



# ACORN HOUSE COLLEGE

## Health and safety statement and procedures including:

- Trips and events
- Accident reporting
- Lockdown
- Site security
- Testing of equipment, machinery, facilities and water
- Lab safety
- Work-place emergency plan

<b>Authorised by</b>	<b>The principal and the proprietor</b>
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## Statement

Acorn House College takes its duty of care to the health and safety of its students, staff and visitors very seriously and it has been agreed with all staff members that safety is the single most important consideration at the college whether working on-site or off-site.

The college has a health and safety policy prepared for us by our Health and Safety consultants Peninsula ( <https://www.peninsulagrouplimited.com/services/health-safety/> ) who visit the college at least annually to ensure that the college meets its statutory requirements and, where possible, any 'best practice' guidelines. This policy is included in the staff handbook, reviewed annually and presented to staff at the beginning of the academic year. New staff are made aware of the policy as part of their induction. Visitors, those using the premises and pupils are made aware of their responsibilities and the health and safety procedures that affect them. Notices are displayed indicating evacuation procedures, safeguarding information and details of first aiders.

All employees have a duty to work in a safe and responsible manner, to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves and others and to submit suggestions for the improvement of standards in health and safety within the school to the principal.

The College's operations are conducted in such a manner as to ensure as far as reasonably practicable, the health, safety and welfare of all the college's employees and any other persons who may be affected by its acts or omissions, including pupils, contractors, visitors and members of the public.

Adequate resources are made available for the provision of health, safety and welfare within the workplace, including the provision and maintenance of equipment.

Suitable and sufficient training is given. Full use is made of any guidance and/or training available either in-house or through the trade associations, professional bodies, manufacturers and suppliers of equipment and others as appropriate.

Where and when necessary, appropriate protective clothing and equipment must be provided by the school and used by all employees and pupils.

Any member of staff who is found to be deliberately or consistently negligent in the performance of their duty with relation to the school's health and safety policy will be subject to disciplinary action.

In the event that any pupil is deliberately or consistently negligent with respect to the safety of themselves or others, the school shall manage a full risk assessment to ascertain the action required to minimise the risk. The findings of this risk assessment may lead to the exclusion of that pupil from further participation in that area to which the risk assessment applies.

## Linked policies and cross-references:

- Acorn House College Health and Safety Policy
- DFE Health and safety: Advice on legal duties and powers; 2014
- Acorn House College Welfare and Safeguarding policy

- DFE: Keeping Children Safe In Education for Schools and Colleges; 2015
- DFE Keeping Children Safe in Education for Schools and Colleges - guidance from 5 September 2016; 2016

**Point of reference:** The proprietor has overall responsibility for health and safety at the college, but delegates this to the principal on a day-to-day basis. The principal has identified one member of the admin team to administer the college's health and safety routines and ensure that regular checks and tests are undertaken. Further detail is given in the full policy.

## Health and Safety Aims of Acorn House College

- To provide and maintain a safe and healthy environment throughout the school site and safe means of access and egress from it.
- To establish and maintain safe working practice and procedures amongst staff, pupils, volunteers, those hiring the premises and all those on the school site.
- To ensure safe measures of using, handling, storing and transporting articles and substances.
- To provide safe systems for the control of noise, toxic and corrosive substances, dust and vapours under the school's control.
- To provide information and training to enable everyone to contribute positively to their own safety and that of others.
- To formulate effective procedures for use in case of fire and other emergencies and for evacuating the school premises.
- To lay down procedures in case of accidents and medical treatments.
- To ensure that risks to students' welfare, health and safety are minimised when undertaking activities and events organised or arranged by the college either on-site or off-site

## Responsibilities of the Principal

- bring the contents of this policy and associated documentation to the notice of all members of staff and make arrangements for the regular review and monitoring of this policy and the arrangements and procedures contained herein. This includes regular audits, inspections and safety tours to include the site manager, health and safety representative and union representatives
- Regularly (at least annually) review the college's health and safety policies and procedures
- ensure that accidents and injuries are recorded in the accident book
- carry a mobile phone and ensure that office staff can know the whereabouts of the principal;
- ensure suitable and sufficient risk assessments are carried out. These assessments must be recorded in writing and brought to the attention of all appropriate employees
- ensure that there is at least a termly fire drill and a record kept of the date, time and length of time taken to evacuate the building and account for all persons
- ensure that adequate resources, financial and otherwise, are made available for the provision and maintenance of health, safety and welfare within the school

- appoint responsible persons to co-ordinate the actions of staff and pupils in case of fire
- ensure that there is an emergency plan and that suitable arrangements are in force and adequate equipment made available for dealing with emergencies. S/he will also ensure that sufficient competent persons responsible for evacuation of the premises in the event of such an emergency have been appointed and their identities made known to all other staff and pupils
- identify and make arrangements for training all staff. This includes induction of new employees and where necessary, retraining of existing staff
- consult with safety representatives, members of staff and others, where necessary on matters of implementation and review of this policy and procedures contained herein
- investigate and report all accidents, injuries and near misses
- ensure that all manufacturers and suppliers provide information on any dangerous substances and hazardous processes used on the school site and that this information is made available to all users, and persons exposed to the hazard
- designate and monitor the performance of staff with responsibility for supervision, training and the day-to-day implementation of this safety policy and the procedures contained herein

## **Responsibilities of Specific Staff members**

Members of the administrative team have been identified by the principal and will carry out day-to-day health and safety tasks. Principally these people are Marie-Claude Jones, Sumeet Soni and Tara Kaoud and their duties, overseen by the principal include:

- display of statutory notices
- accident reports and near misses
- risk assessments
- training needs
- reported health and safety maintenance needs
- compliance with health and safety checks (water, fire, electricity)
- site security
- school visits and fixtures
- performances and events
- fire drill and emergency procedures

## **Responsibilities of Staff**

The school has a 'duty of care' to all pupils. Staff must have access to emergency contact details at all times.

The principal is responsible for ensuring that duties are organised to ensure the safety and well-being of all pupils. The teacher responsible for the duty timetable is responsible for ensuring that duties are organised to ensure the safety and well-being of all pupils. Staff are also required to adhere to break duties/supervision requirements.

All staff are responsible for maintaining good health and safety practices. Heads of Department/co-ordinators must ensure that staff within their teams and other adults working with them are properly trained, having regard to the hazards of the activities involved. They should also advise the principal of any requirements for the health and safety of staff and pupils and training needs.

Staff must ensure that fire exits are unlocked and free from obstruction. All areas under their supervision or control must be kept in a clean and tidy manner and any articles or substances therein properly stored, clearly labelled and used in a manner not likely to result in harm. They are responsible for reporting all accidents and near misses to the principal (Annexes 7 and 8).

Classrooms and storage areas in classrooms must be kept tidy particularly ensuring that the aisles and exits are kept clear. The furniture in classrooms is to be arranged so that the need to move safely around the classroom is taken into account. The teacher is to ensure that s/he is strategically placed to ensure maximum vision.

All materials and tools must be stored safely. The tops of cupboards are not to be used for storage. At the end of each school year all drawers and cupboards are to be cleared/tidied and equipment appropriately cleaned.

Any spillages are to be cleared up immediately. Toner cartridge spills should be cleaned up with a dust-pan and brush as the particles can pass through a vacuum cleaner filter and into the air.

Pupils must wear protective clothing where appropriate eg when carrying out science lab work.

## **Trips, visits and fixtures offsite**

From time-to-time the College organises events and activities that take place off the school premises. These events are designed to support the curriculum and will always have a specific educational, pastoral or co-curricular aim and purpose.

Trips, visits and activities must be approved in advance by the principal using the form in the appendix of this document.

It is the responsibility of the trip organiser to nominate a lead person on the trip or event and to ensure that the trip or event is organised safely. This will include:

- Ensuring contact is made with parents in advance with details of the activity
- Specifying start and end times of the trip
- Specifying start and finish places of the trip (eg if students will be brought back the college or should be collected by parents etc)
- Ensuring a ratio of at least 1 staff member to 10 students
- Carrying a first aid kit and mobile telephone
- Having a list of the emergency contact details for each student including
  - Mobile phone numbers
  - Parent contacts
  - Health and medical details
  - SEN details

- Carrying out a risk assessment
- Ensuring additional parental consent is obtained for the trip if required
- Ensuring that other staff members are aware of any disruption they may experience as a result of the trip and allowing them time to request that the trip do not take place. The principal's decision in this matter will be final
- Ensuring parents are informed of the arrangements regarding spending money, meals and travel

## Parental consent to offsite activities

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by the college as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. School hours for the purposes of this policy can be taken to be 8.00am - 5pm.

Acorn House College has a written consent form which parents can sign when their child enrolls at the college. This will cover a child's participation in any of these types of activities throughout their time at the school. This includes adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities. However **parents must be told in advance of each activity and must be given the opportunity to withdraw their child from any particular school trip or activity covered by the form.**

## Testing and checking of equipment, machinery, premises and water

All such tests and checks are carried out according to statutory regulations where statutory regulations exist or periodically when they do not. It is the responsibility of the principal to ensure these are carried out and records are kept. These tests include the following:

- Health and safety review by Peninsula
- PAT testing of appliances
- Testing of water for legionella disease
- Safety of the lift
- Asbestos survey
- Boilers
- Hot and cold water systems
- Fresh air systems
- All alarms
- Mains wiring, fixed wiring and fuse boxes

## Accidents and near-misses

All accidents are recorded in the log book held in the main college reception. Accidents, near misses and dangerous occurrences are reported according to RIDDOR legislation. The forms appended to this document can be used for reporting and the principal will determine the appropriate level of reporting required and may inform the proprietor, Dr Selva Pankaj, in the event of a serious incident. Fatalities, major injuries, hospitalisation and dangerous occurrences will be reported to HSE via the proprietor Dr Selva Pankaj.

'Near-misses' will also be recorded and reported as appropriate in accordance with statutory regulation using the form appended to this document and such incidents will trigger an immediate review of health and safety policy and procedure.

## College Laboratories and prep rooms

Acorn House College has three laboratories. One small 'prep' room (1E) and one lab (1D) are located on the first floor of the Old Building and a new (opened September 2016) teaching lab in Lab8. Small demonstration practicals under strict supervision may take place in the small prep rooms, but all student practical work must be carried out in the Lab8 lab.

A part-time lab technician is employed by the college to assist with the preparation for and clear-up after practical work.

The principal, Dr Francis Choi, is overall responsible for Health and Safety in the Lab, however all science staff are expected to use correct health and safety procedures and practice when using the labs and specifically:

- Immediate reporting of breakages, spillage, release of gases and other significant risks to the principal
- Ensuring safe practice with use, storage and handling of chemicals, materials and equipment
- Protective equipment is used/worn whenever necessary

The science staff have all carried out an on-line COSHH training and the college has available:

- COSHH risk assessments
- Safety data sheets
- Work-place emergency plan

**Students must never be left unattended in a Laboratory and are not allowed to enter a laboratory unsupervised.**

***Further detail on lab safety is given in the appendices of this document.***

## Workplace emergency plan

If an incident in a lab (or any other part of the college) occurs that is potentially hazardous to health or dangerous to the principal, or in his absence, vice-principal should be informed then the following steps should be considered:

- Evacuation of the lab
- Contact with first aiders
- Contacting 999
- Sounding of the fire alarm to trigger evacuation procedures
- Triggering the College's lockdown procedure

When deciding on appropriate action the Staff member should:

- ensure that other pupils and staff are in no further danger
- make an immediate assessment of the seriousness of the accident including determining whether specialist expertise is needed immediately
- deal with the accident as per the first aid policy if it is very minor and refer to the first aider
- call for immediate support if the accident is more serious accident
- send a responsible pupil to obtain support if another adult is not available and follow the accident procedure
- inform the headteacher about the accident as soon as possible
- record details of the accident in the accident record book as soon as possible
- conduct a risk assessment to determine whether policies and procedures need to be amended

Accidents, near misses and dangerous occurrences must be reported in accordance with college policy.

## Site security

### Entry to the building:

#### By visitors:

There is only one entrance to the College premises to the front of the building looking out onto the High Street. There is a large security door which must be kept closed at all times. Entry is by intercom system. Visitors must 'buzz' for attention. Reception staff, who are able to see the visitor by means of closed circuit television, can give access. If the reception staff are unsure who the visitor is, the visitor will be asked to identify themselves via the intercom system and asked to come to reception.

#### By students:

Students must buzz for entry to the building and are not given the door code. **Staff must not disclose the door code to students.** Reception staff are alerted by a sound when the front door is opened and must be vigilant to who is entering the premises. Students must be vigilant to others entering the building with them. If the reception staff do not recognise the student he/she should expect to be challenged.

### By staff:

Staff are given the door entry code to gain entry. All staff are known to the reception staff. Reception staff are alerted by a sound when the front door is opened and must be vigilant to who is entering the premises. Staff are not allowed to divulge the door code to others and must be vigilant to others entering the building with them. Staff are required to register their arrival and departure at the arrivals board located near the staff pigeon holes on the ground floor.

### Security measures

- All staff must be alert to the need for security including ensuring that the gates and boundaries are secure
- Door entry codes must be changed at least annually and all exterior doors kept closed
- Windows must be closed at the end of the day or if a downstairs room is vacated
- The security door closes automatically and is on a magnetic lock, reception staff must be vigilant to the door not closing securely

### Visitors

Visitors must:

- Be kept separate from pupils;
- report to the school office immediately on arrival;
- sign in and receive a visitor's badge
- be given a summary of the college's safeguarding procedure
- be supervised at all times whilst on the premises

**A separate visitors' policy has been prepared by the college and is available on demand or via the college website.**

### Responsibility of staff to challenge unknown persons

Any person (other than a member of staff or pupil) on the school site and not in possession of a visitor's badge must be challenged by an adult and, if necessary, asked to leave. If the person does not leave, the principal must be informed immediately. **Students must not challenge people without badges but must immediately inform a member of staff.** Notices must not indicate the names and locations of pupils.

### Leaving the premises

In the event of an emergency evacuation, the visitors' book, staff logbook and student registers will be used to account for all personnel on the premises.

### Visitors

Visitors must sign out and relinquish visitor's badges on departure. Visitors must leave the premises immediately having signed out and in certain circumstances may be escorted by a member of staff. Reception staff must be vigilant to ensure that visitors leave the college directly and ensure the door is closed behind them. If the door is not closed or is kept ajar in some way, a member of reception staff will close it.

## Staff

Staff are required to register their arrival and departure at the arrivals board located near the staff pigeon holes on the ground floor and must be careful when leaving that they do not allow anyone to enter the building as they leave.

## Students

The college accepts that at the present time, no suitable system for having the students sign in and out is practicable. Students in the Middle School are not allowed to leave the premises other than on their lunchbreak. Sixth formers are permitted to leave the premises during the college day, but are encouraged not to do so other than for lunch breaks. Reception staff must be vigilant to sixth form students entering and leaving the premises.

## Lockdown procedure

A lockdown procedure is a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and students in the college. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all students and staff.

The Principal will initiate, manage and conclude the lockdown. In the absence of the Principal in the event of a lockdown the Vice Principal will manage the lockdown procedure.

A lockdown will be initiated when a situation arises that requires isolation of staff and students from an identified threat. Situations that may instigate a lockdown include:

- An aggressive or violent intruder in the College
- A reported incident or civil disturbance in the local community which poses a threat to the security of staff and students in the College
- A warning being received of a local risk of severe air pollution (e.g. smoke plume, gas cloud)
- A major fire in the close vicinity of the College
- Extreme weather conditions likely to cause a risk to life
- A dangerous animal roaming loose in the vicinity of the College

When a possible threat is identified the Administration should be contacted immediately providing as much information as possible. The Administration will inform the Principal who will make a decision on whether to instigate a lockdown. If a lockdown is instigated the Police will be contacted and informed.

If it is not possible to contact the Administration the person identifying the incident will instigate lockdown in his/her classroom, attempt to advise neighbouring classrooms and continue to attempt to contact Administration.

The signal which will be used to alert the whole college is three long, loud blasts on a whistle or a call of "lockdown, lockdown, lockdown" on a loudhailer. The signals can be heard from most areas of the college, but senior staff are also asked to spread the lockdown signal by calling out "lockdown" when they hear the signal. This procedure will be reviewed before September 2018.

Staff will always have advance notice of a Lockdown drill, therefore if the signal occurs without warning, staff must assume it is not a drill. There will not be a continuous alert sounded as this may agitate an intruder. The Principal will stay in contact by mobile phone, email or text with the Administration and the Emergency Services if possible.

## Procedure

If the alarm is raised all students and staff should immediately proceed to the closest securable room. The following classrooms can be secured by key from the inside:

- Groundfloor including Lab8: reception, room 1
- First Floor: 1D, 1E
- Second Floor: 2A, staff room (is locked from the inside providing key code is operational), store room
- Third floor: 3A, staff toilet
- Fourth Floor: 4A, 4D, staff toilet
  
- Teachers teaching in these rooms will have a key in their possession.
  
- The fire warden on each floor should check the nearest the toilet on each floor to see if anyone is in there.
  
- The Administration staff should ensure that the front door and rear fire escape doors are secured.
  
- The teacher/staff member in charge of each secure room should contact the Administration by personal mobile phone or computer (email or instant message, if available)
  
- The Administration staff should be notified immediately of any student not accounted for
  
- The Administration staff will then instigate an immediate search by contacting all staff members
  
- Advice will be sought from Emergency Services if any student or member of staff remains unaccounted for
  
- The use of text messages or emails will leave the phone lines open for contacting and communicating with the necessary authorities and emergency services.

## Training

New staff will receive details of the lockdown procedure as part of their induction process. Details will be available in all classrooms but will not be publicly displayed. The community police officer(s) will be invited to give advice on the adopted procedure.

- A student free lockdown will be carried out each year during a staff training day in September before the academic year begins.
- A whole school practice lockdown will be carried out each year.

## Lockdown

- Staff and students should stay in current classroom if secure.
- Staff and students not located in a securable room should attempt to move to the closest securable room.
- Staff members should close windows and lock doors, turn off lights, make a list of all people present, stay quiet and out of sight if possible.
- Staff should attempt to contact Administration by phone in the first instance.
- Students should be instructed to turn off their mobile phones keeping one line of communication free at all times.

## Administration/authority

- Administration will collect any information available about the incident/intruder and communicate this information to the Emergency Services who will advise as to the best course of action to take in respect of the prevailing threat.
- Staff will be informed if the Emergency Services are controlling the situation and should carry out all Emergency Services instructions.
- Administration or Emergency Services will attempt to ascertain if all staff and students are accounted for
- Administration will divert any likely visitors, returning student groups etc.

## Extended Lockdown

- Students will be advised that they cannot leave the room for any reason until instructed it is safe to do so by Emergency Services or Principal
- Mobile phone silence should be maintained
- Any injuries or people requiring medical assistance should be reported to Administration or Emergency Services.

## Lockdown over

- When all clear has been received from Emergency Services or Principal, students and staff will be permitted to leave secure rooms.
- All students and staff will receive a debrief
- A meeting will be called with all staff and students to discuss all elements of the lockdown.
- Counselling will be offered when appropriate.
- A letter will be sent to all parents informing them about the lockdown and inviting them to contact the Principal for further information.

## Follow up

- An incident report should be completed and kept on file at the College.
- Administration should ascertain if there are any requirements for reporting to authorities.
- Principal to review the Lockdown procedure carried out, and make any changes required to procedure.

## Appendix 1: Application for the Approval of Educational Visits

### Format for application

<b>School/Group:</b>	
<b>Group leader:</b>	

<b>Purpose of visit and specific educational objectives:</b>

<b>Place(s) to be visited</b>

<b>Date and Time of Departure:</b>	
<b>Date and Time of Return:</b>	

<b>Transport arrangements to include name of transport company and state arrangements for pupils returning home (eg travel alone from venue, returning to college for collection etc):</b>

<b>Names, relevant qualifications and specific responsibilities of other adults accompanying the party:</b>

<b>Trip organiser signature:</b>	
<b>Date:</b>	
<b>Principal approval signature:</b>	
<b>Date:</b>	

## Appendix 2: Consent form for school trips and other off-site activities

Please sign and date the form below if you are happy for your child, (insert name)

\_\_\_\_\_:

- To take part in school trips and other activities that take place off school premises; and
- To be given first aid or urgent medical treatment during any school trip or activity.

### Please note the following important information before signing this form:

The trips and activities covered by this consent include;

- all visits (including residential trips) which take place during the holidays or weekend
- off-site sporting fixtures outside the school day,
- The school will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school – for example, year-group visits to local amenities – as such activities are part of the school’s curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

### Medical information

Details of any medical condition that my child (insert name) \_\_\_\_\_ suffers from and any medication my child should take during off-site visits:

.....  
.....  
.....

**Signed:**.....

**Name:**.....

**Relationship to student:**.....

**Date:**.....

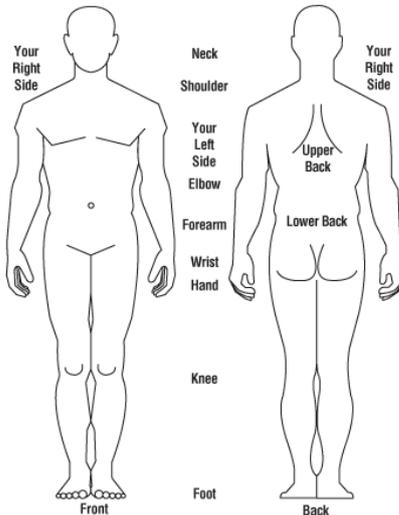
## Appendix 3: Accident and Injury Reporting Form

### REPORT OF AN ACCIDENT

<b>PART A – ABOUT YOU</b>
Your full name .....

<b>PART B – ABOUT THE INCIDENT</b>	
Date of incident:	
Time of incident:	
Did the incident occur at school?	Yes/No
If Yes, which department/room/place/site did the incident occur:	
If No, where did the incident occur (include address and details):	

<b>PART C – ABOUT THE INJURED PERSON</b>	
Full Name of injured person:	
Male/Female?	
Is the injured person:	An employee A student Other (please state):
Was the injured person taken to hospital?	Yes/No
If yes, please state which hospital:	
When?	Immediately At a later date:
Was the injured person seen by a doctor?	Yes/No
If yes, please state the name of the doctor:	
When was the injured person seen by a doctor?	Immediately At a later date (please state):

<p><b>PART D – ABOUT THE INJURY</b></p>	
<p>Description of the injury should be detailed. Include left/right, front/back, location, size; whether it is a graze, a bump or a cut, bruise etc. Take into account other factors such as pallor of skin, breathlessness, pulse, blurred vision, slurred speech, clammy skin, and temperature (hot/cold)</p>	<p>What part of the body was injured (see picture, clearly mark with an X)</p>  <p>The diagram shows two human figures. The left figure is facing forward, with labels: 'Your Right Side' on the left, 'Neck', 'Shoulder', 'Your Left Side', 'Elbow', 'Forearm', 'Wrist', 'Hand', 'Knee', 'Foot', and 'Front' at the bottom. The right figure is facing backward, with labels: 'Your Right Side' on the right, 'Upper Back', 'Lower Back', and 'Back' at the bottom.</p>

IF THE INJURED PERSON GOES TO HOSPITAL FROM SCHOOL THE FOLLOWING INFORMATION MUST ACCOMPANY THEM: NAME, DOB, DR.'S NAME, MEDICAL INFO, AND PARENT CONTACT NUMBERS.

<p><b>PART E – ABOUT THE ACCIDENT</b></p>
<p>Describe what happened below– Give as much detail as you can for example, the events that led up to the incident, the part played by any other people, any substance or machinery involved. Please attach another sheet if necessary. <b>Please state if you did or did not see the incident occur.</b></p>
<p>.....</p>
<p>Please state names of any witnesses</p> <p>.....</p>

<p><b>PART F – ABOUT THE TREATMENT GIVEN</b></p>
<p>Description of treatment:</p> <p>.....</p>

Signature if different from person in PART A .....
Date:

<b>PART G – OUTCOME &amp; FOLLOW UP</b>

Date:
-------

<b>PART H - SIGNATURE</b>	
<b>Signature Person Part A</b>	
<b>Signature Principal/Vice principal</b>	

<b>PART I- REPORTABLE INSTANCES (RIDDOR)</b>	
Was this a reportable instance	Yes/No
Has the instance been reported to HSE with regard to RIDDOR ?	Yes/NO
If Yes please state the relevant incident report number:	
Date	

## Appendix 4: Near Miss Report Form

<b>Name of School:</b>	
<b>Address of School:</b>	
<b>School Telephone:</b>	
<b>School Fax:</b>	
<b>School email:</b>	
<b>principal:</b>	

<b>Name of person(s) involved:</b>	
<b>Address of person involved:</b>	
<b>Telephone/contact details:</b>	
<b>Name of Parents (if pupil):</b>	
<b>Form Tutor/Class Teacher:</b>	

<b>Date of near miss:</b>	
<b>Time of near miss:</b>	
<b>Location of near miss:</b>	
<b>Details of near miss:</b> <i>Include the full names of anyone involved. Continue on a separate sheet if necessary.</i>	

<b>Contact details of anyone involved in the near miss.</b> <b>Name:</b> <b>Address:</b>	
<b>Telephone:</b>	
<b>Contact details of any witnesses.</b> <b>Name:</b> <b>Address:</b>	
<b>Telephone:</b>	

**Give details of all action taken:** (continue on separate sheet if necessary)

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**Detail preventative action suggested:**

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Signature of person completing the report:

Signature of principal:

Date:


## Appendix 5: Science Health and Safety

Whilst following the general health and safety guidelines and procedures, science requires additional procedures to ensure the health and safety of staff and pupils at all times.

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

Members of staff, both teaching and non-teaching, have a duty to work in a responsible manner, and in accordance with all laid down procedures, at all times. Particular consideration will be given to the following areas:

### **General Laboratory Procedures**

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

The following basic rules apply:

- no smoking, eating or drinking in any laboratory or area used for the storage or preparation of chemicals, at any time, unless specified in the Scheme of Work and authorised by the Head of Department. A specific risk assessment should be included in the Scheme of Work;
- coats, bags etc., should not be allowed to block the benches or adjacent floor areas;
- no unauthorised experiments or deviation from the curriculum specifications are allowed;
- no material or chemicals to be removed from the laboratory without express permission of the class teacher, and all materials and equipment issued to pupils to be accounted for at the end of each lesson;
- laboratory work areas will be kept clear and tidy at all times, and materials, not in use, correctly stored;
- adequate levels of lighting, heating and ventilation must be provided at all times within the laboratory areas.

### **Environment**

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

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

### **Risk Assessment**

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

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

### **Use of Chemicals**

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

All chemicals must be clearly identified and, where appropriate, carry all relevant hazard warning labels, even when decanted into smaller amounts for bench use etc. All teachers & pupils educated as to what symbols mean.

Chemicals must be stored in accordance with the supplier's instructions and issued only in the quantities required. Records must be kept of all issues and returns as appropriate. The use, handling and storage of all chemicals is subject to British/EU regulations, and accordingly assessments will be made and safe working procedures developed, for all chemicals present.

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

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

### ***Personal Protective Equipment (PPE)***

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

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

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

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

The stock and suitability of all PPE must be reviewed at the beginning of each term and the general condition monitored following each issue and use. All PPE must conform to the relevant British/EC standards and be of a type suitable to afford adequate protection against the risks identified.

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

### ***Laboratory Equipment***

All laboratory equipment must be maintained in good working order at all times, and any defective or faulty items shall be removed for repair or replacement as appropriate.

Where it is not possible to remove such equipment, it must be clearly labelled as 'out of order' and isolated from its power supply to prevent accidental usage.

Electrical apparatus must be visually inspected on a regular basis and subjected to electrical (PAT test) at least once every twelve months. A record of such tests and inspections must be maintained by a named person.

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

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

### ***Fume Cupboards***

The fume cupboard must be properly maintained and subjected to an annual thorough examination and smoke test. Records of such tests must be kept by a named person.

The fume cupboard must only be used by pupils under close supervision and no chemical reactions are to be left unattended.

### ***Biological Hazards***

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

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

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

Any living animals kept in the laboratory must be securely kept and all cages, tanks etc. will be maintained in a clean and hygienic manner. Such animals etc. must be handled by pupils, only under the supervision of a member of staff. (Refer to regulations)

Any samples or specimens must not be stored where there are any products for human consumption.

### ***Application of Heat***

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

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

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

Suitable fire-fighting equipment must be readily accessible.

Following each laboratory session involving the application of heat, and particularly where such a session immediately precedes a period of non-occupancy (e.g. lunch-time/end of day), then the member of staff supervising the session must ensure the equipment is switched off/extinguished, and that no hot/smouldering articles remain.

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

Appropriate signs must be displayed in laboratories for chemicals etc. Signs must also show the location of first aid and eye wash kits are kept.

Hair must be tied back and appropriate PPE worn whilst using any direct flames.

### ***Waste Disposal***

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

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

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

### ***Hygiene and Waste Facilities***

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

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

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

### ***First Aid***

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

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

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

It is the responsibility of each member of staff and pupils to inform the principal of any allergies or specific medical conditions which may affect his or her ability to perform any laboratory procedure, or handle any chemical or biological agent necessary, in the course of work or study.

### ***Emergency Procedure***

All emergency routes and exits must be kept clear and easily accessible at all times. The location and type of fire extinguishers available must be clearly indicated and the suitability of such equipment must be constantly reviewed. Members of staff must be trained in the correct use of fire-fighting equipment.

### ***General Fire Safety***

The principal has overall responsibility for organising staff, training and co-ordinating the actions of staff and pupils in the event of a fire.

### ***Inspections and Audits***

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

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

### ***Training***

The principal is responsible for:

- monitoring staff performance with relation to the science department and school safety policy and make recommendations as to any additional or ongoing training needs within the department;
- ensure that all relevant staff in the science department receive suitable training with respect to any new equipment, machinery or procedures brought into the department and ensure that they are aware of current best practice and any official guidance or codes of practice etc. relevant to their work.