



RAINHILL
HIGH SCHOOL



RainhillSixth

HEALTH & SAFETY POLICY





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STATUS	STATUTORY
RESPONSIBLE COMMITTEE	Board of Trustees
APPROVAL DATE	24/11/2023
RENEWAL DATE	24/11/2024



SCHOOLS IN PARTNERSHIP
STEPHENSON
MULTI ACADEMY TRUST

GENERAL STATEMENT OF INTENT

1.0 Introduction

Health and Safety at Work etc, Act, 1974

The Health and Safety at Work etc, Act, 1974 places a duty on employers to safeguard so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by their work activities such as pupils and visitors.

General Statement of Health & Safety

This is a statement for Rainhill High School.

Rainhill High School accepts its responsibilities under the Health and Safety at Work Act, 1974, for providing a safe and healthy workplace and working environments for all its employees, pupils, visitors and other persons who may be affected by its activities.

The Headteacher, Local Governing Body and Board of Trustees at Stephenson Multi Academy Trust will take all reasonable steps to ensure that the Health & Safety Policy and Procedures Manual is implemented and monitored throughout the School.

It is essential for the success of this Health & Safety Policy that employees recognise their responsibilities under Section 7 of the Act in co-operating with management and taking care of themselves and other persons whilst at work. All staff are able to access this policy and other related health and safety documentation through the staff handbook.

2.0 Organisation

Responsibility for the day-to-day implementation and monitoring of this Policy lies with the Headteacher so far as is reasonably practicable.

However, the Board of Trustees recognise that some of these duties may be successfully allocated to other members of staff; such as: The Site Manager, the Compliance Officer, Heads of Faculty etc, under guidance from the Headteacher, as appropriate.

Responsibilities

At **Rainhill High School**, the following persons have specific responsibilities for health and safety:

Currently, **Josie Thorogood (Headteacher)** and **Phill Oaks (Site Manager)** are responsible for the circulation of Safety Information, Guidance and Codes of Practice.

Currently, **the Headteacher** is responsible for ensuring that accidents are investigated and recorded on the appropriate format.

The Site Manager is responsible for the weekly test of the fire alarm. **The Headteacher** is responsible for ensuring that testing and reporting of it is done according to the guidelines set.

Currently, **Lorraine Potter (Fire Warden)** is responsible for arranging/coordinating a termly full fire evacuation.

Currently, **the Headteacher** is the Health & Safety Co-Ordinator for this site.

Currently, **St Helens Council** act as the School's competent persons to assist in the compliance of Health and Safety legal requirements.

The Board of Trustees for Stephenson MAT retain legal responsibility for the Health and Safety of its site(s) in all circumstances.

Health and Safety Communication

A successful Health and Safety Policy relies heavily on effective communication and, in particular, making sure that all staff are aware of their role and have all necessary information concerning the health, safety and welfare of all members of staff, pupils and visitors.

This School has identified the following meetings as being the most appropriate to both disseminate and receive matters on health and safety:

School health and safety meetings involving: Site Manager, Compliance Officer and professional association representatives, held termly.

Board of Trustee Meetings, as required.

The School Health & Safety Policy, procedures manual and copies of other Health and Safety Information, Guidance, Codes of Practice and associated literature are kept at the following location(s): - **Staff Handbook, Site Manager Office, Head of Faculty Office** (*faculty specific H&S information only*)

Emergency Contacts

In the case of an emergency outside of School hours contact:

(i) School Site Out of Hours
Telephone No – 07825 680730

(ii) Phil Oakes – Site Manager
Telephone No – 07757 083 265

Useful Numbers

<u>Name</u>	<u>Telephone No.</u>
St Helens Council Health & Safety Section	01744 671740 / 673231
Occupational Health Nurse	01744 456980
Health & Safety Executive	0300 0031747 / 0151 951 4000
Security Service	01744 676728
School Nurse	01744 624925

3.0 Responsibilities

Board of Trustees

The Board of Trustees has a direct responsibility for health and safety in the School. They will ensure they are fulfilling their legal requirements and that persons using the premises are safe and without risk to health. All these responsibilities are, for the purpose of day-to-day management, delegated to the Headteacher.

The Trustees will, however, ensure that they –

- Take reasonable steps to make sure that the school is following the employer's policy and procedures, e.g. through regular discussion at trustee meetings.
- Ensure staff receive adequate training to enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the Headteacher and senior management team to support sensible health and safety management and to challenge as appropriate.
- Approve the school Health and Safety Policy (**this document**) and ensure that it is brought to the attention of all staff;
- Receive all reports on health and safety resulting from any inspection, audit or monitoring carried out by the School, Multi-Academy Trust, the LEA or an enforcement agency such as the Health and Safety Executive.

The Headteacher, or delegated representative thereof, will be expected to make reports on health and safety matters to;

- Stephenson Multi Academy Trust Board of Trustees, when requested to do so for the purpose of monitoring the School's implementation of its own health and safety policy;
- Parents, through Trustees Minutes, Annual Reports, etc.

The Headteacher

The overall responsibility for the School's health and safety management system and implementation of the safety policy rests with the Headteacher, who shall;

- Ensure that the school is following the employer's health and safety policy and has effective arrangements for managing the real health and safety risks at the school.
- Maintain effective communications with employers, governors, and the school workforce, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Make sure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Make sure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.
- Set up arrangements in the School to cover all legal requirements for health, safety and fire.
- Ensure the Board of Trustees are kept up to date with any new legislation, regulation or provision relevant to health and safety in schools.
- Ensure that a programme of risk assessment, as required by the Management of Health & Safety at Work Regulations, has been carried out on behalf of the employer for all activities under their control.
- Ensure the Board of Trustees are kept up to date with any new legislation, regulation or provision relevant to health and safety in schools.
- Be available to any member of staff to discuss health and safety problems not solved at a lower level or through the established arrangements.
- Report to the Board of Trustees those instances in which the Headteacher`s authority does not allow the elimination or reduction of risk to a satisfactory level, but to take all necessary short-term measures to avoid danger pending rectification.
- Be available to any Trade Union appointed safety representatives and co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from any such safety representatives and respond in writing within a reasonable time.
- Establish a safety committee within three months of receiving a written request from two Trade Union Safety Representatives of the staff at the School.
- Ensure that a system is in place for the reporting, recording and investigating of accidents and that all reasonable steps are taken to prevent recurrence.
- To review regularly
 - i) the provision of first aid in the School.
 - ii) the emergency (fire) procedures.
- Monitor the dissemination of safety information throughout the School.
- Report to the Trustees matters relating to health and safety.
- Ensure that all staff have received appropriate safety training and supervising Teachers have the appropriate qualifications/specialist training for the activities taught/equipment used.

- Ensure that suitable and sufficient welfare facilities are provided for the number of staff and pupils intending to use them.

The School Site Manager

The School Site Manager shall:

- Co-ordinate the whole School programme of Health and Safety by ensuring full consultation and participation of all staff, through appropriate meetings and consultation.
- Carry out inspections of the School at least once per term and inform the Board of Trustees of any problems/deficiencies and ensure that the appropriate action has been taken.
- Administer the system for reporting, recording and investigating accidents and take all reasonable steps to prevent recurrences. Report as necessary to the LA/appropriate office.
- Disseminate safety information within the School.
- Ensure that new employees are briefed about safety arrangements and issued with a copy of the School's Health and Safety Policy (this document) and given the opportunity to read it.
- Ensure that employees promoted or given additional responsibilities, are briefed so they have a clear understanding of the role and the standards expected of them.
- Ensure that effective arrangements are in force to facilitate safe evacuation of the buildings in case of fire or other emergency and that fire-fighting equipment is available and maintained.
- Arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures.
- Ensure temporary employees are given sufficient information, training and supervision to enable them to be safe and without risk to health.
- Carry out and update risk assessments as required.
- Liaise with the LA's appointed Health and Safety Advisor as required.
- Ensure that health surveillance for staff is provided when appropriate.

Heads of Faculty

Heads of Faculty-

- Have a general responsibility for the application of the School's Health & Safety Policy within their own department or area of work and are directly responsible to the School Headteacher for the application of safety measures and procedures within their department.
- Shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, so far as reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances (e.g., chemicals, boiling water, guillotines).
- Shall deal with any health and safety problems referred to them by a member of staff and refer to the School Site Manager if they cannot resolve any of these problems.

- Shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the School Site Manager.
- Shall ensure as far as is reasonably practicable the provision of sufficient information instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety.
- Shall, where appropriate, seek advice and guidance from the Health and Safety Officer or St Helens Council Health and Safety Department.
- Shall propose to the School Health and Safety Officer any requirements for safety equipment and welfare facilities.

All Employees

The Health and Safety at Work etc, Act, (1974) and Management of Health and Safety at Work Regulations (1999), require every employee whilst at work to take reasonable care for the health and safety of themselves and of any other persons, including pupils and visitors, who may be affected by their acts or omissions at work.

All employees are expected;

- To take reasonable care of their own and other people's health and safety.
- To know the special safety measures and arrangements to be adopted in their own working/teaching areas and ensure they are applied;
- To co-operate with their employer, fellow members of staff, contractors and others to enable them to make and keep the workplace safe;
- To inform the Headteacher, the Compliance Officer or their Line Manager of any training they feel they need to carry out their responsibilities;
- To report any health & safety concerns to the Headteacher, the Site Manager or their Line Manager.
- To use and not wilfully misuse, neglect or interfere with things provided for their own safety and/or the safety of others;
- To co-operate with other employees in promoting improved safety measures in their School;
- To co-operate with the appointed safety representatives and enforcement officers of the Health and Safety Executive or Environmental Health.
- To exercise effective supervision of the students, giving clear instructions and warnings as necessary and know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out;
- To follow any instructions and warnings as required;
- To follow any training they have received when using any work items the employer has provided for them;
- To follow safe working procedures;
- To wear protective clothing when required;
- To make recommendations to their Head of Department e.g. on safety equipment and on additions or improvements to equipment or machinery;

- To regularly check all equipment, protective clothing, furniture and their environment (heating, lighting, etc.) and report any defects to the Schools Health and Safety Co-ordinator.

Pupils

The pupils are expected;

- To exercise personal responsibility for their own safety and that of others (i.e. staff, visitors, other pupils) and behave in accordance with the published school code of conduct;
- To observe standards of dress consistent with safety and/or hygiene (this includes items of 'jewellery');
- To observe all safety rules of the School and, in particular, the instructions of teaching staff given in an emergency;
- To use and not willfully misuse, neglect or interfere with things provided for his/her safety.

Parents

Have a responsibility to;

- Make provision for full time education;
- Abide by/support the rules and regulations of the school;
- Comply with the School Health & Safety Policy **(this document)**;
- Act as a 'reasonable parent'.

Visitors

Regular visitors and other users of the premises should observe the safety rules of the School. In particular adult volunteers will be made aware of health and safety arrangements applicable to them by the teacher to whom they are assigned.

Volunteers

Headteachers must ensure that all volunteers are aware of the School's Health and Safety Policy and practical safety issues as part of their induction, prior to working in the school. Records of inductions will be retained by the HR Manager.

3.0 First Aid Arrangements

First Aid

The Health and Safety (First Aid) Regulations, 1981 cover all employees, teaching and non-teaching in schools and education establishments, and require the employer to provide adequate and appropriate first-aid equipment, facilities and people to enable immediate first-aid to be rendered to their employees if they are injured or become ill at work. Pupils, students and visitors are not covered by the regulations, but these must still be considered when making provision for first aid.

First aid must be available when employees, pupils and students are working elsewhere on school activities including any off-site activity such as educational visits.

Headteachers **shall** undertake a First Aid Needs Assessment to determine the schools required provision, taking into consideration the circumstances of the site, the workforce and the hazards and risks that may be present.

First Aid Information

Automated External Defibrillators (AEDs)

Where AEDs have been installed as part of the school's first aid equipment, it **shall** be ensured that:

- they are available for use and in good working order;
- they are located in easily accessible locations which are highly visible and well signposted;
- they are registered on 'The Circuit', the national defibrillator network linked to the North West Ambulance Service, to make them aware of the AED and their location;
- there are a sufficient number of employees fully trained in their use (free, interactive, online CPR training by the British Heart Foundation can be accessed via this link revivr.bhf.org.uk)
- a Resuscitation Action Plan is in place to facilitate a swift response to incidents of cardiac arrest which has been communicated to all employees;
- separate pads are provided for adult and paediatric use (pupils aged 1 to 8), as required;
- a suitable maintenance contract is in place for the device;
- pads, batteries and other consumables are replaced as necessary.
- regular inspections of AEDs are undertaken Loraine Potter to detect faults with the device.

Inspections of AED's will be undertaken by Loraine Potter on a recorded basis.

First Aider

A First Aider is a person trained to the appropriate standard recognised by Stephenson Multi Academy Trust and holding a valid qualification certificate, that meets the standards in line with HSE requirements.

Employees selected to be First Aiders are suitable for the role i.e., reliable, calm, confident and able to communicate effectively in a crisis, physically able and preferably willing to undertake the role. The main duties of the School's First Aiders include:

- Responding promptly to an incident/accident when requested, within the limits of HSE approved first aid training while safeguarding their own health and safety and that of others.
- Know how to secure additional first aid assistance as and when necessary, and if necessary, arrange without delay, professional medical assistance if the nature and degree of the injury is beyond the limits of their training.
- To act at all times in a manner to respect the interest and dignity of all patients and to protect their confidential information.
- To be aware of the location of the nearest first aid box, its contents and report to Jeanette Rigby or Loraine Potter if any item(s) need to be replenished. Additional supplies of first aid materials can be found in the locked first aid box in the first aid room.

Report incidents and actions taken. That is to say:

- Any treatment given to a pupil is recorded in the Pupil First Aid Log (green folder in the main office).
- Accident report forms are to be completed if a member of staff has been injured, or a pupil has been injured by school equipment and/or requires hospital treatment (accident report green folder in the

main office).

- Head Injuries - for a pupil who has sustained a head injury, the head injury log must be completed, and the pupil given a letter to take home informing their parents of what to do if their condition deteriorates (blue folder in the main office).
- If casualty is removed to hospital, ensure that emergency contacts have been notified, and all relevant paperwork completed.

The provision of first aid treatment is a duty as a recognised First Aider and as such any treatment given may be deemed to be under the instruction of the School. Provided that a First Aider acts in good faith, and within the scope of any training given, then the first aider is covered by the School's indemnity insurance.

Medicines are kept in the main school office locked away, parent consent forms and care plans are updated yearly, and any expired medicine will be handed to the parents and not the pupil.

Office staff ensure medicines are checked on a monthly basis and that all care plans are in date and valid.

First Aid Training

The First Aider should undertake either a one-day Emergency First Aid at Work (EFAW) or a three-day First Aid at Work (FAW) training course, which is valid for three years.

EFAW training enables a first aider to give basic emergency first aid to someone who is injured or becomes ill at work. Courses should involve at least 6 hours of training and be run over a minimum of 1 day.

FAW training includes Emergency First Aid at Work (EFAW) and equips the first aider to recognise and treat a wider range of specific injuries and illnesses. Courses should involve at least 18 hours of training and be run over a minimum of 3 days.

The School has a number of first aiders, who work on a rota basis, to ensure that first aid provision is constant and proportionate to the number of students and employees in the school.

All First Aiders have undergone the Emergency First Aid at Work training within the past 3 years with 3 x staff currently being First Aid at Work qualified and therefore act as Senior First Aiders.

A list of current first aiders can be viewed in the main office or by request from the school.

A full record of first aider training is available from the school.

First Aid Needs Assessment

The Headteacher, or authorised person on behalf of, shall undertake an assessment of first aid needs on an annual basis to determine what provision is required.

The assessment will consider the circumstances of the workplace, workforce and the hazards and risks that may be present, including:

- the nature of the work undertaken the layout of the premises.
- workplace/service hazards and risks (including specific hazards requiring special arrangements).
- the nature and size of the workforce the work patterns of employees.
- holidays and other absences of those who will be first aiders and appointed person the history of accidents within the workplace/service.
- the needs of travelling, remote and lone workers (i.e., personal first aid kit and means of communication).
- the distribution of the workforce.

- the remoteness of site(s)/workforce from emergency medical services whether employees work on shared or multi-occupancy sites.
- first aid provision for non-employees (e.g., pupils/service users/members of the public).

The Department for Education (DfE) recommend that schools have suitable first aid facilities and a sufficient number of trained persons, **normally 1 First Aider for every 50 employees.**

In estimating additional provision sufficient to cover pupil numbers, **1 Emergency First Aider for every 150 pupils is normally held to be a reasonable ratio.**

First Aid Kits

First aid kits are a legal requirement for every workplace. It must be clearly marked in a green box with a white cross on it. All employees should be made aware of where their nearest first aid box is located. It should be easily accessible for people, ideally close to hand washing facilities and the contents should be checked regularly by the First Aider to make sure all items are in stock and in date. Travelling first aid kits are available for offsite trips, as required.

The School's first aid kits contain, as a minimum:

- a leaflet giving general advice on first aid.
- 20 individually wrapped sterile plasters in assorted sizes. (Hypoallergenic can be provided, if necessary, i.e., where there is a known allergy).
- two sterile eye pads.
- four individually wrapped triangular bandages, preferably sterile six safety pins.
- two large, sterile, individually wrapped un-medicated wound dressings.
- six medium size, individually wrapped un-medicated wound dressings.
- A pair of non-latex, non-powdered, disposable gloves.

It is not recommended for tablets and medicines to be kept in the first-aid box.

Where tap water is not readily available for eye irrigation, sterile water or sterile normal saline in sealed disposable containers should be provided. Each container should hold at least 300 ml.

Additional materials such as foil blankets, disposable aprons, individually wrapped moist wipes can be contained should the first aid needs assessment indicate their requirement.

It should be noted that first aid kits should contain only the items that a first aider has been trained to use and they should not contain medication of any kind.

First Aid Room

A suitable first aid room, that is easily accessible and clearly signposted, should be provided where the first aid needs assessment identifies this as necessary. If possible, the room should be reserved specifically for providing first aid and a designated person given responsibility for supervising it.

For schools, The School Premises (England) Regulations 2012, require that suitable accommodation must be provided in order to cater for the medical and therapy needs of pupils. Facilities and equipment that may be required include:

- a sink with hot and cold running water is near to a toilet facility.
- drinking water and disposable cups soap and paper towels.
- a store for first aid materials.
- foot operated refuse containers lined with a yellow disposable clinical waste bag or a container suitable for the safe disposal of clinical waste.
- An examination /medical couch with water proof protection and clean pillows and blankets.
- a chair.

Accident Reporting Procedures

Schools should ensure that they have a responsible person appointed to take charge of the safe keeping and management of all accident records for the site.

Schools have a duty to record (using the online reporting system) -

- (i) any accident to any person occurring on school premises.
- (ii) any accident to a member of staff at any location whilst on school business.
- (iii) any accident to a pupil off-site whilst under the supervision of a member of staff e.g., school trips.

Completed Accident Support forms must be passed to the Health and Safety Officer (Deputy Headteacher (L Munro) or Site Manager)

Detailed Accident Reporting and Dangerous Occurrences Reporting Procedures are contained within the Health & Safety Policy and Procedures Manual located in the Health and Safety Officers office, a summary of the procedures below -

Procedures for Employees and Members of the Public

- (i) All personal injuries should be recorded on the Accident Reporting System. The Health and Safety Officer will complete this as soon as possible after the accident occurs, once an accident form has been submitted to them. Blank accident forms are kept in the main office.
- (ii) Personal injuries to employees resulting in over 7 days absence to be reported to the Health and Safety Executive (HSE) via their online reporting system within **15 days of the occurrence** and a copy sent to St Helens Council Health and Safety Department.
- (iii) Any fatalities, specified injury accidents and dangerous occurrences must be notified immediately to the Health and Safety Executive (HSE) by the quickest available means (normally by telephone), followed up by submission of a fully completed online report form (F2508) within **10 days of the incident**.

In the cases of (ii) & (iii) above, the Headteacher **must** be informed immediately, followed by the Health & Safety Section, who will, in consultation with the Headteacher, notify the HSE.

Pupil Accidents

- (i) All minor pupil injuries will be entered into a suitable record book kept on site. An example sheet is

appended to the Accident and Incident Reporting Procedure.

- (ii) More serious pupil injuries **must** be recorded on the St Helens Borough Council online Accident and Incident Reporting System as soon as possible after they occur.
- (iii) Any injury that arises out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment), **must** be reported to the HSE via their online reporting system within **15 days of the occurrence**.
- (iv) Any fatalities, specified injury accidents and dangerous occurrences must be notified immediately to the HSE by the quickest available means (normally by telephone).

In the cases of (iii & iv) above, the Headteacher must be informed immediately, followed by the Health & Safety Section, who will, in consultation with the Headteacher, notify the Health & Safety Executive (HSE).

Near Miss Incidents

A near miss incident is an undesired, unplanned event that doesn't result in harm but has the potential to cause injury, ill health, damage or loss. Some examples include: smoking near flammable gas containers, and person(s) on the roof of premises.

All near miss incidents should be reported to the Council's Health and Safety Section as soon as possible, using the Incident Form on the online Accident and Incident Reporting System, so that action can be taken to investigate the causes and to prevent reoccurrence.

04. Fire Safety and Arrangements

The Regulatory Reform (Fire Safety) Order 2005 (RRO) came into effect from 1st October 2006, reforming Fire Safety Legislation and removing the requirement for a Fire Certificate. The order requires a "Responsible Person" to be named who will ensure that the premises comply with the order.

Building Bulletin 100 (BB100), Design for Fire Safety in Schools produced by The Department for Children, Schools and Families (DCSF), recommends that it is important for each establishment to appoint a Fire Safety Manager.

The named **Fire Safety Manager** for Rainhill High School is the Headteacher.

The main duties of the Fire Safety Manager include:

The main duties of the Fire Safety Manager include:

- Managing the school to minimise the incidence of fire (fire prevention) e.g., good housekeeping and security.
- Producing an Emergency Fire Plan.
- Checking the adequacy of fire-fighting equipment and ensuring its regular maintenance.
- Ensuring fire escape routes and fire exit doors/passageways are kept unobstructed and doors operate correctly.
- Ensuring that fire detection and protection systems are maintained, tested and suitable records are kept.
- Ensuring any close down procedures are followed.
- Ensure that suitable arrangements are in place for out of hours activations of the fire alarm, either by the school staff or the security force acting on their behalf.
- Ensuring there are disability evacuation provisions within the emergency fire plan.

Schools are visited on a regular basis by Merseyside Fire & Rescue Service who will make recommendations in relation to means of escape, means for giving warning, the means for fighting fire and any particular hazards present on the premises.

A Fire Risk Assessment has been completed for the school. The assessment must be reviewed on an annual basis to ensure it is still relevant.

Merseyside Fire & Rescue Service may carry out familiarisation and inspection visits to the schools and make recommendations in relation to means of escape, means for giving warning, the means for fighting fire and any particular hazards present on the premises.

Fire Drills

A schedule of fire drills has been established on the basis of **one drill per term**. Loraine Potter has been nominated to organise the fire drills. A record of the fire drills and fire alarm tests is maintained by The Site Manager.

Fire Evacuation Procedures

The following procedures ensure a quick and efficient response to a whole school evacuation.

On hearing the two-tone evacuation siren, all buildings are to be exited by the nearest route as quickly as possible.

Assembly points are:

Behind Sports Hall (on tennis courts) - for students (Years 7-10), teachers, training teachers, office, support staff and visitors.

Astro – for students in Year 11 and Sixth Form.

In the event of tennis courts not being a suitable assembly point due to safety reasons, ***the back field*** shall be the designated assembly point.

Fire Evacuation

(Staff Responsibilities)

Area	Location	Responsible Person 1st Person	Responsible Person 2nd Person (if 1st person is not available)
Gates	Open Gates	Caretakers	
A Block	Front Offices	Ben Simpson	Kyle Donohue
	Fire Panel	Phill Oakes	Andrew McCrea
	A101-A106	Alan McKeegan	Rob Leyland
	A107-A113	Claire Dickman	Student Services Staff
	A200-A203	Jo Parkinson	Greg East
	A204-A207	Kelley Black	Laura Johnson
	A208-A214	Marc Khanna	Claire Dickman
B Block	Ground Floor	James Rimmer	Peter Capewell
	First Floor	Jon White	Paul Flynn
C Block	C101-C104	Alex Kennett	Ruth Burrows
	C105-C109	Peter Roberts	Sharon Bolland
	First Floor	Lauren Jameson	Anthony Bennett
D Block (MDAC)	All	Katie McCann	Sophie Renison
E Block	All	Erica D'Anna	Carmel Grace
S Block (RH6)	Ground Floor	Tony Cunningham	Kara Banks
	S201-S204	Caitlin Hurstfield	Kelly Nugent
	S205-S212	Adam Bunby	Nicky Hesketh
P Block (Sports)	All	Yacine Rachi	Tanya Morris
Intervention	All	Lindsay Munro	Eden Heron
Library	All	Madeline Dugdale	Claire Dickman
SEN Hub	All	Heather Rothwell	Beth Thornley
Back Field	PE	Yacine Rachi	Tanya Morris

Means of Escape

Regular inspections shall be made of means of escape, to ensure that they are kept free from obstruction. If it is found that they are even partially blocked, for example, furniture or rubbish, **immediate** action must be taken to clear the obstruction. Inspection shall also include a visual check that all fire safety signs e.g., direction of escape route, are in place and clearly visible. Immediate action will be taken to replace or expose to view any sign which is not visible.

Fire Fighting Equipment

Fire-fighting equipment will be used only by trained staff when they are confident in their ability to douse a **small** blaze, in most cases they should leave the area immediately by the nearest escape route.

Fire extinguishers at Rainhill High School are subject to an annual inspection by a competent contractor.

Fire-fighting equipment including extinguishers, blankets, hose reels, sand and water buckets will also be checked **weekly** for:

- Correct location (as advised by the local Fire Authority)
- Vandalism
- Obstruction
- Sand buckets and water buckets should be full and not contain any rubbish.

The Site Manager is responsible for the weekly checks of fire-fighting equipment.

Fire Alarm Systems

The fire alarm system is tested on a weekly basis via a different alarm point on each occasion. The Site Manager is responsible for the weekly alarm test at this site.

The day and time of the test is **Saturday at 10.00HRS**. If the fire alarm cannot be tested on that day, the alarm will be tested on the next available day at 18.00HRS. Where a link has been established between the alarm and monitoring service, this will be checked on each occasion to ensure it is fully operational. All tests must be recorded within the Fire Safety Logbook.

This will ensure that in addition to checking the system as a whole, all call alarm points are checked on a regular basis. Any sounding of the alarm outside of the agreed time should be treated as an evacuation. Any visitors or contractors should be informed of tests

The fire alarm system **shall** be subject of regular inspection and test by a competent contractor.

Emergency Lighting

A system function test including the operation of all emergency lighting should be undertaken on a **monthly basis**, with the results recorded within the St Helens Council Fire Safety Logbook

Fire Doors

Fire doors play an essential role in prohibiting the spread of smoke and fire, but only if they are closed and stay closed during a fire.

Fire doors are often wedged open or propped open with fire extinguishers or litter bins, therefore, such practices are not acceptable and must be prohibited.

Weekly checks will, therefore, be carried out to inspect all fire doors as well as door furnishings such as hinges, glazing, push bar mechanisms and self-closing devices. Faults found in any mechanism shall be reported for immediate attention.

The Site Manager is responsible for weekly checks of fire doors at this site.

Electrical Safety

Following the introduction of the Electricity at Work Regulations (1989), the Health and Safety Executive issued a revised edition of Guidance Notes GS 23 Electrical Safety in Schools. The advice given includes the following points -

- The fixed electrical circuits, etc, within the school should be inspected and tested at least every **five years** by a competent person.
- Where wiring is subject to damage and abuse (e.g., surface wiring in temporary classrooms) and in external areas such as greenhouses, it should be similarly inspected every **three years**.
- Any additions or changes to the school's wiring must be inspected and tested by a competent person before power is applied. (The prosecution of an LEA and a teacher in 1989 for allowing a pupil to do such work and then not having it checked is mentioned in the guidance note).
- The electrical circuits associated with stages/theatre halls should be inspected **annually**.
- The school keeps a register of all electrical equipment (including portable and transportable items) and therefore it should not be possible for apparatus previously discarded as defective to slip back into use.

All electrical faults must be reported to the Site Manager.

- Equipment which was not manufactured to current standards may require modification (e.g., pottery kilns with exposed elements that can be touched).
- Home-made or modified equipment is prohibited from use in the school.
- All electrical equipment operating at over 50 volts should be visually checked **each term** and any defective items rectified.
- Any hand-held equipment that has an exposed metal case should be inspected and tested by a competent person **each year**.
- Any double insulated equipment (i.e., no exposed metal casing) is visually inspected for any damage to the insulation of the item, cable sheath or plug each time it is used.
- Where equipment is used outside the building via flexible cable a residual current device (RCD) should be used in the supply circuit. (RCDs work by sensing any difference in the current flowing in the two power supply lines. If, because of an insulation failure, damage, etc., an additional current flow to earth from either line, possibly via a person, the power is switched off in a fraction of a second. The trip sensitivity is predetermined; up to 30 mA will provide protection against electrical shock to earth. RCDs do not, however, provide any protection against a shock caused by connection between live and neutral).

Portable Appliance Testing

Electrical testing, where the needs for such has been identified, will be carried out by a competent person. This will be a member of staff such as a technician, who has been trained in the use of adequate test equipment, or a suitably qualified electrical contractor

The majority of potentially dangerous faults will be picked up by formal visual checks, carried out by a competent person or by informal visual checks carried out by users.

Control of Substances Hazardous to Health Regulations (COSHH)

The COSHH Regulations 2002, (as amended), require employers to assess the risks to the health of employees posed by the use of toxic, harmful, irritant and corrosive substances, these include many substances used in Design and Technology & Art Design, Science Departments and where schools directly employ Caretakers and/or Cleaners.

More detailed information is contained in the booklet: Working with substances hazardous to health - A brief guide to COSHH (INDG136 rev5).

A risk assessment looks at the ways in which the use of a substance(s) can give rise to harm and the steps required to reduce that harm. The duty to carry out such assessment will normally rest with the Head of Department, though the responsibility may be delegated to another person. In all but the simplest of cases, the assessment must be recorded.

General risk assessments have been drawn up by CLEAPSS for most substances in use in Design and Technology & Art Design and Science.

For other substances not covered by these general assessments, a suitable & sufficient assessment must be completed. A standard proforma for COSHH Assessments has been drawn up by the LA. Copies of the proforma assessment form and guidance on its completion are available on the St Helens Schools' Portal.

Secondary Schools should ensure that they have the latest version of CLEAPSS publications to refer to.

The School has COSHH assessments in place as part of Departmental Health and Safety Statements and risk assessments, which available in Faculty offices or via the Health and Safety Officer.

Asbestos Containing Materials

In accordance with the requirements of the Control of Asbestos at Work Regulations 2012, a survey has been conducted to determine the location and condition of asbestos containing material within the school.

The Headteacher, or appointed person on their behalf, shall ensure that –

- All site-based staff must be made aware of the location of the report and understand its contents. (This should include existing, new and temporary staff). This must be on a recorded basis.
- The survey report must be referred to before ANY maintenance work that might potentially disturb suspect materials is undertaken.
- The laminated "Asbestos Alert" (where provided) must be displayed at an appropriate location - a copy in reception or where contractors sign in is usually acceptable.
- Contractors, Maintenance Workers and Employees etc. must complete the Confirmation of Access Report Form, to record that they have had access to the report and the associated floor plans.
- Staff must report incidents of damage involving suspect materials.
- Asbestos Awareness e-learning training has been completed by those members of staff with responsibilities for the building, those who may undertake inspections or those who may work on the fabric of the building.

Management of Legionella

The Health and Safety at Work etc Act 1974 (HSWA) extends to risks from legionella bacteria, which may arise from work activities. The Management of Health and Safety at Work Regulations 1999 (MHSWR) provide a broad framework for controlling health and safety at work. More specifically, the Control of Substances Hazardous to Health Regulations 2002 (COSHH) provide a framework of actions designed to assess, prevent, or control the risk from bacteria like Legionella and take suitable precautions.

The Headteacher **shall** ensure that:

- A site-specific Legionella risk assessment with accompanying schematics has been undertaken to manage the risk of exposure to legionella bacteria on the premises by a competent person, and this is subject of regular review.
- Sufficient resources and budget are allocated to carrying out corrective action identified through the risk assessment process and these precautionary measures are completed within a reasonable timeframe.
- Relevant staff have completed Legionella Awareness training, ie, Caretaker/Site Manager, Business Manager, etc.
- Nominated contractors are allowed access to the school as and when required to routinely check, inspect and clean the water system, in accordance with the risk assessment.
- Pre-planned maintenance tasks are carried out at the correct frequencies by suitably competent people, i.e., monthly temperature checks, weekly flushing of little used outlets, etc.
- Records of contractor water safety visits and any site duties identified during the risk assessment e.g., flushing of little used outlets, are maintained and easily accessible.

Glass and Glazing

A survey of all glass and glazing panels has been conducted in accordance with the requirements of Regulation 14 Workplace (Health, Safety and Welfare) Regulations 1992. The survey shall be updated as glass and glazing is replaced and kept with the Safety Policy & Procedures Manual and be available for inspection by enforcing authorities.

Outdoor Education Activities and School Trips

Please refer to the 'Trips Policy'.

To support schools with learning that takes place outside of the classroom, St Helens Council provides access to EVOLVE, an online system for the planning, approval and management of educational visits, sporting fixtures and extra-curricular activities.

Fixed Play Equipment

The Site Manager shall ensure that any new fixed outdoor play equipment is designed and installed by a competent contractor who operates within the requirements of BSEN 1176 and BSEN 1177. A post installation inspection of new fixed outdoor play equipment shall be undertaken by an independent organisation, in consultation with property support/school surveyors.

Whether new or existing fixed outdoor play equipment, the Headteacher shall ensure that:

- Risk assessments are conducted to identify the hazards, determine suitable precautions and help devise the management system for the fixed play equipment. Certain play equipment may become slippery in cold or wet conditions; these items of equipment should be identified as part of the risk assessment process and sufficient precautions put in place to make them safe for use or place out of action if it is not possible.
- Operational procedures are in place that define the arrangements around the use of the equipment. These arrangements must be communicated to staff and pupils and should specify the level of supervision for each area.
- Inspections of fixed play equipment is undertaken at the following recommended intervals:

Routine : Daily visual inspection of the equipment must be carried out by the member of staff supervising the play/curriculum activity prior to the use of the equipment. This visual inspection should include a visual check of the play surface around the equipment, including any gated and fenced areas, and any obvious structural defects on the play equipment itself.

Weekly recorded visual inspection by a member of staff, i.e. Caretaker or nominated member of staff. Looking at the basic condition of the equipment, especially faults due to recent vandalism, breakages and cleanliness.

Operational: Quarterly recorded operational inspection by a trained RPII Play Inspector. This inspection will look in more detail at the condition of the equipment, providing a quality control check on the more regular inspections and identifying wear and tear on the equipment.

Annual: Annual main inspection by an independent competent person who is an accredited member of a relevant recognised trade body such as: Association of Play Industries or Register of Play Inspectors International. Looking at vandalism, wear and tear, long term structural problems, standard compliance and design.

Provisions are in place for repairs and maintenance.

Infection Control

Employees must follow all relevant guidance, policy, and procedures during periods of pandemic, infectious diseases and threat to public health.

The school as the employer will adapt to the threat of pandemics by completing additional risk assessments, introducing additional emergency procedures and following central govt and PHE guidance in relation to transmissions and prevention of infectious diseases.

The school aims to minimise any risk of the spread of infection and will:

- Maintain high standards of hygiene throughout the school including promotion of good hand washing.
- Provide warm water, liquid soap and hand drying facilities in all toilet/washrooms.
- Ensure spillages of bodily fluids, such as blood, urine and vomit are dealt with immediately and that adequate facilities are provided to protect the people involved.
- Organise for the safe cleaning of equipment and where appropriate disinfection and thorough cleaning of the premises.
- Arrange for the safe disposal of any infected materials.

Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice. All contractors must report to the school office where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Headteacher is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

School Managed Projects

Where the school undertakes construction and building works projects directly, the Governing Body are considered the 'Client' under the Construction (Design and Management) Regulations (CDM) 2015 and therefore have additional health and safety responsibilities to consider before starting works. They shall ensure that:

- They are clear about their responsibilities?
- They have made formal appointments?
- They have checked that the Principal Designer or Designer has the capability and necessary skills, knowledge, training and experience to fulfil their duties?
- They have checked that the principal contractor or contractor has the capability and necessary skills, knowledge, training and experience to fulfil their duties?
- They have checked that the project team is adequately resourced?
- A project or client brief been issued to the project team?
- The project team been provided with information about the existing site or structure (pre-construction information)?

- They have access to project-specific health and safety advice?
- Suitable arrangements are in place to manage health and safety throughout the project?
- A schedule of the key activities for the project has been produced?
- Sufficient time been allowed to complete the key activities?
- Where required, an online F10 notification form been submitted to HSE to notify them of commencement of work?
- They have checked that a construction phase plan has been adequately developed before work starts on site?
- They are satisfied that suitable welfare facilities have been provided before work starts on site?
- They have agreed the format and content of the health and safety file.

Such projects are managed by the Headteacher who will ensure that the School have obtained consent and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. For maintained schools, the landlord is the Local Authority. Schools are required to notify the Authority when they are proposing works that will affect the layout or operation of the building.

Under CDM 2015, certain construction work must be notified to the Health and Safety Executive (HSE). For further information and guidance on CDM 2015 contact your School Property Officer.

The school, contractor(s) and any sub-contractor(s) involved will exchange relevant information regarding the work activities and agree the risk assessment and safe systems of work to be used prior to works commencing on site. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken.

Work at Height

Working at height can present a significant risk of injury to staff and others through falling or being struck by falling objects. Where such activities cannot be avoided, a risk assessment shall be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

In accordance with the Work at Height Regulations 2005, the Headteacher shall ensure that:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment is selected;
- any access equipment is inspected and maintained;
- any risks from fragile surfaces are properly controlled.

Portable Leaning Ladders and Stepladders

Where the risk assessment determines that portable leaning ladders or stepladders are the most suitable equipment for the task (i.e. due to low risk, short duration of task, or where there are existing workplace features that cannot be altered), it shall be ensured that:

- appropriate leaning ladders/stepladders are used, that are suitable for intended use and meet the correct standard (EN131 Professional or the old BS2037/BS1129 Class 1 and EN131, if they are still in good condition and fit for purpose). Staff must not climb onto desks, chairs and tables to access storage areas or put up displays, etc;
- they are subject of annual inspection by a competent person on a recorded basis and marked/tagged appropriately;
- the manufacturer's instructions are made available to authorised users for reference;
- pre-use visual checks are undertaken by users to spot obvious defects;
- only authorised persons who have received appropriate information, instruction and training in their safe use may use them.
- Face to face 'Safe Use of Ladders and Stepladders training' shall be completed by authorised users, i.e., site maintenance staff, who need to use a portable leaning ladder, a stepladder outdoors or undertake heavy

work on a stepladder. This can be arranged directly with the Health & Safety Section.

- The Council's 'Safe Use of Stepladders' e-learning course shall be completed by all staff who only use a stepladder inside the building for light work, i.e., Teaching Assistants. This can be accessed via the My Learning Portal.
- they are only used outdoors when the weather conditions do not jeopardise the health and safety of persons involved in the task.
- work at height is prohibited when users are working alone.

Personal Safety/Lone Working

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the Headteacher and record the incident on an Incident Report Form. Where any incident results in a physical injury this should be also documented on an Accident Report Form. Both electronic forms can be located on the Accident & Incident Reporting System. The school will work in partnership with the LA and Police where inappropriate behaviour/individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

Lone working

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) must not be undertaken whilst working alone.

Staff working outside of normal school hours must obtain permission of the Headteacher. Where lone working cannot be avoided, staff shall ensure they have means to summon help in an emergency e.g., access to a telephone or mobile phone, etc.

Trees

The school has a statutory 'duty of care' to members of the public and its' employees who must not be put at risk because of any failure to take all reasonable precautions to ensure their safety.

Therefore, the Headteacher shall arrange for a competent person to undertake inspections periodically and assess the risks posed by the trees on the school grounds, to identify any defects such as disease or structural integrity, and where they present a risk to life or property, take appropriate remedial action.

New and Expectant Mothers at Work

The school are responsible for providing a safe working environment while effectively managing risks to the health and safety of all new and expectant mothers.

The Headteacher shall ensure that an individual risk assessment is carried out for new and expectant mothers and suitable control measures are implemented to mitigate identified risks. This applies to staff who are: pregnant, have given birth in the last 6 months, or are currently breastfeeding.

5.0 CURRICULUM SAFETY MATTERS

Science

Head of Department shall ensure that:

- Teaching staff and Technicians have access to CLEAPSS Science Handbook and CLEAPSS Hazcards and other CLEAPSS guidance and teaching resources.
- Risk Assessments for any activity where there is a significant hazard (whether carried out by the Pupils, Teachers or Technicians) are produced and documented to ensure that suitable controls are implemented. These **must** be regularly reviewed to ensure changes in legislation, hazard classification of chemicals, improvements in practical methods, advances in best practice, etc, are considered. The findings of the risk assessment **must** be communicated to all relevant staff on a recorded basis.
- They undertake audits of the Science Department, on at least an annual basis, to ensure that it is running effectively and safely. An audit of teaching, preparation and storerooms, and the equipment within them, will help identify the nature of hazards, and risks which result from using equipment and rooms. The audit will also help pinpoint where action is needed to reduce the risk and the outcomes of the audit be addressed, to minimise risk.
- Equipment, including fume cupboards, are adequately maintained and tested by a competent Engineer and is within the current test period. The testing shall be organised on behalf of the school by the School's Property Services Officer. The results of tests shall be retained for inspection.
- An up-to-date list of chemicals used in the department, their amounts, location and hazard classification is maintained.
- Each member of staff is issued with employee guidelines on Safety in Science Laboratories which can be found in the CLEAPSS Science Laboratory Handbook.
- All staff are suitably trained and a record of this training is maintained.
- The CLEAPSS Hazcards are kept up to date and COSHH assessments have been carried out where required.
- The gas pipework is visually inspected annually by a competent person and a programme to check soundness of gas supply pipe work is completed once every five years. The testing shall be organised on behalf of the school by the School's Property Services Officer.
- Gas taps/valves are checked at regular intervals for ease of operation, soundness and damage and that the appropriate signs are in place.
- All Teaching staff supply each pupil with a copy of the Laboratory Rules. Additionally, that the Laboratory Rules are continuously enforced throughout the academic year.
- Laboratory rules for pupils are displayed within each Laboratory/Classroom.
- Any non-science staff who have to supervise any class in a Laboratory have been briefed in the Laboratory Rules.

Class Teacher shall ensure that:

- They have read, understand and abide by the content of the Department Health and Safety Policy.
- They consult any model risk assessments (i.e., Hazcards) or special risk assessments that have been provided/produced by the employer, and adjust them as necessary for the class and circumstances of the particular lesson.

- The gas isolation valve is operational at the start of each class/lesson.
- All relevant safety equipment is checked, including fire extinguishing media, prior to the commencement of any practical lesson.
- They supply each pupil with a copy of the Laboratory Rules and that these are continuously enforced throughout the academic year.

Ionising Radiations and Radioactive Substances

St Helens Borough Council have appointed a Radiation Protection Officer under the Ionising Radiation Regulations 2017 to liaise with the Radiation Protection Advisor on the management and use of the sources held by schools, monitor that records of sources are accurate and ensure sources are checked for leakage at suitable intervals.

The Radiation Protection Officer is a member of the Corporate Health & Safety Team and can be contacted on 01744 673236.

Where schools hold radioactive sources, the **Head of Science shall ensure** that:

- A trained Radiation Protection Supervisor is made responsible for the effective supervision and storage of sources of ionising radiation in accordance with LA Guidelines and that the radiation source log book is kept up to date.
- Refresher training is scheduled at regular intervals for the Radiation Protection Supervisor to maintain competence levels.

All relevant staff have access to CLEAPSS L93 Managing Ionising Radiations and Radioactive Substances in Schools & Colleges (November 2019).

Design and Technology (Woodwork, Metalwork and Heat Processes)

Head of Department shall ensure that:

- Risk assessments for any activity where there is a significant hazard (whether carried out by the Pupils, Teachers or Technicians) are produced and documented to ensure that suitable controls are implemented. These **must** be regularly reviewed to ensure changes in legislation, hazard classification of chemicals, improvements in practical methods, advances in best practice, etc, are considered. The findings of the risk assessment **must** be communicated to all relevant staff on a recorded basis.
- An audit of the Design and Technology & Art and Design Department is undertaken on at least an annual basis to ensure that it is running effectively and safely. An audit of teaching, preparation and store rooms, and the equipment within them, will help identify the nature of hazards, and risks which result from using equipment and rooms. The audit will help pinpoint where action is needed to reduce the risk and the outcomes of the audit be addressed, to minimise risk.
- An up-to-date list of chemicals used in the department, their amounts, location and hazard classification is maintained.
- COSHH assessments have been carried out on substances within their department and that information on their use, storage and disposal has been given to staff. Where COSHH assessments are not available, the Head of Department must notify the Council's Health & Safety Section who will assist in the undertaking of a COSHH assessment.
- Teaching staff and Technicians operating/tutoring on woodwork/metalwork and gas or electric welding/cutting equipment are competent by virtue of them holding a recognised training award or having received approved training in:

- a) The correct use of the machine;
 - b) Methods of using the guards and other safety devices connected with the machine.
- Teaching staff and Technicians are provided with refresher training on at least a five yearly cycle, to ensure that their competencies are maintained.
 - They retain a central copy of all training certificates held by staff.
 - Pupils do not use the following woodworking machinery and that this is enforced by Teaching staff:
 - Circular Saw
 - Surface Planer/Thicknesser
 - Single Spindle Molding Machine
 - Pupils operating woodwork, metalwork or welding/cutting machinery are subject to immediate supervision at all times.
 - Teachers/Technicians operating or tutoring on the use of woodwork, metalwork or heat process equipment have access to the following reference guidelines:
 - BS4163:2021+A1:2022 Code of Practice: Health and safety for design and technology in schools and similar establishments.
 - CLEAPSS Model Risk Assessments for Design and Technology and Art and Design in Schools and Colleges
 - The names of those employees authorised to operate machinery are clearly displayed adjacent to the machine.
 - Hazard/warning signs conforming to BS5378 are displayed where appropriate to indicate hazards, i.e. guards over moving parts, mandatory PPE to be worn, emergency stops.
 - Local exhaust ventilation equipment is adequately maintained and within current test certification (14 months). The testing shall be organised on behalf of the school by the school's Site Manager. Copies of the tests results shall be retained for inspection for at least 5 years.
 - Adequate provision is made for the storage of compressed gases in accordance with BS4163:2021+A1:2022. Advice on storage of compressed gases can be obtained from the Council's Health & Safety Section.
 - Class rules for pupils in Design and Technology & Art and Design are displayed within each room.
 - A sufficient supply of protective equipment is provided for pupils operating machinery/equipment:
 - Ear defenders/plugs
 - Eye protection
 - Gloves

Kilns

- Kilns are separated from the main teaching area by means of a specific kiln room or a secure fence or cage providing a physical barrier.
- Pupils using equipment are adequately supervised.
- Teaching staff and Technicians have been issued with suitable personal protective equipment (PPE) when working with dry clay and powdered glazes:-
 - Respiratory protection
 - Eye protection
 - Gloves

Teachers/Technicians shall ensure that:

- They consult any CLEAPSS Model Risk Assessments or special risk assessments that have been provided/produced by the employer, and adjust them as necessary for the class and circumstances of the particular lesson.
- Pupils operating machinery/equipment are issued with and wear the appropriate protective equipment in accordance with the risk assessment for the machine/equipment.

Physical Education, School Sport and Physical Activity

Head of Department shall ensure that:

- Supervising Teachers have the appropriate qualification/training for the activities taught as outlined in the Association for Physical Education (afPE) Publication: Safe Practice in Physical Education, School Sport and Physical Activity (2020).
- Risk Assessments are undertaken for activities within Physical Education, School Sport and Physical Activity. Guidance (Risk Assessment in Physical Education for St Helens Schools) produced by the LA for reference has been issued to all schools.
- Gym equipment is within current test period and adequately maintained and inspected before use. The inspection shall be organised on behalf of the school by the school's Property Services Officer.
- Pupils using PE equipment are adequately supervised in accordance with the guidance given in the afPE publication.
- Checks of goalposts (rugby/football) are being undertaken before use and on a regular basis. Guidelines produced by the Football Association regarding inspection regimes for football posts are issued to all schools.

The Class Teacher shall ensure that:

- They carry out a cursory visual check of equipment and the playing surface/area prior to the commencement of physical education, school sport and physical activities.
- Pupils using PE equipment are adequately supervised in accordance with the guidance given in the afPE publication.
- Areas used for physical education, school sport and physical activity are thoroughly inspected, and any necessary preparation works carried out prior to the class commencing. This includes ensuring that landing areas such as sandpits are raked and softened and playing fields are cleared of obvious debris **immediately prior to use**.
- Goalposts (rugby/football) are checked before use and on a regular basis following the Football Association's Guidelines issued to the school.

Drama Theatres

Head of Department shall ensure that:

- Staff and Technicians operating/tutoring on theatre lighting/equipment are competent by virtue of them holding a recognised training award or having received approved training.
- All theatre lighting and associated equipment is thoroughly examined and tested on an annual basis.

- All hired electrical equipment is within current certification (12 months).
- Staff erecting/using temporary access equipment are competent by virtue of them holding a recognised training award or having received approved training.
- The use of the following equipment is under the control of a competent person:
 - Smoke and Vapor effect units
 - Lasers
 - Strobe Lights
 - Pyrotechnics
- Risk Assessments for any activity where there is a significant hazard (whether involving Pupils, Teachers, Technicians or members of the public) are produced and documented to ensure that suitable controls are implemented. These must be regularly reviewed to ensure they remain valid.

Examples may include:

- Use of props and climbing on furniture
- Operation of special effects
- Operation and changing of lighting, involving work at height
- Performances

Work Experience/Placements

This school recognises the importance of ensuring that work experience/placements are planned and organised in such a way as to minimise risks to pupils.

Placement providers shall be vetted prior to use by school staff. To this end, the school will follow the HSE guidelines on Young People at Work on their website.