of any accessible asbestos containing materials (ACMs). A risk assessment will be carried out annually for each ACM and a plan written detailing how the asbestos will be managed.

Where any ACM presents an unacceptable risk to any person in the building it will be removed in accordance with current legislation. Where ACMs are not removed they will be maintained in a safe condition so as to present minimal risk to building users or maintenance staff.

Where refurbishment or demolition works are planned a suitable risk assessment will be carried out to determine whether ACMs are likely to be present. Where necessary an asbestos refurbishment or demolition survey will be carried out and remedial asbestos abatement works undertaken so as to prevent the disturbance of any ACM present.

Droitwich Spa High School will provide employees with relevant information, instruction and training dependant on their role in managing asbestos and the nature and degree of potential exposure to asbestos.

Only appropriately trained, qualified and competent persons will be engaged to undertake any work with ACMs. Frequent audits of this work will be carried out by competent persons.

All contractors who carry out work for Droitwich Spa High School will need to demonstrate that they have suitable training to fulfil the requirements of their roles and responsibilities with Asbestos Awareness training as a minimum requirement.

Droitwich Spa High School will not use or re-use any ACM's removed from their original locations.

### **C.3b Asbestos**

On arrival, contractors are asked to sign-in using the Inventory system. The Head of Site Operations makes them aware of the School's Asbestos Register.

- In the event of an accidental uncontrolled release of asbestos into the workplace then emergency procedures to limit exposure and risks to health should be implemented. Such procedures should include means to raise the alarm and procedures for evacuation. These procedures should be tested and practised at regular intervals.

- All staff in Droitwich Spa High School should be aware of the risk from asbestos. Any member of staff or contractor identifying a possible asbestos hazard must contact the Site and Facilities Manager immediately.
- Where people have been contaminated with visible dust or debris arrangements should be made with a Licensed Asbestos Contractor to decontaminate the people, their clothing and any personal effects affected and seal off the areas affected.
- The area in which the hazard exists must be vacated and the area isolated.
- The Head of Site Operations shall contact the Asbestos Consultant and give them details of the suspected asbestos hazard.
- The Asbestos Consultant shall visit the site as soon as possible, inspect the area, take samples of any suspected ACMs, and conduct air tests as appropriate. The samples shall be analysed and a verbal result given to the Head of Site Operations within the following 24 hours.
- If it is confirmed that an ACM has been damaged or disturbed then any persons who may have been exposed to the hazard should be identified and recorded by the Head of Governance, Operations and Compliance who should advise on any necessary health screening. A note that the exposure has occurred should be added to the employee's health or personal record. These records should then be kept for a period of at least 40 years. The employee should be given a copy of the note with instructions that it should be given to their GP and kept indefinitely.
- The asbestos contractor should then produce a suitable method statement and submit it to the HSE.
- The asbestos should then be removed under normal asbestos removal procedures

The area of contamination cannot be reoccupied until a certificate of reoccupation has been issued by the Asbestos Consultant.

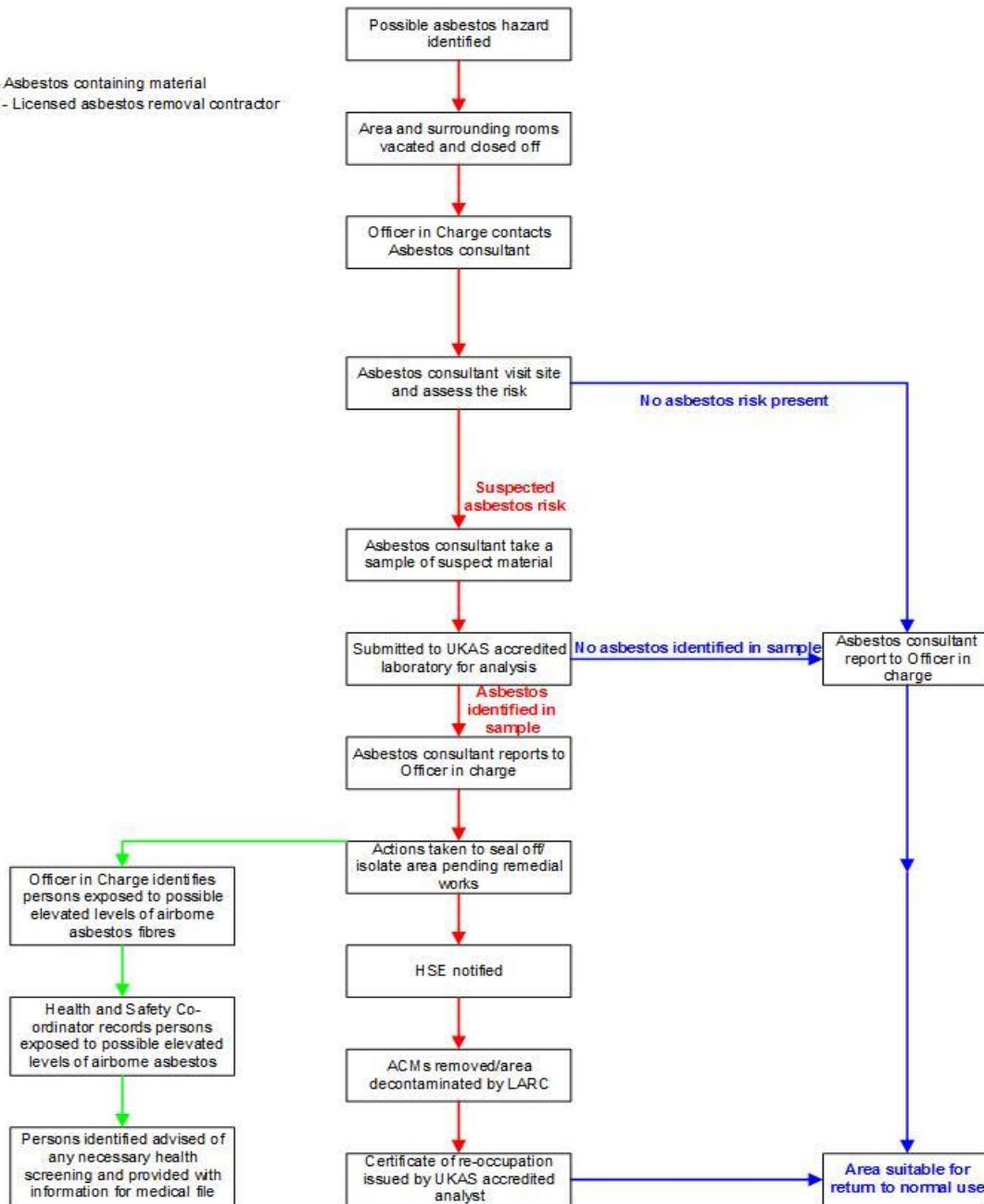


## Emergency Procedures Following Suspected Uncontrolled Release of Asbestos Fibres

Key:

ACM - Asbestos containing material

LARC - Licensed asbestos removal contractor



### C.4 Building Repairs and Contractors (including extensions and new buildings)

The guidelines in the Worcestershire County Council Handbook of Safety Information are followed and particular importance is placed on the need for adequate segregation of workers and pupils and for adequate day-to-day communication between the school and the Contractors.

### **C.5 Cleaning**

The guidelines in the WCC Premises Management Guidance and Officer in Charge Manual are followed and particular importance is placed on employees placing warning signs when floors are wet and slippery, not climbing on chairs and tables and not wearing shoes with slippery soles, or open sandals.

The Head of Site Operations must carry out risk assessments for any hazardous substances that the Site Staff and Cleaners use (copy to be provided for the Safety Officer's central risk assessment register). The risk assessment must cover the storage, handling, use and disposal of hazardous substances. Employees must not use any hazardous substance unless they have been made aware of the risk involved and been given adequate instruction or training in the use of the product. Protective clothing and equipment must be used where COSHH data sheets for a product specify this.

COSHH Assessment Forms are completed by the Head of Site Operations Manager. Further details available in, Premises Management Guidance and Officer in Charge which can be found within the Whole School Risk Assessment File.

### **C.6 Clinical Waste**

- a. Always segregate domestic and clinical waste, in accordance with local policy
- b. Used pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- c. Remove clinical waste with a registered waste contractor
- d. Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

### **C.7 Communications**

If Staff encounter problems or defects within the school, they should report this to their Head of Department, who will email the Head of Site Operations. The Head of Site Operations will keep the report, together with a note of any action taken. Persistent problems affecting Health and Safety within the school should be reported to the School Safety Officer.

### **C.8 Consultation with Trade Union Safety Representatives**

See section B.12 in Organisation.

### **C.9 Design and Technology**

Due to the nature of activities within D&T, a large number of comprehensive risk assessments are undertaken and stored within the department and are inspected annually by the Head of Site Operations and Head of Governance, Compliance and Operation.

### **C.10 Display Screen Equipment [VDU]**

The Health & Safety (Display Screen Equipment) Regulations 1992 as amended by the Health & Safety (Miscellaneous Amendments)

Regulations 2002 apply. A DSE assessor carries out a workplace assessment and liaises with the Head of Governance, Compliance and Operations for any remedial actions.

### **C.11 Educational Journeys and Visits**

Refer to the School's separate Visits Policy.



### **C.12 Equipment**

The dangers associated with machinery and plant equipment are very important and no unauthorised person is permitted to operate any piece of equipment.

All equipment is maintained in safe working condition and checked on a regular basis to ensure it is safe mechanically and electrically. All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place. When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

Persons using equipment are fully instructed as to its operation, the dangers arising from its use, and the precautions provided to safeguard them from its dangers.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

#### **➤ Electrical equipment**

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Head of Site Operations immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

#### **➤ PE equipment**

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to the Head of Site Operations

#### **➤ Display screen equipment**

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)



➤ **Specialist equipment**

- Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

**C.13 Fire Alarms**

A weekly functional test sounding the alarm is carried out on the Fire Alarm System and weekly visual checks of call points, control panel and emergency lighting, which are all carried out by the Head of Site Operations and a record is kept.

**C.14 Fire Appliances**

A termly visual inspection is carried out by the Head of Site Operations. An annual inspection is carried out during the Summer Term by the appointed contractor and a record is kept on the appliances.

**C.15 Fire Evacuation and Fire Drills**

A practice Fire Drill is normally carried out twice in the Autumn Term and once in each of the Spring and Summer Terms in accordance with the School's 'Evacuation Procedures for Staff, Students & Visitors' and a record is kept by the Head of Site Operations. It is the responsibility of the Co-Headteachers and Governing Body to ensure that fire evacuation drills are carried out at least once per term.

Periodically, drills will be undertaken involving blocking off certain routes and/or remove a pupil or member of staff during a Fire Drill to simulate a real emergency.

Evacuation Procedures for Staff, Students & Visitors' and a Fire Instructions sheet are on display in all teaching rooms, offices and reception. Each fire drill should be started by a pre-determined signal and the whole premises checked as if a real fire evacuation was in progress.

Effective arrangements are made for a deputy or deputies to carry out the above duties in the absence of the nominated people.

*See Appendix D for sample notices and specimen instructions*

**C.16 Fire Prevention**

Rubbish is removed from the building, daily, by the Site Staff and Cleaners. Stairwells are kept clear of rubbish. Combustible materials are stored away from possible ignition sources. New staff will be made aware of fire evacuation procedures and all staff will be made aware of any new fire risks.

**Instruction, Training and Recording**

During the first week of term or as soon as practicable thereafter, all new entrants whether students or staff, should be conducted around the primary escape routes of the school. They should also receive instruction on the school fire evacuation routine.

All members of the staff receive instruction and training appropriate to their responsibilities in the event of any emergency.

All members of staff receive verbal instructions given by a competent person annually. Such instruction includes details of how to call the Fire Service. In the case of new staff, instruction is given as soon as possible after appointment.

A record of the training and instructions given and fire drills held is recorded in the log book and includes the following:



- Date of the instruction or fire drill;
- Duration;
- Name of person giving the instruction;
- Names of staff receiving instruction;
- Nature of instruction or fire drill.

### **The Purpose of the Evacuation Drill**

Fire drills are intended to ensure, by means of training and rehearsal that in the event of an evacuation:

- People who may be in danger act in a calm and orderly manner.
- People who may have designated responsibilities carry out their tasks to ensure the safety of all concerned.
- Escape routes are used in accordance with a predetermined and practiced plan.
- Evacuation of the building(s) is achieved in an efficient and orderly manner.
- To promote a mindset of rational reactions when confronted with a fire or other emergency at school or elsewhere.

#### **1. Notices**

- Each fire alarm point is clearly indicated "Fire Alarm" in accordance with the Health and Safety (Safety Signs and Signals) Regulations together with the appropriate operating instructions.
- A notice is displayed adjacent to the telephone or switchboard giving clear instructions for calling the Fire Service in case of fire.
- Notices are displayed for staff detailing their actions in an emergency in conspicuous positions e.g. Staff Rooms; Classrooms; Common Areas
  - Regular fire drills ensure that the evacuation procedure operates efficiently and highlight any area of the procedure which may need to be reviewed.

#### **2. Firefighting**

- Only those who have received appropriate training should attempt to fight a small fire using portable fire extinguishers
- Any attempt to fight the fire must always be secondary to life safety.
- Circumstances will clearly dictate whether firefighting should be attempted.
- Any attempt to fight the fire must be based upon the type and degree of training received in the use of firefighting equipment employed in the premises.

#### **C.17 Fire Risk Assessment**

A Fire Risk Assessment has been completed by a specialist contractor.

#### **C.18 First Aid and Medication**

Refer to the First Aid Policy

#### **C.19 Flammable Substances**

The storage of flammable liquids is covered by the Petroleum Act 1928. The School is provided with a fire resisting cupboard in C1, for storage of flammable substances.

See also the Worcestershire County Council Handbook of Safety Information [Section 2].

### C.20 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

Schools are required to control hazardous substances, which can take many forms, including:

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

Control of substances hazardous to health (COSHH) risk assessments are completed by [name of individual and/or role] and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

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

Insert additional information on how hazardous products will be stored and details on pupil access to substances.

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

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

### C.22 Infectious Disease and Blood Borne Disease Management

First Aid Staff and Site Staff have been issued with gloves/apron for protection in their own area. First Aid Staff carry out routine precautions. Spillages in classrooms are normally dealt with by site staff who will-

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills

See also **Guidance: Health protection in schools and other childcare facilities** - A practical guide for staff on managing cases of infectious diseases in schools and other childcare settings. (12 September 2024)

### **Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### **Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

### **Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

### **Implementing an appropriate cleaning regime**

- Rooms, equipment and surfaces frequently touched will be regularly cleaned

### **Keeping rooms well ventilated**

- Risk Assessments will be used to identify rooms or areas with poor ventilation and measures will be put in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

### **Needles and Syringes**

- Site Staff are responsible for disposing of needles and syringes discarded on site.
- If you find a discarded needle or syringe on the site, contact a member of the site staff immediately (if possible, stay at the site of the needle or syringe to prevent others coming into contact with it and send someone else for a member of site staff).
- Further information available from "Worcestershire County Council Guidance on the Safe Disposal of Discarded Needles and Syringes 2003".

### **Pupils vulnerable to infection**

- Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carers will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **Exclusion periods for infectious diseases**

- The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix C.
- In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

### **C.23 Information**

The Worcestershire County Council Handbook of Safety Information and other safety publications are retained by the Head of Site Operations and are available to all Staff on request. There is an abridged copy of the Handbook of Safety Information (without subject guidance, which has been provided separately for specialist staff), in the staff room. The Head of Site Operations is responsible for ensuring that safety information is circulated to the people who need to see it

### **C.24 Lettings**

Refer to the school's Casual Letting Policy which is published on the school website [School Policies - Droitwich Spa High School](#)

### **C. 25 Lock Down Procedures - Refer to the School Security Policy and Procedures for more information**

Lockdown procedures are a response to any external or internal incident which poses a threat to the safety of staff and students in the school. These procedures aim to:

- ensure the continuing safety of all students and staff;
- allow for an initial holding response whilst the nature of the threat is assessed and appropriate instructions disseminated.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school)
- An intruder on the school site (with the potential to pose a risk to staff and students)
- A major fire nearby or a warning of hazardous air pollution
- The close proximity of a dangerous dog roaming loose

### **C.26 Manual handling**

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

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

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear

- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

### **C.27 Monitoring**

Monitoring of the School Safety Policy is achieved by the school's system of regular review of policies, the timing of which is laid down in the school's Policy Schedule. The Health and Safety status of the school is monitored by the results of the annual Health & Safety Audit & Inspection. Safety performance is monitored by the half termly analysis of accident records and the annual analysis of trends.

### **C.28 Near Misses**

Potentially dangerous incidents within the school are regularly discussed by the Head Teacher and the Head of Governance, Compliance and Operations and measures are taken to reduce the risk of an incident in future. An Injury/NearMiss/Violence Report Form (RIDDOR 3) is completed.

### **C.29 New and expectant mothers**

Line Managers complete an initial assessment and continue to monitor whenever any employee or pupil notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

### **C.30 Noise at Work**

To comply with the Control of Noise at Work Regulations 2005 weekly noise exposure levels must not rise above 80dB. Where there is a likelihood that this may happen the Head of Site Operations will ensure periodic noise monitoring checks are conducted in the area. Control measures will be put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB employees are issued with appropriate hearing protection and hearing protection zones will be established. Hearing protection must be worn when working in these areas.

### **C.31 Occupational stress**

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

### **C.32 Off-site visits**

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- There will always be at least one first aider on school trips and visits

### **C.33 Playground Safety Supervision**

During morning breaks provision is made for cover of the playground by teachers on the duty rota. During lunchtimes, under the supervision of the SLT, duty teachers and Lunchtime Supervisors are responsible for patrolling the school.

### **C.34 Prevention of Slips, Trips and Falls**

Spills must be reported to Site Team staff immediately, who then must clear up the spill promptly.

Staff are responsible for removing clutter from their classrooms, offices and stores, with the assistance of the Site Team staff, if necessary. Site Team staff are responsible for keeping circulation areas free from clutter. Site Team Staff must plan for the prompt repair of damaged internal floor coverings and stairs and external paths and steps, if they are unable to carry out the repair themselves.

### **C.35 Protective Clothing**

All staff working in practical teaching areas are taught to regard the protection of themselves and their clothing as part of normal working practice. Protective equipment is inspected on a regular basis by the Head of Department, to ensure that it conforms to the current appropriate British Standard and is free from damage and defects. For Site Staff and Cleaners, see Cleaning.

### **C.36 Public Performance**

The School Safety Officer is responsible for obtaining any licences that are required by law, for any outside organisation using the School's facilities.

### **C.37 Record Keeping of Electrical Inspections and Other Tests**

- Weekly Fire Alarm Functional test - To be carried out by the Head of Site Operations and a record kept.
- Stop button system test in CDT - To be carried out by the Head of Department on a daily basis and a monthly record kept.
- Emergency lighting functional test - To be carried out by the Head of Site Operations and a record kept.
- Any problems to be reported to the School Safety Officer.
- 6 Monthly Emergency Lighting – 1 hour duration test - To be carried out by the Head of Site Operations and a record kept.

- Annual Inspection of portable electrical appliances.
- Legionella Precautions to be carried out by Site Staff:
  - Weekly – Little used water outlets to drain are flushed and water temperatures are recorded from thermostatic mixing valves.
  - Monthly – Water temperatures are checked and recorded at sentinel taps. Also, calorifier temperatures are checked and recorded on flow and return.
  - Three-monthly – Shower-heads and hoses are dismantled and de-scaled.
  - Six-monthly – The cold water temperature rise between incoming main and most distant outlet is measured and recorded.
  - Annually – Temperatures at a representative number of taps throughout the water system, on a rotational basis, are to be checked and recorded.

### **C.38 Reporting**

The Head Teacher will refer to Health and Safety issues as required in the 'Head Teacher's Report to Governors'. Health and Safety is also a standing item of the Governors Resources Committee meetings.

### **C.39 Risk Assessment**

It is the responsibility of the Head of Department to carry out appropriate risk assessments, in subject areas such as CDT, PE, Drama and Sciences and these should be written into the Schemes of Work. The Head of Site Operations and School Safety Officer are responsible for risk assessment of noncurricular areas and these are stored in the "Whole School Risk Assessment File". The risk assessments are to be reviewed periodically, or if any significant factors change (e.g. facilities, equipment, staffing etc.).

### **C.40 Safety Audits and Inspections**

The School Safety Officer and the Head of Governance, Compliance and Operations are responsible for ensuring the annual Health & Safety Audit & Inspection is undertaken. The Trade Union Safety Representative may carry out termly inspections of the premises, with a written report to be forwarded to the Head Teacher.

### **C.41 Security**

All visitors to the school are asked to report to the Reception Desk when they will sign in electronically, via Inventory, and are issued with a visitors' photo identification label. The label is returned to the Reception Desk at the end of the visit.

The School has a Security Alarm System which is operational from 7pm to 7am. Access to the School outside of these hours needs to be arranged with the Head of Site Operations and diarised to ensure caretaker cover is organised.

### **C.42 Smoking**

Smoking or electronic vaping is not permitted anywhere on the school premises.

### **C.43 Stage Lighting**

The stage lighting is under the control of the Head of Site Operations, who organises for the testing of lighting and sound equipment following recommended guidelines.



#### **C.44 Training Induction**

Arrangements for the health and safety training of new teachers, teaching assistants and learning managers are the responsibility of the Deputy Head Teacher. All other support staff are the responsibility of the Head of Human Resources.

#### **C.45 Training – Specific**

The School Safety Officer must arrange for the Head of Site Operations, Caretakers and cleaners to attend a “Chemical and Manual Handling Course”.

The School Safety Officer will arrange for the First Aid Officer and other first aid volunteers to attend, either an initial, or a refresher, “First Aid at Work” training course, to ensure their qualified status does not lapse.

Other health and safety courses will be arranged, as necessary, for Teachers, Teaching Assistants and Technicians, through their Head of Department and either the Deputy Head Teacher or the Head of Human Resources.

#### **C.46 Vehicles**

The School Minibuses are checked for road-worthiness and safety on a weekly basis by the Head of Site Operations and a record is kept. Daily checks of tyre pressure are undertaken by the Head of Site Operations.

Passengers are driven by qualified drivers, who have been professionally tested by instructors from the County Road Safety Department.

Prior to all journeys, the driver carries out a visual inspection of the vehicle and instructs passengers as to the seating and safety arrangements for the journey.

School Transport operates under the County Safety Guidelines and pupils involved are instructed on the procedures for safe loading and unloading. A senior member of staff is responsible for School Transport and oversees the daily operation, which takes place in a designated area under strict supervision of Duty Staff.

Staff, parents, visitors, contractors and senior pupils, must not park their vehicles on playgrounds, except in exceptional circumstances, agreed by the Head Teacher. Any person parking on the playground will be asked to remove their vehicle, by and under the supervision of the Site Staff.

#### **C.47 Violent Incident Reporting**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately and they will be recorded on Cority, the school’s incident management system. This applies to violence from pupils, visitors or other staff.

#### **C.48 Work Experience**

The Head of Work Experience must arrange for the inspection of potential workplace providers, for the health and safety of students, through the Worcester Education Business Partnership.

### **C.49 Working Alone**

Wherever possible the need for lone working will be removed. Where there is a need for Staff to work alone e.g. Full year staff, Site Manager, Caretaker, Cleaning Staff, or for Staff who choose to work at school when others have gone home, a risk assessment must be completed and control measures introduced to reduce the risk, so far as reasonably possible.

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

The lone worker will ensure they are medically fit to work alone.

Lone working is unavoidable when a member of the site team is called to respond to the activation of the intruder alarm. In these circumstances the members of the team are instructed to phone either the Head teacher or one of the Deputies to let them know they are approaching the site. They may choose to stay on the phone if they perceive there to be a risk (e.g. intruder still on site). The responder from the site team (either by staying on the phone or by calling back) must make the senior member of staff aware that they have left the site safely. If there is no call back and the responder does not answer a follow up call the senior member of staff will call the Police.

Responsibility for Risk Assessment:

- Line Manager – for the full year staff
- Head of Governance and Compliance– for the Head of Site Operations Manager
- Head of Site Operations – for Site Staff
- Line Manager – for Administrative Staff
- Head of Department – for Teachers, Teaching Assistants and Technicians

See “Worcestershire County Council Premises management Guidance and Officer in Charge Manual” for further information.

### **C.50 Working at height**

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Head of Site Operations retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

are available for you to view on our web site at [www.droitwichspahigh.worcs.sch.uk](http://www.droitwichspahigh.worcs.sch.uk) or by using the <https://website.droitwichspahigh.worcs.sch.uk/index.php/communications/information-management-and-data-protection/>  
The School's Data Protection Officer can be contacted at Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich, WR9 0AA or by email at [privacy@droitwichspahigh.worcs.sch.uk](mailto:privacy@droitwichspahigh.worcs.sch.uk)

## **Appendix A**

### **POSITIONS OF RESPONSIBILITY**

Chair of Governors	-	Karen Moore
Co-Headteachers	-	Gemma Lloyd Davies and Claire Moss
WCC Team Manager		
Occupational H&S Manager	-	Gary Monaghan
LA Health & Safety Advisor	-	Mel Cooper
School Safety Officer	-	Gemma Lloyd Davies and Claire Moss
Staff Safety Representative	-	to be nominated by Union members
Site Staff:		
Head of Site Operations and Site Tam	-	Kerry Moogan
Assistant Site Manager	-	Lee Giles
Site Team Members	-	Sheryl Weaver Sarah Cox Sue Sparrey
First Aid Officer	-	Tracy Lakin
Fully Qualified First Aiders	-	An up to date list is on The Portal
Deputy Head Teacher	-	Phil Hayman
Head of Human Resources and PA	-	Jeanette Lowe
Head of Governance and Compliance		Tracy McRoy
Head of Science	-	Ben Merritt
Head of PE	-	Philip Pope
Head of D & T	-	Andy Millicheap
Head of Drama	-	Laura Jones
Head of Work Experience	-	Chris Barth
Head of Art	-	Jen Beetson
Chair of Resources Committee	-	tbc
Radiation Protection Supervisor	-	Paula-Jayne Auton-Faulkner
Senior Member of Staff with responsibility for all trips and visits	-	Mike Tibbits



## **Appendix B**

### **USEFUL SOURCES OF FURTHER INFORMATION**

#### **From the Department for Education:**

The Management of Health and Safety Regulations 1999:  
[www.legislation.gov.uk/ukxi/1999/3242/contents/made](http://www.legislation.gov.uk/ukxi/1999/3242/contents/made)

**Educational Visits** Outdoor Education Advisers' Panel, information on 'school trips' (not just outdoor activities):  
[oeapng.info](http://oeapng.info)

Council for Learning outside the Classroom, information on 'school trips' including accreditation:  
<http://lotcqualitybadge.org.uk/>

The Adventure Activities Licensing Regulations 2004:  
[www.legislation.gov.uk/ukxi/2004/1309/contents/made](http://www.legislation.gov.uk/ukxi/2004/1309/contents/made)

#### **Incidents**

Information about reporting injuries:  
[www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm)

#### **PE**

Association for PE, for advice on safety in PE and school sports:  
[www.afpe.org.uk](http://www.afpe.org.uk)

#### **Science**

Advice on science safety:  
[www.cleapss.org.uk](http://www.cleapss.org.uk)

Association for Science Education, for advice on science safety:  
[www.ase.org.uk](http://www.ase.org.uk)

#### **Transport**

Information on transport legislation affecting schools:  
[www.dft.gov.uk](http://www.dft.gov.uk) and  
[www.dft.gov.uk/dvla/](http://www.dft.gov.uk/dvla/)

#### **From the Health and Safety Executive:**

## **Asbestos**

### Managing Asbestos in Buildings

[The duty to manage asbestos in buildings: Overview - HSE](#)

### Advice on non-licensed work with asbestos

<http://www.hse.gov.uk/pubns/guidance/a0.pdf>

### What to do if you uncover or damage materials that may contain asbestos

<http://www.hse.gov.uk/pubns/guidance/em1.pdf>

### Asbestos management –schools

[Asbestos in schools - HSE](#)

## **Contractors**

### Use of contractors

[Using contractors: A brief guide](#)

## **COSHH**

### Working with substances hazardous to health A brief guide to COSHH

<http://www.hse.gov.uk/pubns/indg136.pdf>

### A step by step guide to COSHH assessment.

[A step by step guide to COSHH assessment - HSG97](#)

### COSHH Essentials Easy steps to control health risks from chemicals.

<http://www.hse.gov.uk/coshh/essentials/index.htm>

## **Educational Visits**

### School trips and outdoor learning activities

[School trips - HSE](#)

## **Heights**

### The Work at Height Regulations 2005 (as amended)

[The law relating to working at height - HSE](#)

### Safe use of ladders and stepladders An employers' guide

<http://www.hse.gov.uk/pubns/indg402.pdf>

## **Incidents**

### Incident reporting in schools (accidents, diseases and dangerous occurrences) Guidance for employers

<http://www.hse.gov.uk/pubns/edis1.pdf>

## **Kilns**

### Safe use of electric kilns in craft and education

Safe use of kilns in schools and craft studios

**Manual Handling**

Manual handling at work A brief guide

<http://www.hse.gov.uk/pubns/indg143.pdf>

**Risk Management**

Five steps to risk assessment

[Risk assessment: Steps needed to manage risk - HSE](#)

Leading health and safety at work

<http://www.hse.gov.uk/pubns/indg417.pdf>

Consulting employees on health and safety A brief guide to the law

<http://www.hse.gov.uk/pubns/indg232.pdf>

Health and safety matters for special educational needs: Legal issues including risk assessment

<http://www.hse.gov.uk/pubns/edis3.pdf>

**Slips and Trips**

Preventing slip and trip incidents in the education sector

[Watch your step in education - Slips and trips - HSE](#)

**Transport**

Workplace transport safety An overview

<http://www.hse.gov.uk/pubns/indg199.pdf>

**Violence**

Violence at work A guide for employers

<http://www.hse.gov.uk/pubns/indg69.pdf>

**Work Experience**

The Right Start Work experience for young people: Health and safety basics for employers

<http://www.hse.gov.uk/pubns/indg364.pdf>

**Work Related Stress**

How to tackle work-related stress A guide for employers on making the Management Standards work

<http://www.hse.gov.uk/pubns/indg430.pdf>

**From Worcestershire County Council:**

Premises management Guidance and Officer in Charge Manual

WCC Offsites Visits Policy

## **Appendix C**

### **Recommended absence period for preventing the spread of infection**

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.](#)

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

<b>Infection or complaint</b>	<b>Recommended period to be kept away from school or nursery</b>
<b>Athlete's foot</b>	None.
<b>Campylobacter</b>	Until 48 hours after symptoms have stopped.
<b>Chicken pox (shingles)</b>	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school.  A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
<b>Cold sores</b>	None.
<b>Respiratory infections including coronavirus (COVID-19)</b>	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
<b>Rubella (German measles)</b>	5 days from appearance of the rash.
<b>Hand, foot and mouth</b>	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
<b>Measles</b>	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
<b>Ringworm</b>	Exclusion not needed once treatment has started.
<b>Scabies</b>	The infected child or staff member should be excluded until after the first treatment has been carried out.

<b>Scarlet fever</b>	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
<b>Slapped cheek syndrome, Parvovirus B19, Fifth's disease</b>	None (not infectious by the time the rash has developed).
<b>Bacillary Dysentery (Shigella)</b>	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
<b>Diarrhoea and/or vomiting (Gastroenteritis)</b>	Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.  For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise.  If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
<b>Cryptosporidiosis</b>	Until 48 hours after symptoms have stopped.
<b>E. coli (verocytotoxigenic or VTEC)</b>	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
<b>Food poisoning</b>	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
<b>Salmonella</b>	Until 48 hours after symptoms have stopped.
<b>Typhoid and Paratyphoid fever</b>	Seek advice from environmental health officers or the local health protection team.
<b>Flu (influenza)</b>	Until recovered.
<b>Tuberculosis (TB)</b>	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
<b>Whooping cough (pertussis)</b>	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.



<b>Conjunctivitis</b>	None.
<b>Giardia</b>	Until 48 hours after symptoms have stopped.
<b>Glandular fever</b>	None (can return once they feel well).
<b>Head lice</b>	None.
<b>Hepatitis A</b>	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
<b>Hepatitis B</b>	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
<b>Hepatitis C</b>	None.
<b>Meningococcal meningitis/ septicaemia</b>	If the child has been treated and has recovered, they can return to school.
<b>Meningitis</b>	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
<b>Meningitis viral</b>	None.
<b>MRSA (meticillin resistant Staphylococcus aureus)</b>	None.
<b>Mumps</b>	5 days after onset of swelling (if well).
<b>Threadworm</b>	None.
<b>Rotavirus</b>	Until 48 hours after symptoms have subsided.



## **Appendix D**

### **1. SAMPLE PRODECURE NOTICES**

#### **a) Fire notice**

**Anyone discovering a fire must operate the nearest fire alarm. The fire service will be called immediately by dialling "999" using the nearest telephone**

On hearing the fire signal:

- When in class the order to evacuate will be given by your teacher, who will indicate the route to be followed.
- When not in class move by the most direct route to the place of assembly.
- At all times act quietly and calmly.
- Do not stop to collect your personal belongings.
- Do not attempt to overtake others on your way to your assembly point

#### **b) Specimen instructions for person responsible for calling the fire service**

On hearing the fire alarm

- Call the fire service by exchange telephone - dial "999"
- Give the operator your telephone number and ask for "fire service",
- When the fire service replies give the following information clearly and concisely:

Fire at.....

(give exact address including postcode and if the premises is difficult to locate, any adjoining main roads or landmarks)

Do not assume that the call has been received until it has been acknowledged by the fire service

Note: if informed of any outbreak of fire by word of mouth, first operate the fire alarm and then call the fire service as above.

#### **c) Specimen Instructions to Staff In Case Of Fire**

In the event of fire it is the first duty of all concerned to prevent injury or loss of life. You should therefore make certain that you are familiar with all means of escape in case of fire.

Since there may be an opportunity in the event of fire, for you to attack it with the nearest fire extinguisher or hose reel, you should also be familiar with how to use them.

## **Appendix E**

## **RISK ASSESSMENT**

### **1. What is a Risk Assessment?**

A risk assessment is a way of measuring the likelihood of an accident happening. At its most complex [e.g. the risk assessment undertaken for the operating of a nuclear power station] it can take large teams of people several months to prepare and fill several volumes; at its simplest it is something we all do every day when we decide whether it is safe to cross the road or not. Thankfully, most of the risk assessments we need to do in schools are at the road-crossing end of the spectrum. A few [mainly in Design and Technology and Science at Key Stage 3 and above] will need more specialist knowledge, but subject teachers will have the necessary knowledge and skills.

The measurement made by a risk assessment will take into account the frequency with which something may go wrong how many people are likely to be affected if it does and how serious the resultant injuries are likely to be.

### **2. Why do we have to do Risk Assessments?**

The need for risk assessments to be undertaken was implied in the Health and Safety at Work etc. Act 1974 in that it talked of balancing risk against cost, time and effort by the phrase 'so far as it is reasonable practicable'. More recent regulations, published under the HSW Act, have made the requirement for risk assessments much more explicit. The process was required under the Control of Substances Hazardous to Health [COSHH] Regulations in 1998 and in most health and safety regulations published since. In 1992 the Management of Health and Safety at Work Regulations [part of the so called 'six-pack' or 'European' Regulations] required risk assessments to be undertaken in all workplaces for all significant risks. It is now a legal duty for employers – or employees on their behalf – to carry out risk assessments [and record the results in all establishments with five or more employees].

### **3. Defining the Terms**

It is important to understand the technical meaning of two terms that are commonly used in everyday life:

A Hazard is something with the potential to cause harm. It could be a substance, a machine, a method of work or a defect in the school premises e.g. a pothole in the playground.

A Risk is the likelihood that a hazard will cause harm. It includes the frequency with which the harm is caused, to how many people at one time and what the extent of the harm is:

To take an everyday example:-

A brick left on a scaffold platform is a hazard because it can fall off and hit somebody below. If nobody uses the scaffold, the likelihood of the brick falling on its own is low; therefore, the risk is low. If a lot of people use the scaffold and a lot of people walk underneath [e.g. in a busy street], the likelihood of the brick being knocked off is high and the likelihood of it hitting someone is high, therefore the risk is high [or even very high].

Trivial risks can be ignored [provided they are trivial], as can the risks associated with everyday life, unless our work compounds the risk. The risk of being cut when handling paper can be ignored, but if you use a knife to open the package, the risk of cuts should be considered.

Risk assessments should cover staff and pupils but they should also cover risks to visitors, neighbours and contractors working on the premises – in short, anyone who could be affected by your work.

When contractors do work in schools they should inform the school of any risks they bring with them and the school should tell them about any risks that might affect them. For example, if a roofing repair firm is working in a school, they should warn the school about where they will be and what they will be doing; e.g. pouring melted tar onto a roof above a classroom or corridor. If the roof was above a chemistry laboratory, the school should make sure that the fume cupboards cannot be used whilst the contractors are on the roof.

#### **4. How do you do a Risk Assessment?**

There is no set way to carry out a risk assessment, but the method described below has been tried and tested and is relatively simple to use.

**Step 1:** Decide who is going to do the assessment. It is often useful to establish a small group or working party. You might want to include the School Safety Officer, but you should also include staff working in some of the areas that you are looking at. Trade Union Safety Representatives could be involved. Line managers should undertake maternity risk assessments for staff within their team/department.

**Step 2:** Identify the hazards and the people they affect. Walk around the area being considered or share ideas for all the possible hazards. It doesn't matter how trivial or far-fetched the ideas seem, they will be sorted out in the next step. By working in a group, one person's suggestion can spark off an idea from somebody else. Reviewing your staff and pupil accident records may help you to pinpoint some areas that need particular attention.

**Step 3:** Sort out which hazards are significant. Discuss those, which are not immediately agreed upon – the person who suggested it may know something that you don't know.

**Step 4:** Transfer the first hazard to a risk assessment form, Appendix D. Identify the risk associated with each hazard and decide what the risk potential (High, Medium or Low) is for each risk.

If you find it difficult to estimate the risk potential, you can use the simple procedure in point 5 below, to determine it. Bear in mind, however, that this is not an exact science, so the numerical procedure only gives an estimate of risk potential. If you want to, you can use the 'reasons' column to make notes of why you chose the risk potential that you did. Don't forget that some hazards present a greater risk for some people than others e.g. children, pregnant or nursing mothers, those with bad backs.

**Step 5:** Identify the preventative measures taken [precautions] and think about those that could be taken to reduce the risk potential to the lowest value possible [preferably to 'low' but

at least to 'medium']. When the preventative or remedial measures have been decided upon, list any training that may need to be given to individual staff.

**Step 6:** Have you included all the hazards? Have you included any that don't really exist? Show the draft assessment sheets to the people who work in each area and ask for their comments. Trade union safety representatives can also make a useful contribution here.

**Step 7:** Append the Risk Assessment to the School Safety Policy. Make sure that any necessary training is organised and that the preventative/remedial measures you have decided upon are put into place. Maternity risk assessments should be filed on the individual staff members file.

## 5. Numerical Method for Estimating Risk Potential

This method assigns a numerical value to the likelihood of an accident and to the severity of the expected injury. Multiplying the numbers together give a risk potential rating.

Occurrence Rating  
(Probable likelihood) estimated as:

Harm Rating  
(hazard severity) estimated as:

1 = Improbably [probability close to zero]

1 = Trivial

2 = Possible [remote chance]

2 = Minor

3 = Occasional

3 = Lasting more than 3 days

4 = Frequent [annual/bi-annual]

4 = Major injury to one person

5 = Regular [3-6 months occurrence]

5 = Major injury to several persons

6 = Common [1-3 month occurrence]

6 = Death of one person

7 = Continuous daily/weekly event]

7 = Multiple deaths

Risk Rating = Occurrence X Harm

Risk Rating	Risk Potential
1 – 14	Low
15 – 24	Medium
25 – 49	High

## 6. Review and Risk Assessment

Situations change, so like the safety policy, the risk assessment will need reviewing from time to time. It will be more likely to get done if the review time is written into the safety policy ['Arrangements' section].

**RISK MANAGEMENT ASSESSMENT (to be completed by assessor)**

<b>Title (Activity/ Job/ Premises)</b>				<b>Reference No:</b>				<i>Risk Level Estimator</i> <table border="1"> <tr> <td></td> <td>Slightly Harmful</td> <td>Harmful</td> <td>Extremely Harmful</td> </tr> <tr> <td>Highly Unlikely</td> <td>Trivial</td> <td>Tolerable</td> <td>Moderate</td> </tr> <tr> <td>Unlikely</td> <td>Tolerable</td> <td>Moderate</td> <td>Substantial</td> </tr> <tr> <td>Likely</td> <td>Moderate</td> <td>Substantial</td> <td>Intolerable</td> </tr> </table>				Slightly Harmful	Harmful	Extremely Harmful	Highly Unlikely	Trivial	Tolerable	Moderate	Unlikely	Tolerable	Moderate	Substantial	Likely	Moderate	Substantial	Intolerable
	Slightly Harmful	Harmful	Extremely Harmful																							
Highly Unlikely	Trivial	Tolerable	Moderate																							
Unlikely	Tolerable	Moderate	Substantial																							
Likely	Moderate	Substantial	Intolerable																							
<b>Location/Dept</b>	Droitwich Spa High School and Sixth Form Centre			<b>Assessor Name(s)</b>																						
Location Manager				Location Mgr Signature																						
Team Manager				Team Mgr Signature																						
<b>Task/ Equipment/ Materials/ Activity, etc</b>	<b>Hazard</b>	<b>Risk</b>	<b>Person(s) at risk</b>	<b>Existing controls currently used</b>	<b>Risk evaluation</b> <table border="1"> <tr> <td><b><u>Severity</u></b> <b>y</b></td> <td><b>Likel- ihood</b></td> <td><b>Rating</b></td> </tr> </table>			<b><u>Severity</u></b> <b>y</b>	<b>Likel- ihood</b>	<b>Rating</b>	<b>Additional control/precautionary measures required</b>	<b>By Whom &amp; By When initials &amp; date</b>														
<b><u>Severity</u></b> <b>y</b>	<b>Likel- ihood</b>	<b>Rating</b>																								
<p>NOTE: Refer to the guide on risk assessment, Continue on another form if necessary</p>																										
				<b>Assessors Signature:</b>				<b>Date Completed:</b>																		