



Wakefield Grammar School Foundation

Document Reference	Health and Safety Policy
Version Number	V9.04
Author/Lead	John Garside
Job Title	Health and Safety Manager
Consultation	Jenny Cocker, Director of Finance and Operations Richard Brookes, QEGS Head Jude Tingle, WGHS Associate Head Emma Gill, WGPPS Head
Checker Person Name / Title	Martin Shevill, Chair of Risk, Compliance and Governance Committee
Quality Assurance	
Name of Approver / Committee	Risk, Compliance and Governance Committee. Ratified by the Governing Board
Date Approved	26.03.2025
Date of Next Review (Annual)	March 2026

VALIDITY – Policies should be accessed via FireFly to ensure the current version is used.

CHANGE RECORD (ANNUAL)

Version	Date	Change details
V9.00	Aug 2021	Reviewed (J Garside - L Perry)
V9.01	Aug 2022	Reviewed (J Garside - J Cocker)
V9.02	May 2023	Approved Risk and Compliance
V9.03	April 2024	Reviewed (J Garside- J Cocker) Updated with staffing changes on 18.12.2024
V9.04	Jan 2025	Reviewed with appendix added for Science Health and Safety

To be published on the following:

Staff shared	X	School website	X
---------------------	----------	-----------------------	----------

WGSF Health and Safety Policy

Contents

- 1. Introduction to Wakefield Grammar School Foundation including EYFS**
- 2. Health and Safety Policy Statements:**
 - Wakefield Grammar School Foundation Health and Safety Policy Statement including EYFS
 - Queen Elizabeth Grammar School (Senior and Junior Section) Health and Safety Policy Statement
 - Wakefield Girls' High School (Senior and Junior Section) Health and Safety Policy Statement
 - Wakefield Grammar Pre Preparatory School Health and Safety Policy Statement
- 3. Wakefield Grammar School Foundation Health and Safety Policy Objectives including EYFS**
- 4. Foundation's Organisations and Structure including EYFS**
 - 4.1 Board of Governors
 - 4.2 Director of Finance and Operations
 - 4.3 Heads
 - 4.4 Deputy Heads (and SLT)
 - 4.5 Heads of Department
 - 4.6 Teaching Staff
 - 4.7 School Nurse
 - 4.8 Health and Safety Manager
 - 4.9 Estates Manager
 - 4.10 Facilities Manager
 - 4.10.1 Facilities Coordinator
 - 4.11 Head Groundsman / Porters / Caretakers
 - 4.12 Cleaning Manager
 - 4.13 Support Staff / Line Managers / Supervisors
 - 4.14 All Employees
 - 4.15 Pupils
 - 4.16 Catering Manager (Holroyd Howe Employee)
- 5. Arrangements including EYFS**
 - 5.1 Health and Safety Committees
 - 5.2 Accident Procedures
 - 5.2.1 Accident, Incident and Near Miss Reporting and Investigation
 - 5.2.2 Accident Records
 - 5.2.3 Accident / Incident Investigation
 - 5.2.4 Other Accidents / Incidents
 - 5.3 Asbestos
 - 5.4 Control of Substances Hazardous to Health
 - 5.5 Dealing with Inclement Weather Snow & Ice
 - 5.6 Contractors on School Premises
 - 5.7 Visitors on School premises
 - 5.8 Display Screen Equipment
 - 5.9 Driving at Work
 - 5.10 Electrical Equipment
 - 5.11 Fire Procedure
 - 5.12 First Aid

- 5.13 Occupational Health Surveillance
- 5.14 Legionellosis
- 5.15 Manual Handling
- 5.16 Monitoring Health and Safety Legislation
- 5.17 New and Expectant Mothers
- 5.18 Noise at Work
- 5.19 Personal Protective Equipment (PPE)
- 5.20 Pressure Systems
- 5.21 Risk Assessments
- 5.22 Significant public health concerns
- 5.23 Slips, Trips and Falls
- 5.24 Smoking
- 5.25 Stress at Work
- 5.26 Toilet Use Provision
- 5.27 Training
- 5.28 Vibration
- 5.29 Waste Disposal
- 5.30 Work Equipment
- 5.31 Work at height
- 5.32 Young Employed Persons (16 to 18 years of age)

6 Monitoring and Review of Policies

- 6.1 Records

7 References / Evidence / Glossary / Definition

- 7.1 Acts
- 7.2 Regulations

Other Foundation Policy / Procedures Referred to within this Health and Safety Policy

- Asbestos Management Plan
- Control of Substances Hazardous to Health (COSHH)
- Contractor Management Procedure
- Visitor and Intruder Policy
- Fire Safety Policy
- First Aid Policy
- Control of Legionella Bacteria Policy
- Noise at Work Procedure
- Risk Assessment Procedure
- Snow & Ice Procedure
- Letting Procedure
- Educational Visits Policy (and individual schools procedures)
- Stress at Work Assessment

Appendix 1 - Health and Safety Policy for Science Departments

1. Introduction to Wakefield Grammar School Foundation including EYFS

Site Definition

The Foundation is responsible for a number of sites and the health and safety arrangements for each of them. This Foundation Health and Safety Policy covers all sites and includes general organisation, responsibilities and arrangements.

The sites in Wakefield which the Foundation is responsible for are:

- Governors' Office, Northgate ("Green house")
- Queen Elizabeth Grammar School, Northgate
- Wakefield Girls' High School, Wentworth Street, Margaret Street and St John's Square
- Wakefield Grammar Pre-Preparatory School, Margaret Street
- Queen Elizabeth Grammar School Playing Fields, College Grove Road
- Wakefield Girls' High School Playing Fields, Blenheim Road
- Clayton site (subject to any active construction contracts)

The policy is to be distributed to all staff or will be made available in appropriate places so reference can be made to it.

2. Health and Safety Policy Statements

Wakefield Grammar School Foundation Health and Safety Policy Statement including EYFS

As an employer and provider of educational services Wakefield Grammar School Foundation actively seeks to ensure the health, safety and welfare of all employees, pupils, parents and visitors so far as is reasonably practicable.

This is achieved by:

- Having a strategy to provide and maintain safe working environments for Foundation employees, pupils, parents and visitors by complying with the Health and Safety at Work Act 1974 and all subsequent regulations, the Education (School Premises) Regulations 1999, and the DfE Education Health and Safety: Responsibilities and Duties for Schools.
- Providing an appropriate Health & Safety response to significant public health matters, including pandemics and other respiratory infections, that is compliant with guidance and advice from the DfE, PHE, Local Authority and the Government Guidance.
- Providing and maintaining equipment and systems of work that are safe to use.
- Keeping places of work under its control in a healthy and safe condition, as well as providing and maintaining safe means of access for all.
- Providing information, instruction, training and supervision to ensure the health and safety at work of employees, pupils, parents, contractors, visitors and members of the public who may be affected by work activities and to achieve safe working practices.
- Making sure there are minimal risks from using, handling, storing and transporting articles and substances.
- Providing adequate facilities and arrangements for employee welfare at work.

It is the duty of all employees to cooperate with the organisation and arrangements that support this policy to provide a healthy and safe working environment. This includes pupils, contractors, visitors and members of the public who may be affected by work activities.

Contractors and others who work on the premises are required to operate within the framework of this policy so as not to harm their employees, Foundation employees, pupils, visitors or members of the public.

This policy will be reviewed and updated as necessary.

Signed by the Chair of Governors:



Mr M Shevill

DATE: 26.03.2025

Queen Elizabeth Grammar School (Senior and Junior Section) Health and Safety Policy Statement

As an employer and provider of educational services Wakefield Grammar School Foundation actively seeks to ensure the health, safety and welfare of all employees, pupils, parents and visitors so far as is reasonably practicable.

This is achieved by:

- Having a strategy to provide and maintain safe working environments for Foundation employees, pupils, parents and visitors by complying with the Health and Safety at Work Act 1974 and all subsequent regulations, the Education (School Premises) Regulations 1999, and the DfE Education Health and Safety: Responsibilities and Duties for Schools.
- Providing an appropriate Health & Safety response to significant public health matters, including pandemics and other respiratory infections, that is compliant with guidance and advice from the DfE, PHE, Local Authority and Government Guidance.
- Providing and maintaining equipment and systems of work that are safe to use.
- Keeping places of work under its control in a healthy and safe condition, as well as providing and maintaining safe means of access for all.
- Providing information, instruction, training and supervision to ensure the health and safety at work of employees, pupils, parents, contractors, visitors and members of the public who may be affected by work activities and to achieve safe working practices.
- Making sure there are no risks from using, handling, storing and transporting articles and substances.
- Providing adequate facilities and arrangements for employee welfare at work.

It is the duty of all employees to cooperate with the organisation and arrangements that support this policy to provide a healthy and safe working environment. This includes pupils, contractors, visitors and members of the public who may be affected by work activities.

Contractors and others who work on the premises are required to operate within the framework of this policy so as not to harm their employees, Foundation employees, pupils, visitors or members of the public.

This policy will be reviewed and updated as necessary and / or re-endorsed annually.

SIGNED 
Mr M Shevill (Chair of Governors and Chair of Risk Committee)

SIGNED 
Dr. R Brookes (Head)

SIGNED 
Mrs. J Cocker (Director of Finance and Operations)

DATE: 26.03.2025

Wakefield Girls' High School (Senior and Junior Section) Health and Safety Policy Statement

As an employer and provider of educational services Wakefield Grammar School Foundation actively seeks to ensure the health, safety and welfare of all employees, pupils, parents and visitors so far as is reasonably practicable.

This is achieved by:

- Having a strategy to provide and maintain safe working environments for Foundation employees, pupils, parents and visitors by complying with the Health and Safety at Work Act 1974 and all subsequent regulations, the Education (School Premises) Regulations 1999, and the DfE Education Health and Safety: Responsibilities and Duties for Schools.
- Providing an appropriate Health & Safety response to significant public health matters, including pandemics and other respiratory infections, that is compliant with guidance and advice from the DfE, PHE, Local Authority and the Government Guidance.
- Providing and maintaining equipment and systems of work that are safe to use.
- Keeping places of work under its control in a healthy and safe condition, as well as providing and maintaining safe means of access for all.
- Providing information, instruction, training and supervision to ensure the health and safety at work of employees, pupils, parents, contractors, visitors and members of the public who may be affected by work activities and to achieve safe working practices.
- Making sure there are no risks from using, handling, storing and transporting articles and substances.
- Providing adequate facilities and arrangements for employee welfare at work.

It is the duty of all employees to cooperate with the organisation and arrangements that support this policy to provide a healthy and safe working environment. This includes pupils, contractors, visitors and members of the public who may be affected by work activities.

Contractors and others who work on the premises are required to operate within the framework of this policy so as not to harm their employees, Foundation employees, pupils, visitors or members of the public.

This policy will be reviewed and updated as necessary and / or re-endorsed annually.


SIGNED

Mr M Shevill (Chair of Governors and Chair of Risk Committee)



SIGNED

Mrs J Cocker (Director of Finance and Operations)



SIGNED

Mrs J Tingle (WGHS Associate Head)



DATE: 26.03.2025

Wakefield Grammar Pre Preparatory School (including EYFS) Health and Safety Policy Statement

As an employer and provider of educational services Wakefield Grammar School Foundation actively seeks to ensure the health, safety and welfare of all employees, pupils, parents and visitors so far as is reasonably practicable.

This is achieved by:

- Having a strategy to provide and maintain safe working environments for Foundation employees, pupils, parents and visitors by complying with the Health and Safety at Work Act 1974 and all subsequent regulations, the Education (School Premises) Regulations 1999, and the DfE Education Health and Safety: Responsibilities and Duties for Schools.
- Providing an appropriate Health & Safety response to significant public health matters, including pandemics and other respiratory infections, that is compliant with guidance and advice from the DfE, PHE, Local Authority and the Government Guidance.
- Providing and maintaining equipment and systems of work that are safe to use.
- Keeping places of work under its control in a healthy and safe condition, as well as providing and maintaining safe means of access for all.
- Providing information, instruction, training and supervision to ensure the health and safety at work of employees, pupils, parents, contractors, visitors and members of the public who may be affected by work activities and to achieve safe working practices.
- Making sure there are no risks from using, handling, storing and transporting articles and substances.
- Providing adequate facilities and arrangements for employee welfare at work.

It is the duty of all employees to cooperate with the organisation and arrangements that support this policy to provide a healthy and safe working environment. This includes pupils, contractors, visitors and members of the public who may be affected by work activities.

Contractors and others who work on the premises are required to operate within the framework of this policy so as not to harm their employees, Foundation employees, pupils, visitors or members of the public.

This policy will be reviewed and updated as necessary and / or re-endorsed annually.

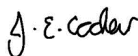
SIGNED
Mr M Shevill (Chair of Governors and Chair of Risk Committee)



SIGNED
Mrs. E Gill (Head)



SIGNED
Mrs J Cocker (Director of Finance and Operations)



DATE: 26.03.2025

3. Wakefield Grammar School Foundation Health and Safety Policy Objectives (including EYFS)

This policy directs that all employees give priority to the consideration of health and safety factors in their day-to-day activities with a view to the implementation of measures to:

- A. Ensure the maintenance of working conditions and practices that do not endanger the health and safety of employees, pupils or members of the public.
- B. Adopt an approach to health and safety which not only emphasises the provision of adequate physical safeguards and working procedures but also develops mechanisms designed to motivate employees and pupils to follow safety rules and generally act in a safe manner.
- C. Ensure all employees and pupils receive adequate information, instruction, training and supervision to make them aware of the hazards, safe working methods and accident prevention techniques relating to their activities. The Governors will make available time and finance for such training.

Section 5 defines the arrangements for compliance with this policy and specific arrangements may be made for each individual school. Each school or area within a school that makes specific arrangements will have its own additional policies and procedures on health and safety.

Suitable and sufficient risk assessments shall be conducted on all activities where hazards exist and appropriate preventative and protective measures shall be taken. The results shall be documented and appropriate information brought to the attention of persons at risk. See the WGSF Risk Management and Risk Assessment Policy and Procedure for further information.

4. Foundation's Organisations and Structure (including EYFS)

4.1 Board of Governors

Responsibilities:

- A. To have overall responsibility for all matters relating to health, safety and welfare of all employees, pupils, including those in the EYFS, and others who could be affected by the Foundation's undertakings.
- B. To agree, together with the Director of Finance and Operations and Heads of all schools, the Health and Safety Policy for the Foundation and ensure it is kept up to date.
- C. To ensure, through the Director of Finance and Operations, that all documents essential for the dissemination of instructions and information as well as the effective running of the Foundation are produced, used and disseminated effectively.
- D. To make available adequate resources, i.e. funds, materials, equipment, welfare facilities, information, instruction, supervision, support and advice, to ensure plant and equipment, places of work and learning, environments and systems of work are safe and risks are maintained as low as is reasonably practicable at all times.
- E. To ensure that appropriate governance structures are established to monitor, review and provide assurance over Health and Safety matters.
- F. To consider and support initiatives for the continuous improvement of Health and Safety performance and culture.
- G. To promote a positive health, safety and welfare culture through example, encouragement, communication and awareness at all levels.
- H. To encourage, via the Governance Committee and other opportunities, open communications on all areas covered by the Governance Committee in all directions involving all employees within the Foundation.
- I. To receive and consider health and safety reports and issues during the Governance Committee, other Committee and Board meetings, as required.

4.2 Director of Finance and Operations

Accountable to: The Board of Governors through the Governance Committee.

Responsibilities:

- A. To have an overview of all matters of health and safety involved in the activities and undertakings of Wakefield Grammar School Foundation.
- B. To liaise with external enforcing authorities.
- C. To promote a positive health, safety and welfare culture through example, encouragement, communication and awareness at all levels.
- D. To identify to the Governors matters outside their limits of authority for due consideration.
- E. To designate individual responsibilities to achieve the effectiveness of this policy.

4.3 Heads

Accountable to: The Board of Governors through the Governance Committee.

Responsibilities:

- A. To implement the Foundation Health and Safety Policy and any other health and safety specific arrangements in their designated areas of responsibility.
- B. To identify individual responsibilities to achieve the effectiveness of the policy.
- C. To ensure safe working practices are observed in the schools' activities and undertakings in compliance with current legislation.
- D. To promote a positive health, safety and welfare culture through example, encouragement, communication and awareness at all levels.
- E. To identify training or instruction needs for their areas of responsibility.
- F. To ensure all accidents or incidents are reported and investigated and make recommendations to take appropriate action to prevent recurrence.

4.4 Deputy Heads (and SLT)

Accountable to: School Head

Responsibilities:

As above for the Heads.

To act as Chair for the Health and Safety Committee meetings, taking and distributing accurate minutes.

4.5 Heads of Department

Accountable to: Their respective Head, or in their absence to the nominated Deputy Head.

Responsibilities:

- A. To be responsible for all matters relating to health and safety within their areas of control.
- B. To be conversant with, and ensure compliance with, appropriate departmental legislation.
- C. To promote a positive health, safety and welfare culture through example, encouragement, communication and awareness at all levels.
- D. To include in their risk assessments, safe systems of work and other related documentation measures taken for health and safety in their department, giving specific information to ensure the health and safety of staff and pupils.
- E. To recommend to the Head the safety training needed for their department.
- F. To recommend to the Head any additional training required by Staff to complete their job roles safely.
- G. To ensure all accidents or incidents are reported to the School Nurse, Deputy Head or the Head.
- H. To ensure risk assessments are carried out, fully implemented and brought to the attention of staff (as appropriate) for all activities under their control, including educational visits.

4.6 Teaching Staff

Accountable to: their respective Head of Department.

Responsibilities:

- A. To promote a positive health, safety and welfare culture through example, encouragement, communication and awareness within their areas of control.
- B. To have awareness of appropriate safety legislation and ensure safe working practices are employed.
- C. To ensure all accidents or incidents are reported to the School Nurse and Head of Department.
- D. To ensure risk assessments are carried out, fully implemented and brought to the attention of staff (as appropriate) for all activities under their control, including educational visits.
- E. To ensure all pupils are given induction, instruction and made aware of any other matters in relation to health and safety.
- F. To set a personal example in applying a positive and realistic approach to health and safety matters.
- G. To identify to their Head(s) of Department any individual training or information needs.

4.7 School Nurses

Accountable to: Their respective Head, or in their absence to the nominated Deputy Head

Responsibilities:

- A. To be specifically responsible for all matters relating to health and safety within their area of control.
- B. To set a personal example in applying a positive and realistic approach to health and safety matters.
- C. To have awareness of appropriate safety legislation and ensure safe working practices are employed.
- D. To ensure all accidents or incidents are reported.
- E. To manage the provision of First Aid within the Foundation.
- F. To assist in the preparation of Personal Risk Assessments, in consultation with the Health and Safety Manager, for Staff, Pupils and visitors who need additional support measures to be put in place.
- G. To provide First Aid Kits for School trips and Events and be responsible for checking and replenishing their contents.
- H. To be responsible for checking the Defibrillators in their respective schools and reporting any problems with them to the Health and Safety Manager.

4.8 Health and Safety Manager

Accountable to: Director of Finance and Operations

Responsibilities:

- A. To advise the Director of Finance and Operations, Heads, Deputy Heads, Heads of Departments and ancillary staff, and the Health and Safety at Work Committees, on the implementation of the Foundation's Health and Safety Policy.
- B. To fulfil the role of competent person on Health and Safety matters within the Foundation.
- C. To develop and update existing health and safety documentation to reflect changes in use, guidance or legislation.
- D. To identify health and safety training needs.
- E. To report on health and safety performance and issues to the Governance Committee.
- F. To investigate accidents, near misses and cases of work-related ill health.
- G. To report RIDDOR Reportable incidents to the HSE in accordance with the requirements of the [RIDDOR Regulations 2013](#).

- H. To review Risk Assessments for WGSF on-site events and for WGSF School trips for UK & Foreign trips and day trips and residential trips to ensure the information contained within them cover the anticipated risks for the venue/place to be visited and for the age/experience of those taking part/attending.

4.9 Estates Manager

Accountable to: Director of Finance and Operations

Responsibilities:

- A. To ensure that contractors employed by WGSF are to be selected on merit and must meet the criteria laid down in the Contractor Management Procedure (Section 5, para 5.1).
- B. To promote a positive health, safety and welfare culture through example, encouragement, communication and awareness within their areas of control.
- C. To be responsible for the day-to-day management of legionella across the Foundation's premises in accordance with the Legionella Management Policy.
- D. To be responsible for the day-to-day management of asbestos across the Foundation's premises in accordance with the Asbestos Management Plan.
- E. To manage the maintenance programme for all buildings, sites and plant / machinery.
- F. To manage all contract work undertaken on the Foundation's premises.
- G. To provide specific information on all matters relating to buildings and plant/machinery.
- H. To recommend to the Director of Finance and Operations the safety training needs for their department, and for others as required.
- I. To ensure risk assessments are carried out, fully implemented and brought to the attention of the Estates Staff (as appropriate) for all activities under their control.

4.10 Facilities Manager

Accountable to: Estates Manager.

Responsibilities:

- A. Under the general direction of the Estates Manager, to be responsible for implementing the health and safety and maintenance needs of the Foundation.
- B. To oversee contract work, under the direction of the Estates Manager.
- C. To have an awareness of and apply safety legislation and appropriate safe working procedures within their areas of responsibility.
- D. To ensure all existing and newly appointed staff are conversant with Foundation health and safety arrangements.

- E. To ensure risk assessments are carried out, fully implemented and brought to the attention of staff (as appropriate) for all activities under their control.

4.10.1 Facilities Coordinator

Accountable to: Facilities Manager

Responsibilities:

- A. Under the general direction of the Facilities Manager, to be responsible for implementing the health and safety and maintenance needs of the Foundation.
- B. To oversee contract work, under the direction of the Facilities Manager.
- C. To have an awareness of and apply safety legislation and appropriate safe working procedures within their areas of responsibility.
- D. To ensure all Contractors are inducted and conversant with Foundation health and safety arrangements.
- E. To ensure that Contractors' Risk Assessment and Method Statement (RAMS) are carried out, supplied in advance and fully implemented and brought to the attention of staff and other contractors (as appropriate) for all activities under their control.

4.11 Head Groundsman / Porters / Caretakers

Accountable to: Facilities Manager

Responsibilities:

- A. To have an awareness of and apply safety legislation and appropriate safe working procedures within their areas of responsibility.
- B. To ensure all accidents or incidents are reported to the Facilities Manager.
- C. To ensure all existing and newly appointed staff are conversant with health and safety arrangements and department risk assessments.
- D. To identify individual or operator training needs and PPE requirements and make these known to their Line Manager.
- E. To set a personal example in applying / managing a positive and realistic approach to health and safety matters.
- F. To organise and keep records of the maintenance carried out within their area of responsibility.

4.12 Cleaning Manager

Accountable to: Estates Manager

Responsibilities:

- A. To promote a positive health, safety and welfare culture through example, encouragement, communication and awareness within their areas of control.
- B. To have an awareness of and apply health and safety legislation and appropriate safe working procedures within their areas of responsibility.
- C. To ensure all accidents or incidents are reported.
- D. To ensure all existing and newly appointed staff are conversant with health and safety arrangements.
- E. To identify individual or operator training needs and PPE requirements and make these known to their Line Manager.
- F. To liaise with their Line Manager to organise the maintenance program for equipment within their area of responsibility.
- G. To ensure risk assessments are carried out, fully implemented and brought to the attention of staff (as appropriate) for all activities under their control.

4.13 Support Staff / Line Managers / Supervisors

Accountable to: their own immediate supervisor.

Responsibilities:

- A. To have an awareness of and apply safety legislation and appropriate safe working procedures within their areas of responsibility.
- B. To ensure all accidents or incidents are reported to the nearest School Nurse and their Line Manager.
- C. To ensure all existing and newly appointed staff are conversant with health and safety arrangements.
- D. To identify the need for individual or operator training needs and PPE requirements and make these known to their Line Manager.
- E. To set a personal example in applying a positive and realistic approach to health and safety matters.

4.14 All Employees

Accountable to: their individual supervisor.

Responsibilities:

- A. To take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- B. Be aware of, read, understand and follow your departmental risk assessments and report any safety concerns directly to your Line Manager.
- C. To ensure all accidents or incidents are reported to the nearest School Nurse and their Line Manager.
- D. In accordance with their legal requirement to cooperate with their employer to enable the employer to carry out and comply with their statutory duties.
- E. To not intentionally or recklessly interfere with anything provided for their health and safety.

4.15 Pupils

Accountable to: The teaching staff.

Responsibilities:

- A. To follow instruction and guidance provided by staff.
- B. To behave in a reasonable manner and not abuse facilities or equipment.
- C. To report to teaching staff or the School Nurse any accident, injury, damage or dangerous occurrence.

4.16 Catering Manager

Accountable to: Director of Finance and Operations

Note: the Catering Manager is employed by Holroyd Howe, the contracted catering provider.

Responsibilities:

- A. To comply with the requirements of the Contractor Management Procedure.
- B. To identify catering staff training needs, and ensure they are met.
- C. To support the Foundation's health, safety and welfare culture through example, encouragement, communication and awareness within their areas of control.

5 Arrangements including EYFS

5.1 Health and Safety Committees

Health and Safety Committees will be formed at:

- Queen Elizabeth Grammar School – covering the Senior Section and Junior Section
- Wakefield Girls' High School – covering the Senior Section and Junior Section
- Wakefield Grammar Pre-Preparatory School.

The composition of the committee will be posted on noticeboards in the Staff Rooms of each school. The attendees should be management and employee representatives and consist of Staff from following areas if possible:

- A member of the Senior Leadership Team
- The Estates Manager and / or their deputy
- The School Nurse of the appropriate school
- The Health and Safety Manager
- The Human Resources Manager and / or the HR Business Partner
- Teaching Staff Representatives, Employees & Representatives, including Science, DT & PE
- Head Caretaker/Porter

The Health and Safety Committee will be chaired by a member of the senior leadership team and will have the authority to give proper consideration to views and recommendations.

Minutes of the respective Health and Safety Committee meetings will be reviewed by the Governance Committee.

The Health and Safety Committees will meet termly.

5.2 Accident Procedures

5.2.1 Accident, Incident and Near Miss Reporting and Investigation

All accidents, however small, and any near misses (those incidents which had the potential to cause injury or damage) will be reported to the School Nurse or available First Aider and recorded on the Foundation Accident Reporting System (EVOLVE). Where access to EVOLVE is not possible for any reason an accident report form is to be used which is available on the [Staff Firefly page](#).

These should include any instances of physical assault, verbal abuse and threatening behaviour to a member of staff or pupil by a member of the public.

All accidents should be reported irrespective of whether they occur on school premises or during any out-of-school activity.

The First Aider or person in charge will report all accidents on the Foundation accident form which will be sent to the Health and Safety Manager who will then upload the details on to the Evolve Accident Reporting database. A copy of this Evolve Accident Report Form is then shared with the appropriate school Head and other staff as required.

The Health and Safety Manager will review the information and investigate the circumstances and first aid response.

The Health and Safety Manager is responsible for reporting all relevant accidents, occupational diseases and dangerous occurrences to the Health and Safety Executive via the online RIDDOR reporting portal within the specified time frame.

5.2.2 Major Accident / Incident Investigation

In all cases where a major accident / incident has occurred, an investigation should be carried out immediately. The following people should be notified:

- A. The Head & Deputy Head
- B. The Director of Finance and Operations
- C. Head of Department
- D. Health and Safety Manager
- E. Estates Manager
- F. Facilities Manager

The aim of the investigation is to find the cause and make recommendations to prevent recurrence.

5.2.3 Other Accidents / Incidents

It is the responsibility of the Head of Department to notify the Health and Safety Manager and assist if requested in the investigation of all minor accidents / incidents as soon as possible. Once the investigation is completed, the report findings and any recommendations will be shared with the Head of Department to be disseminated within their department to allow changes to safe systems of work and risk assessments to be made, if required, to prevent a recurrence.

5.2.4 Accident Records

Records of all accidents relating to staff and other adults are kept on the Evolve Accident Reporting System for a period of five years. Accident records relating to pupils are retained on our digital systems.

Accident Records are to be retained for:

- **Adults, a period of 3 years**
- **Pupils, a period of 3 years post their 18th birthday.**

5.3 Asbestos

The Foundation acknowledges the health hazards arising from exposure to asbestos and will protect staff and other persons potentially exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos containing materials on premises under the Foundation's control.

The Foundation's Asbestos Management Plan provides details on how the Foundation seeks to ensure it meets and exceeds the requirements of the [Control of Asbestos Regulations 2012](#).

An asbestos survey and management plan is in place for the Foundation in accordance with Regulations 4, 8 & 9 of the Control of Asbestos Regulation (CAR) 2012. The document is prepared by Bradley Environmental Consultants Ltd.

The Foundation asbestos management survey along with asbestos log (including school plans, asbestos survey data and building-specific management plan) is held in the Estates Office.

The Estates Manager will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Estates Team. (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air).

Any damage to materials known or suspected to contain asbestos should be reported to the Estates or Facilities Manager.

The person(s) nominated by the duty holder to assist in complying with their duties and who are responsible for the implementation of this policy at the Foundation are:

- Duty Holder – Wakefield Grammar School Foundation.
- Responsible Person – Estates Manager
- Duty Responsible Person – Facilities Manager

5.3.1 Asbestos Management Plan Auditing and Review

The asbestos management plan will be reviewed at least annually, following the re-inspection survey, and updated as required, including an update of any required actions.

This procedure will be subjected to a formal audit once in every period of 12 months, or sooner if deemed necessary.

The aim of the audit will be to determine the effectiveness of this plan; to raise awareness among all employees; and to raise issues which may affect this AMP, including:

- Changes to the organisational structure and/or responsible person(s).
- Ensuring asbestos management is suitably resourced.
- Changes to company procedures.
- Changes in building use, occupancy, or maintenance / refurbishment plans.
- Highlighting any instances of failure of the procedures, e.g. where procedures have not been followed and why not, where procedures have been inadequate and why.
- Where exposure to airborne asbestos fibre may have occurred.

The duty holder is responsible for ensuring that each audit is conducted in an effective way.

5.4 Control of Substances Hazardous to Health (COSHH)

The Foundation acknowledges the health hazards arising from exposure to hazardous substances and will protect staff and other persons potentially exposed as far as is reasonably practicable.

The Foundation's Control of Substances Hazardous to Health Procedure provides details on how the Foundation seeks to ensure it meets and exceeds the requirements of the [Control of Substances Hazardous to Health Regulations 2012](#).

5.5 Dealing with Inclement Weather, Snow & Ice

The Foundation will act accordingly in response to adverse weather warnings issued by the Met Office, and follow the requirements of the Foundation's Snow & Ice Procedure. In the event of snow and ice conditions occurring, the Estates Manager will direct the Estates Team to use the resources available to assist in the continuance of safe access to / egress from all WGSF locations.

5.6 Contractors on School Premises

Contractors will be managed in accordance with the Foundation's Contractor Management Procedure.

The Foundation will ensure that:

- A. Contractors will be required to report to, and sign in at, the Estates Office on arrival, where they will be issued with a contractor's badge and a Green or Red coloured lanyard as appropriate. Green for approved contractors who have been DBS checked and RED for contractors who are new or not DBS checked and they will be escorted at all times. Contractors are to wear this lanyard at all times and will be asked to read the relevant health and safety information which is made available when signing in.
- B. Contractors will be provided with a site induction which will include a safeguarding briefing and information card being issued.
- C. Contractors follow the contractors' rules when on the premises.
- D. In the event of a fire, contractors will leave the building and make their way to the nearest fire assembly point and be accounted for.
- E. Before leaving the premises, contractors must sign out at the Estates Office and return their contractor's badge and lanyard.

5.7 Visitors on School Premises

The Foundation will ensure that:

- A. Visitors will be required to report to, and sign in at, the school reception office on arrival where they will be issued with a visitor's badge and lanyard to wear and will be asked to read the relevant safeguarding and health and safety information. The appropriate department or person will be contacted and the visitor escorted.
- B. In the event of a fire, the visitors will be escorted to the nearest fire assembly point and accounted for.
- C. Any accident involving a visitor must be recorded on a Foundation accident report form.
- D. Before leaving the premises, visitors must sign out and return their badge and lanyard.

- E. Where parts of the school are let to outside bodies the Foundation's letting procedure will be followed.

Note: Also refer to the Foundation Visitor and Intruder Policy.

5.8 Display Screen Equipment (DSE)

All reasonable steps will be taken by the Foundation to ensure the Health and Safety of staff who work with DSE.

Staff are classed as DSE users if they meet the following criteria: an employee who habitually uses display screen equipment as a significant part of their normal work, whether they are employed at their employer's workstation, at a workstation at home or another employer's workstation.

It is appropriate to classify a person as a DSE user if they:

- Normally use DSE for continuous or near-continuous spells of an hour or more at a time; and
- Have to transfer information quickly to or from the DSE;
- Need to apply high levels of attention and concentration; or
- Are highly dependent on DSE or have little choice about using it;
- Need special training or skills to use the DSE.

Digital Services staff will ensure that:

- A. Staff who meet the classification of DSE users under the [DSE Regulations 1992](#) will be identified by completion of a DSE self assessment form.
- B. Users will be required to carry out the EVERY on-line training module on Display Screen Equipment. Appropriate information and training on the setting up and use of DSE equipment will be provided to users. Note that this can be requested through Line Managers and may need intervention by the Digital Services Help Desk and the Health and Safety Manager.
- C. Any issues arising from the DSE assessment will be addressed by notifying the requirements to their Head of Department.
- D. Users who request it will be provided with an appropriate eyesight test in line with the process as stated on the DSE self assessment form. Note that employers only have to pay for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at. If an ordinary prescription is suitable, employers do not have to pay for glasses.

5.9 Driving at Work

The Foundation recognises that the use of motor vehicles on Foundation business requires additional health and safety measures to protect both staff and third parties.

The Foundation will ensure that:

- A. Operators of vehicles are competent, have carried out vehicle familiarisation with the Estates Manager and have appropriate insurance.

- B. Operators meet the legal basis for fitness to drive. Operators must inform the Estates Manager if they have any illness that makes them physically/mentally unsuitable to drive. Operators must inform the Estates Manager if they incur any statutory driving penalties or driving bans.
- C. The risks to staff and pupils whilst driving at work are assessed as part of the Departmental EVC (Educational Visits Coordinator) risk assessments.
- D. The Estates Manager ensures that driving activities undertaken by Staff under their control (Joiners, Porters/Caretakers, Gardeners and Grounds Staff) are suitably Risk Assessed.

5.10 Electrical Equipment

The Foundation will ensure that:

- A. All electrical systems are of such construction as to prevent danger, so far as is reasonably practicable.
- B. All portable electrical equipment is inspected and PAT tested at appropriate intervals, unless otherwise specified, by a competent person who is trained for the work they will undertake. Records of all items PAT Tested and electrical inspections carried out are held by the Estates Manager and are available for inspection as required.
- C. All fixed electrical installations are inspected and tested every 5 years and records of these inspections and tests are kept by the Estates Manager.

Staff should look generally at non-static electrical equipment before they use it, to identify damage on any external casing, cables, plugs, etc and report any faults to their Head of Department/Line Manager. The equipment must be taken out of use immediately if a fault is identified.

No personal items of electrical equipment that require the use of a domestic three pin plug are to be brought into and used in school without prior permission, and they must be electrically tested (PAT Tested) by a designated person before use.

5.11 Fire Procedure

Please refer to the Foundation's Fire Safety Policy for full details regarding Fire Safety within the Foundation. The following is a summary.

The Foundation will ensure all reasonable precautions are taken to ensure the safety of employees, pupils, contractors and visitors in the event of a fire.

This will be done by:

- A. Conducting fire risk assessments of all buildings on a regular basis.
- B. Regular maintenance and testing of the fire alarm systems and associated systems.
- C. Ensuring all emergency escape routes are adequately signed to ensure safe egress in the event of an emergency.

- D. Having emergency procedures displayed clearly throughout each building.
- E. Identifying emergency escape routes and ensuring they are maintained in a safe condition. All emergency escape routes shall be kept clear of obstructions at all times.
- F. Carrying out termly emergency evacuations of all buildings. The Estates Manager keeps records of these.
- G. Providing suitable and sufficient portable fire-fighting equipment at appropriate locations and maintaining this equipment on an annual basis.
- H. Employers are required by law (The Regulatory Reform (Fire Safety) Order 2005) to provide information, instruction and training to employees about fire precautions in the workplace.
- I. On Induction, staff are to complete the Every Online Training Course "Fire Awareness in Education". The Estates Manager arranges Fire Extinguisher Training Courses in line with Inset days in coordination with all schools. These courses are for volunteers and cannot be mandatory.

5.12 First Aid

Please refer to the Foundation First Aid Policy for full details of First Aid provision.

In summary, the Foundation will ensure that adequate first aid provision is met by:

- A. Providing first-aid facilities at strategic points and in high risk areas, such as laboratories, workshops, sports Pavilions and gymnasias, etc.
- B. Ensuring that there are sufficient numbers of trained and qualified First Aiders, including paediatric trained first aiders for EYFS, available at all times (allowing for absenteeism) whilst people are at work.
- C. Ensuring any first aid administered due to an accident or incident is recorded on the Foundation accident report form.
- D. Ensuring the Head of Department liaises with the School Nurse on the upkeep of the first-aid boxes under their control and that the contents are sufficient to meet the requirements of the school / Foundation and the legislation.
- E. School Nurses inspecting and replenishing the first aid boxes as necessary throughout the term.
- F. Ensuring medical / clinical waste shall be disposed of in a yellow bag and placed in the appropriate waste bin, marked medical / clinical waste, and reported to the Facilities Manager for collection to be arranged by a approved contractor at regular intervals.

5.13 Occupational Health Surveillance

The Foundation recognises that some work activities involving hand, arm or whole body vibration, occupational dust and noise lead to a requirement for health surveillance procedures to be implemented.

The Foundation will:

- A. Ensure that those in occupations identified by our Occupational Health Provider as being in a risk category will be monitored under the Health Surveillance process.
- B. Ensure that where a medical issue is identified through our ongoing Health Surveillance process, the identified person is notified so that they can contact their own GP for further investigation and treatment if required.
- C. Ensure that the Health Surveillance process covers checks to the skin, hearing and lung function and checks for evidence of vibration injury and dermatitis.

5.14 Legionellosis

The Foundation operates a wide variety and number of buildings of different styles of construction and ages and understands that the air conditioning, heating and water storage systems present a legionellosis hazard.

The Foundation is committed to reducing, so far as is reasonably practicable, the reasonably foreseeable risks of exposure of any person to legionella bacteria. The Foundation will aim to achieve this policy commitment by following the principles set out in the HSE Approved Code of Practice L8 (Fourth edition), "Legionnaires' disease: the control of legionella bacteria in water systems".

5.15 Manual Handling

The Foundation acknowledges that due to the nature of work the Foundation undertakes, moving and handling activities present a risk to Foundation staff.

To manage the manual handling hazards the Foundation will:

- A. Eliminate or mechanise manual handling tasks where this is reasonably practicable. Where this is not reasonably practicable, an assessment will be undertaken to identify control measures to minimise the risks involved.
- B. Ensure on Induction that all staff complete the Every online manual handling training and then carry out refresher training as dictated by the Every Training Portal.
- C. Provide personal protective equipment for lifting operations where the need has been identified by a risk assessment.

5.16 Monitoring Health and Safety Legislation

The Foundation acknowledges that effective monitoring arrangements must be in place to ensure that health and safety standards are maintained.

The Foundation reviews and monitors the suitability and effectiveness of health and safety compliance through the following processes:

- A. Monitor reports from the Government, DfE, Local Authority, HSE and ISBA for new and upcoming changes in health and safety legislation to ascertain its impact on the Foundation.

- B. Regular reviews of all health and safety related policies.
- C. Reviews of health and safety procedure documents.
- D. Reviews of School/Department risk assessments and safe working procedures.
- E. Analysis of numbers and types of incidents and cases of work related ill-health and accidents.

The Foundation's health and safety performance will be reported via the Governance Committee health and safety report.

5.17 New and Expectant Mothers

The Foundation will take all reasonable steps to safeguard the health, safety and welfare of new and expectant mothers, and of their unborn children.

The Foundation will:

- A. With the assistance of the School Nurses, conduct a pregnancy risk assessment to assess all risks to new and expectant mothers arising from their work activities and implement appropriate control measures.

5.18 Noise at Work

The Foundation acknowledges the health hazards arising from exposure to noise in the workplace and will protect staff and other persons potentially exposed as far as is reasonably practicable.

The Foundation's Control of Noise in the Workplace Procedure provides details on how the Foundation seeks to ensure it meets and exceeds the requirements of the [Control of Noise at Work Regulations 2005 \(the Noise Regulations\)](#).

Health surveillance (audiometry) must be carried out for employees who are regularly exposed to noise above the Upper Exposure Action Value (85 dB). Health surveillance will also be offered to those exposed above the Lower Exposure Action Value if they are at increased risk, e.g. if they report a known sensitivity to noise damage or a family history of early deafness.

Where health surveillance is required, it will usually be carried out annually for the first two years then at 3 yearly intervals. Wherever possible, audiometry for new employees (or those newly exposed to noise within the Foundation) should be carried out prior to any noise exposure, ostensibly to give baseline data. Health surveillance will be carried out by the Foundation's Occupational Health Service Provider. All individual records will be held in confidence.

The Foundation, through the Occupational Health Service Provider, monitors workplace environments that have been identified as a potential hazard and will take all reasonable steps necessary to ensure that the risk of hearing damage to staff and pupils is minimised.

The Foundation will:

- A. Identify and assess activities where noise exposure poses a hazard to those undertaking the activity.
- B. Take action to reduce noise levels so far as is reasonably practicable.
- C. Ensure the legal limits on noise exposure are not exceeded.
- D. Maintain and ensure the use of equipment provided to control noise risks.
- E. Provide the people concerned with information, instruction and training on noise safety.
- F. Provide suitable Personal Protective Equipment as a last resort control measure.
- G. Ensure that those affected by noise at work are included in the Occupational Health Screening Process.

5.19 Personal Protective Equipment (PPE)

The Foundation will:

- A. Provide personal PPE when the risk presented by an activity cannot be adequately controlled by other means.
- B. Ensure the PPE provided is to the required standard to provide the level of protection required.
- C. Where required, provide appropriate information, instruction and training on the correct use, maintenance and storage of the PPE.
- D. Ensure that staff wear correct and suitable clothing for the task being undertaken. For example, a cleaner using a floor cleaning machine should not wear open-toed shoes but should always wear good strong shoes.
- E. Clarify any confusion if a member of staff is in doubt about the suitability of clothing for a particular task. Staff should consult their Head or Department / Line Manager for advice.
- F. Ensure that staff and pupils who are using or are issued with any form of safety equipment are aware of their responsibility to use and look after the equipment as instructed. Staff must not use defective equipment but should ask their Head of Department/Line Manager for a replacement.

5.20 Pressure Systems

The Foundation will:

- A. Ensure that all pressure systems used or owned are safe.
- B. Manage the design, construction, repair and modification of pressure systems so as to prevent danger and such relevant information as is required in law will be made available and kept by the Estates Manager for recording purposes.

5.21 Risk Assessment (*staff should also refer to the internal WGSF Risk Assessment Procedure*)

The Foundation will ensure that all activities are assessed to ensure hazards and risks are identified and appropriate preventative and protective measures are taken. Specific risk assessments will be carried out for classroom and other in-school activities and also for school trips and educational visits.

The results of the general risk assessments will be recorded on the Foundation's risk assessment form and information from the risk assessments will be brought to the attention of all persons at risk.

Specific assessments will be conducted, for example:

- A. Manual Handling Operations
- B. Control of Substances Hazardous to Health
- C. Users of Display Screen Equipment
- D. First Aid
- E. New and Expectant Mothers
- F. Young Persons at Work
- G. Use of grounds' equipment and machinery

5.22 Significant public health concerns raised

The Foundation recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

In response to significant public health concerns, including pandemics, the Foundation will:

- A. adopt health and safety arrangements that follow the requirements given by the DfE, PHE and other recognised Governing bodies and the Health & Safety legislation, and in consideration of Government Guidance.

5.23 Slips, Trips and Falls

The Foundation acknowledges that slips, trips and falls are the most common cause of major workplace injuries in the United Kingdom.

The Foundation will:

- A. Take all reasonably practicable measures to ensure that all workplaces and grounds under its control are safe and without unnecessary risks of slips, trips and falls to all persons accessing them.

5.24 Smoking

The Foundation operates a policy of no-smoking (including e-cigarettes / vapes) on any of its sites for staff, pupils, parents, contractors and visitors. Signage indicating this is clearly displayed across the premises.

5.25 Stress at Work

The Health and Safety Executive (HSE) defines stress as ‘the adverse reaction people have to excessive pressures or other types of demand placed on them’.

The Foundation provides an Employee Assistance Programme offered by AXA which is available for all staff to utilise.

To protect staff from stress at work, where issues involving stress are identified, the Foundation will seek to undertake a ‘stress at work’ risk assessment based on the HSE Stress Management Standards methodology, and then act on the findings.

5.26 Toilet Use Provision

The Foundation actively supports the provision of open access to well-maintained, clean, private and safe toilet facilities throughout the school day. The purpose of this is to ensure that the Foundation is providing safe, suitable and adequate welfare facilities for male and female pupils and for male and female staff, visitors and contractors. Toilets and washing facilities for staff may also be used by visitors. No adult should ever use toilets that are designated for pupils and no pupils should ever use toilets designated for staff.

The Estates Manager and Facilities Manager are to ensure that all Contractors are aware of the restriction on toilet use and are shown a toilet that they can use in the area that they are working in.

5.26.1 Pupil Toilets

Aims:

- To maximise access to pupils’ toilet facilities during the day to promote the health, wellbeing and learning opportunities for all pupils.
- To provide safe, good quality toilet facilities for all throughout the Foundation premises.

Rationale:

- The Foundation recognises that well-maintained toilet facilities where pupils feel comfortable, safe and have open access throughout the school day are essential for health, wellbeing, and learning.
- The Foundation values and respects our pupils and wants them to be able to benefit from good provision and safe practice.

Objectives:

- To ensure that this policy is both accepted and upheld by the Foundation community - school leadership, staff, pupils, governors, parents, Estates Manager, Cleaning Manager and ancillary staff.
- To keep all toilets open and available to pupils throughout the school day. While pupils can use toilet facilities at break and lunchtimes if they need to, we ensure pupils have access at all times. We recognise that toilet needs are highly individual and do not conform to regimented timetables.
- To ensure that the toilet and washroom facilities are suitable for the range of anticipated users, including pupils with disabilities and special needs, with adequate lighting, fixtures and fittings.

- To ensure the toilet and washroom facilities cater for the needs of all pupils from ethnic and religious communities, and ensure these needs are met in a sensitive, informed and appropriate manner.
- To ensure that the toilet facilities provide visual and aural privacy for users, ensuring a spare supply of cubicle door locks.
- To ensure that all toilet areas have properly maintained supplies at all times of warm and cold water, soap, hand drying facilities and toilet tissue in dispensers, provided at a convenient height.
- Maintenance will be carried out where possible out of school hours. In the event this is not possible, emergency maintenance signs will be placed on the door of the toilets putting them out of bounds to Staff or pupils.
- To ensure sanitary disposal units are available in all female cubicles (for girls aged eight and over), serviced on a regular basis, and to provide sanitary dispensers in female toilet blocks (where applicable).
- To implement and maintain an effective toilet cleaning, supervision and inspection regime to ensure proper standards of provision and cleanliness throughout the school day.
- To locate drinking water supplies and outlets in safe and appropriate locations, and not in toilet areas.
- To provide indoor social areas to discourage toilets from being used for such purposes.

Related Guidance

- Health & Safety at Work etc Act 1974 (HSWA)
- Workplace (Health, Safety and Welfare) Regulations 1992, Regulations 20 and 21 set out the standards for staff toilets and washing facilities.
- The Education (Independent School Standards) Regulations 2014, Pt 5.

5.27 Training

Increasing knowledge and awareness through information and training plays an important part in the Foundation's systems for managing health and safety.

The Foundation will:

- A. Provide staff with induction training.
- B. Identify staff training needs and provide appropriate training.

5.28 Vibration at Work

The Foundation will take all reasonable steps necessary to ensure that the risk of health effects from vibration exposure to staff is minimised.

The Foundation will:

- A. Identify and assess activities where vibration exposure poses a hazard to those undertaking the activity.
- B. Take action to reduce vibration levels so far as is reasonably practicable.
- C. Ensure the legal limits on vibration exposure are not exceeded.
- D. Maintain equipment identified as posing a vibration exposure risk.

- E. Provide the staff concerned with information, instruction and training on vibration exposure safety.
- F. Ensure that staff who are involved in occupations that expose them to a vibration risk are screened by our nominated Occupational Health Screening company.

5.29 Waste Disposal

The Foundation is committed to ensuring the Health, Safety and Welfare of its staff, pupils, parents, contractors and others who may be affected by the waste materials which result from our work.

The Foundation will arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements.

5.30 Work Equipment

The Foundation is responsible for ensuring that all work equipment is maintained according to the manufacturer's specifications through Planned Preventative Maintenance (PPM).

Only trained personnel should be allowed to operate work equipment without supervision. It is the duty of all staff to read, understand and comply with the instructions for use of any items of equipment used.

Where equipment is hired in, the supplier will be asked to supply inspection and maintenance documentation for the equipment in line with the requirements of the [Provision and Use of Work Equipment Regulations 1998](#).

The Foundation will ensure:

- A. All equipment is suitable for its purpose and it is maintained in working order. A log will be kept by the Estates Manager of any maintenance carried out.
- B. Only persons authorised (with the exception of pupils under the close supervision of the teacher) will be allowed to use dangerous machines. The operator of any machine has a duty to ensure guards are in position and properly adjusted when required before and during use.
- C. No person shall use any equipment which they have not been trained to use.
- D. All equipment that comes under the Provision and Use of Work equipment Regulations 1998 will have the appropriate signs and labels to warn of any hazards.

5.31 Work at height

Departments that use equipment to allow Staff to work at height (accessing high shelves or cupboards) must carry out a risk assessment within your department and complete the online working at height training that is available to all Staff who have access to or use step stools, steps, step ladders or ladders in their workplace. This training takes place through the EVERY Training system. All working at height equipment must meet the correct workplace categories, for steps,

step ladders and ladders CLASS 1 Industrial, EN131 Professional and for step stools EN 14183 as they are classed as a form of stepladder.

The purpose of [The Work at Height Regulations 2005](#) is to prevent death and injury caused by a fall from height. If you are an employer or you control work at height (for example facilities managers or building owners who may contract others to work at height) the Regulations apply to you.

Employers and those in control of any work at height activity must make sure work is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height. Low-risk, relatively straightforward tasks will require less effort when it comes to planning.

Employers and those in control must first assess the risks.

Employees have general legal duties to take reasonable care of themselves and others who may be affected by their actions, and to co-operate with their employer to enable their health and safety duties and requirements to be complied with.

HSE have produced guidance to help you comply with the law. See [Working at height: A brief guide \(PDF\)](#) for more information.

It is the Foundation's Policy to avoid any work at height where it is reasonably practicable to do so. Where work at height is unavoidable, the Foundation will:

- A. Take all reasonable steps to provide a safe working environment for staff required to carry out their trade or professional skills at height.
- B. Provide the necessary preventive and protective measures to prevent falls of persons or materials in the workplace, and liaise with any other persons involved in the work activity.
- C. Not permit any person to work at height who has not carried out working at height training.

5.32 Young Employed Persons (16 to 18 years)

Under health and safety law, as an employer, the Foundation must ensure, so far as reasonably practicable, the health and safety of all its employees, of any age. As part of this, there are certain considerations that should be made for young people.

A young person is anyone under 18 and a child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the [MSLA during the school year in which they turn 16](#).

The Foundation has a specific duty to ensure the safety of young employed persons under the [Management of Health and Safety at Work Regulations 1999](#).

The Foundation is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable.

The Foundation will:

- A. Assess and document the additional risks and measures provided to ensure the health and safety of young persons.

- B. Provide the raised level of information, instruction, training and supervision required to enable them to work safely.
- C. Ensure all equipment is suitable for its purpose and it is maintained in working order. A log will be kept of any maintenance carried out.
- D. Ensure that only persons authorised (with the exception of pupils under the close supervision of the teacher) will be allowed to use dangerous machines. The operator of any machine has a duty to ensure guards are in position and properly adjusted before and during use.
- E. Ensure that no person shall use any equipment which they have not been trained to use.
- F. Ensure that all equipment that comes under the [Provision and Use of Work equipment Regulations 1998](#) will have the appropriate signs and labels to warn of any hazards.

6. Monitoring and Review of the Health and Safety Policy

This policy will be reviewed on an annual basis or following any significant changes to health and safety legislation or changes to the Foundation's operations.

6.1 Records

The Foundation acknowledges both the managerial and legislative requirement for effective Health and Safety record keeping.

The Health and Safety Manager, Estates Manager and the Compliance Manager are responsible for the central administration of document control procedures, obtaining the correct authorisations, maintaining document identity and issue status, controlling distribution, updating, and keeping archive files.

7. References / Evidence / Glossary / Definitions

These lists are not exhaustive

7.1 Acts:

- 1984 [Occupiers' Liability Act 1984](#)
- 1974 [Health & Safety at Work etc. Act](#)
- 1996 [Employment Rights Act](#)
- 2006 [Road Safety Act](#)
- 2007 [Corporate Manslaughter and Corporate Homicide Act 2007](#)
- 2008 [Health and Safety \(Offences\) Act](#)
- 2010 [Equality Act](#)

7.2 Regulations:

- 1977 [Safety Representatives and Safety Committees Regulations](#)
- 1981 [Health & Safety \(First Aid\) Regulations](#)
- 1989 [Electricity at Work Regulations](#)
- 1992 [Health & Safety \(Display Screen Equipment\) Regulations, amended by the Health and Safety \(Miscellaneous Amendments\) Regulations 2002](#)

1992	<u>Manual Handling Operations Regulations</u>
1992	<u>Personal Protective Equipment Work Regulations</u>
1992	<u>Work place (Health & Safety & Welfare) Regulations</u>
1996	<u>Health & Safety (Consultation with Employees) Regulations</u>
1996	<u>Health & Safety (Safety Signs & Signals) Regulations</u>
1997	<u>Confined Spaces Regulations</u>
1998	<u>Provision and Use of Work Equipment Regulations</u>
1998	<u>Lifting Operations and Lifting Equipment Regulations</u>
1998	<u>Employers Liability (Compulsory Insurance) Regulations</u>
1999	<u>Management of Health & Safety at Work Regulations</u>
2000	<u>Pressure System Safety Regulations</u>
2002	<u>Control of Substances Hazardous to Health Regulations</u>
2005	<u>Control of Vibration at Work Regulations</u>
2005	<u>Control of Noise at Work Regulations</u>
2005	<u>Regulatory Reform (Fire Safety) Order</u>
2012	<u>Control of Asbestos Regulations</u>
2012	<u>Health and Safety (Fees) Regulations</u>
2013	<u>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations</u> (RIDDOR)
2015	<u>Construction (Design and Management) Regulations</u>
2017	<u>Ionising Radiations Regulations</u>
2022	<u>Living safely with respiratory infections, including COVID-19</u>

7.3 Guidance Documents:

- [HS\(G\) 65 Successful Health and Safety Management \(Published by the Health and Safety Executive 2003\)](#)
- [Government Coronavirus Guidance & Support Documents](#)

Appendix 1: Health and Safety Policy for Science Departments

Based on CLEAPSS model policy which replaces the version published in July 2020.

© CLEAPSS® 2020

Author/Lead Job Title	Sarah Duerden Brown, Head of Chemistry (WGHS), Sian Barber, Head of Biology (WGHS), Daniel Hannard, Head of Physics (WGHS) Kirk Williams, Head of Physics (QEGS), Nick Lambert, Head of Chemistry (QEGS), Dominic Higgins, Head of Biology (QEGS)
Consultation	John Garside, Health and Safety Manager Adam Lindley, Vicky Mitchell and Sarah Leadbeater, WGHS Science Technicians Anne Taylor, Helen Bray and Ricardo Alarcon, QEGS Science Technicians
Change Details	Combined WGHS and QEGS individual policies to make a cross Foundation policy and attached this as an appendix to the WGSF Health and Safety Policy.

Contents:

1. Role & implementation of the policy
2. Summary guidelines for staff
3. Staff roles
4. Training
5. Risk assessments
6. Equipment and resources
7. Activities and procedures
8. Emergency procedures
9. Laboratory rules for pupils

WGHS Health and Safety Policy for Science Department

1. Role & implementation of the policy

Under the [Health & Safety at Work, etc. Act](#), it is the duty of an employer to have an up-to-date written statement of Health and Safety Policy, and the Management of Health & Safety at Work Regulations require the arrangements for carrying out that policy to be brought to the attention of employees. The general policy statement of the employer is often complemented by policy statements from those departments, such as science, with particular risks. This policy is intended to guide teaching and technical staff working within the Science Departments to ensure faculty specific risks are identified and managed safely. It is endorsed by the Governors of the Foundation, via the Governance Committee and thus forms part of the Foundation's overall health and safety policy.

Science (teaching) has an excellent health & safety record and this department is keen to promote practical work as an essential component of good science teaching. It is determined that concerns about health and safety should not be allowed to inhibit good teaching. However, it is the duty of all members of the science staff, i.e., teachers, staff who work in the department occasionally, technicians, teaching assistants and trainees; to:

- take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during work;
- be familiar with this policy by periodic reference to it;
- make themselves aware of any revisions;
- follow its provisions; and
- cooperate with other members of staff in promoting health and safety.

This policy is reviewed regularly by the Head, Estates Manager and Heads of Chemistry, Physics and Biology. All Science Department staff are provided with copies of the policy - teachers, technicians, teaching assistants, trainees, etc. - and this Policy is automatically issued to new staff when they arrive, as part of their induction process. Staff are expected to sign the Policy agreement form each September (which includes this Health and Safety Policy).

A reference copy of this policy is kept in the STC staff room, the QEGS science department staff rooms, and on FireFly, available for consultation by staff and for inspection by visiting HSE inspectors or a representative of the employer. Any new instructions, restrictions or rescinded (lifted) restrictions made by the employer are communicated to all staff in writing as well as being attached to the reference copy of this policy.

This document recognises the right of any or every trade union in the workplace to elect health & safety representatives for its members and its right to require a health & safety committee to be set up in the school. The science department will cooperate with any union health & safety representative to promote health, safety and welfare and will address any matters raised by or through such a representative in a manner appropriate to the level of risk.

2. Summary guidelines for staff

All teachers, technicians and support staff

1. Teachers and technicians have a general duty to take reasonable care for the health and safety of themselves, of other members of staff, pupils and visitors. They have specific duties: to be familiar with this health and safety policy, its updates, the texts to which it refers and any appendices. They must cooperate with the employer's instructions, observe the requirements of this policy and fulfil any special responsibilities it gives them. They must cooperate with colleagues in their specific health & safety duties. They have a duty to report to local management any failure of equipment that has a health & safety function.
2. Staff practice must set a good example to pupils and be consistent with pupil laboratory rules, e.g. the wearing of eye protection.
3. Staff must be familiar with emergency drills and with the location in each science room of: the escape route; fire-fighting equipment; the eye-wash station; the gas isolation point; the main electricity switch and the nearest spill kit.
4. Laboratories must be left safe. Special arrangements must be made for equipment which has to be left running overnight and hazardous equipment which has to be left out. In general, all gas taps should be completely turned off.
5. Eating, drinking and the application of cosmetics should not take place in laboratories, storage areas or preparation rooms unless an area in which it is safe to do so has been created. Pupils should not be allowed to drink from water bottles.
6. When staff are alone in the science department, nothing should be done which could lead to an accident requiring remedial measures. A teacher or technician must assess risks very carefully before conducting any practical operation in such circumstances.
7. In general, pupils must not be left unsupervised in a laboratory. Staff needing to leave a class briefly must assess the risks of doing so, perhaps arranging for temporary supervision by a neighbouring member of staff. Special arrangements may be needed for senior pupils doing project work, depending on the hazards involved, e.g. an experienced member of staff in an adjacent room.
8. Science laboratories, preparation rooms and stores must be locked by staff when not in use. Special arrangements are made for Physics 2 and Biology 1 (WGHS) as access is required to a fire-escape route (see section 7.3). Pupils must never be allowed into preparation rooms unless vigilant staff supervision can be guaranteed. Laboratories are available for teacher-supervised clubs / activities only by prior agreement with the Head of Department.

Teachers

1. At the beginning of each school year, teachers must make sure that their classes have copies of the pupil laboratory rules and issue them if necessary. They should be stuck into an exercise book or work folder.
2. Teachers must enforce the pupil laboratory rules, reminding pupils of them often enough for them to be familiar. With new pupils, time should be spent explaining the rules, with appropriate demonstrations.
3. Lesson preparation should be adequate and include checking on risk assessments and, where necessary, the health & safety precautions required. Requisitions must not be handed in at the last minute; technicians must be given adequate time to prepare work safely. Time should be allowed for consulting more-senior colleagues where there is any doubt and to try out practicals, particularly those involving significant hazards. Teachers must only deviate from the scheme of work, in terms of practical work, after considering a further risk assessment, checking with the Head of Department and obtaining a specific risk assessment from CLEAPSS, if required.
4. Teachers should outline any hazards and safety precautions to pupils when introducing any practical activity.
5. Open-ended investigations must be organised to allow the teacher to assess any risks and identify precautions before any hazards are met / practical work begins.
6. If health and safety cannot be maintained during practical work for any reason, e.g. pupil behaviour, the work should be modified or abandoned. This decision should be reported to the Head of Department.
7. A teacher is responsible for the health and safety of any of their classes taken by a trainee teacher. If the normal class teacher is absent, another science teacher must be given this responsibility by the Head of Department.
8. Teachers in charge of courses are responsible for ensuring that technicians are familiar with the appropriate precautions needed to control any hazards which might be encountered in preparing equipment for their lessons and in clearing the equipment away.

3. Staff roles

The Governors of Wakefield Grammar School Foundation have the ultimate duty to ensure the health and safety of employees and others across the site.

The Executive Head has delegated responsibility for overseeing Health and Safety across the Foundation, supported by the Deputy Heads in schools, the Health and Safety Manager and the Estates Manager.

Within the Science Departments, this task is further delegated to the Heads of Biology, Chemistry and Physics, who have the particular function of maintaining this policy document.

Specific staff roles in relation to Health & Safety in science	
Overseeing health and safety across the school	Executive Head
Various training functions	See table in section 4
Subject specialist for consultation over health and safety matters in Biology	Head of Biology
Subject specialist for consultation over health and safety matters in Chemistry	Head of Chemistry
Subject specialist for consultation over health and safety matters in Physics	Head of Physics
Overseeing the checking of activities against the model risk assessments and recording significant findings	Heads of Biology and Science Head of Chemistry Head of Physics
The person trained to test fume cupboards	Estates Dept.
The person(s) trained to do electrical inspection and testing	Technicians
The teachers in charge of radioactive sources (Radiation Protection Supervisors)	Head of Physics and Physics teachers
The employer's Radiation Protection Officer, RPO	Dale Barton, AIFSM MIIRSM, Health and Safety Risk Manager, NYES Health and Safety Service, NYES, County Hall, Northallerton, DL7 8AD. dale.barton@northyorks.gov.uk
The person considered competent to examine pressure vessels	Annual testing carried out by Durham Autoclave Services. Certification documents are stored digitally. These documents are shared with Allianz for insurance purposes.
The person(s) in charge of chemical storage and disposal	Technicians
Science staff members who have received fire extinguisher training	Sian Barber (Head of Biology and Science) Nicholas Lambert (Head of Chemistry) Jonathan Korosi Chris Murtland Polly Loftus Vicky Mitchell (technician) Adam Lindley (technician) Helen Bray (technician)

4. Training

Generally, the science departments follow guidance in the CLEAPSS documents L238, *Health and Safety Induction and Training of Science Teachers* and L234, *Induction and Training of Science Technicians*, suitably customised. Any training needs identified by the Head of Department and / or the Technician will be referred to the WGHS Assistant Head of Professional Excellence and the WGSF Deputy Head: Director of Curriculum, who coordinate staff training.

Particular training functions are delegated as follows (to be read in conjunction with Section 3: staff roles):

Science specific health and safety training of teachers new to the department, including NQTs	Heads of Biology and Science, Chemistry and Physics
Science specific health and safety training of trainees on teaching practice	Heads of Biology and Science, Chemistry and Physics
Induction of newly-appointed technicians	Heads of Biology and Science, Chemistry and Physics and Director of Teaching and Learning
Training of staff in remedial procedures, e.g. use of eyewash stations	Heads of Biology and Science, Chemistry and Physics
Training in emergency procedures	Head
Training in the use of specialist equipment, chemicals or procedures (in line with CLEAPSS guides L238 and L234, as customised)	Technician / teacher as appropriate
Healthy and Safety procedures for laboratory cleaners	Cleaning Manager, or other designated lead in their absence
Regular update training (covering new or changed regulations, new equipment, etc.)	Heads of Biology and Science, Chemistry and Physics in conjunction with Director of Teaching and Learning

Records of the training attended by members of the science staff are retained by the Director of Teaching and Learning.

5. Risk assessments

Every employer is required under various regulations¹ to supply employees with a risk assessment before any hazardous activity takes place (common hazardous activities carried out in science departments are listed in the publications below). Because it is impracticable for the employer to write risk assessments for each of the many activities in school science, WGSF follows the recommendation of the Health and Safety Commission to adopt published 'model' or 'general' risk assessments which school science departments adapt to their local circumstances.

¹ Risk assessments are required by the *Control of Substances Hazardous to Health (COSHH) Regulations*, the *Management of Health & Safety at Work Regulations*, the *Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)* and many others. ² Current versions of all CLEAPSS publications for secondary schools are available to members on the CLEAPSS website.

WGSF has endorsed the use of the following publications to provide guidance for standard operating practices across the science departments:

- [CLEAPSS2 publications generally]
- [CLEAPSS, *Hazcards*, current edition]
- [CLEAPSS, *Laboratory Handbook*, current edition]
- [CLEAPSS, *Recipe Book*, current edition]
- [CLEAPSS, L93, *Managing Ionising Radiations and Radioactive Substances*]

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are checked against these guidance documents and significant findings are incorporated into texts in daily use, e.g. the schemes of work / technician notes / Departmental generic risk assessment documents. If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment is obtained, following the employer's instructions, from CLEAPSS.

In order to assess the risks adequately, the following information is considered:

- Details of the proposed activity;
- The age and ability of the persons likely to do it;
- Details of the room to be used, e.g. size, availability of services, level of ventilation;
- Any substance(s) possibly hazardous to health;
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions;
- Class size;
- Any other relevant details, e.g. high voltages, heavy masses, etc.

All practical work will have a risk assessment completed in accordance with CLEAPSS guidelines. It is the responsibility of every member of staff to ensure that a risk assessment is completed before any new practical activity is undertaken and checked by the relevant Heads of Department and technicians.

We encourage the development of new practical activities (including on open evenings, at science clubs, etc.) but these should be undertaken only after a prior check against model risk assessments and/or a special risk assessment has been obtained.

Where an activity must be restricted to those with special training, that restriction is included in a note on the text.

For technicians' activities in and around the prep rooms, the assessments in CLEAPSS publication PS25, *Model Risk Assessments for Laboratory Technician Activities* should be consulted.

6. Equipment and resources

6.1 Laboratories

Laboratories and preparation rooms are checked on a regular basis by teachers and technicians. Any deficiencies must be reported immediately to the Estates Department via the online reporting system (Every).

6.2 Fume cupboards

The *COSHH Regulations* require the regular testing of fume cupboards (maximum interval 14 months) with a quick check before use. Testing normally takes place each year in the summer term and is organised by the Estates Department following the CLEAPSS guide L9b,

Monitoring Fume Cupboards. The records of the tests are available for staff reference and for inspection by the employer's representative or an HSE Inspector and are kept by Estates. See section 10 for the names of the staff members currently with these functions.

All users have been trained to carry out a quick check that a fume cupboard is working before use.

Smoking cigarettes is not permitted in the school. However, demonstrations of a 'smoking machine' are permitted in fume cupboards in designated laboratories.

6.3 Electrical testing

To meet the requirements of the *Electricity at Work Regulations*, this employer requires portable electrical equipment to be inspected and tested regularly.

The Estates department has the overall responsibility for ensuring this takes place and will coordinate a QHSE accredited external body to complete Portable Appliance Testing on required electrical items throughout the science department. The technicians should clearly identify the equipment to be tested and ensure that it is accessible to Estates.

Completed schedules are kept by Estates and are available for staff reference and for inspection by the employer's representative or an HSE Inspector.

See section 3 for the names of the staff members trained to carry out electrical testing.

All users have been trained to carry out a quick visual inspection before using mains-powered equipment.

6.4 Radioactive sources

The Foundation follows the guidance in CLEAPSS Guide L93 *Managing Ionising Radiations and Radioactive Sources*.

It is the function of the RPS to ensure these records are kept up to date. It is the function of the employer to refer to a suitable RPO if guidance is required. The employer's *Radiation Protection Officer* (RPO), and the *Teacher in Charge of Radioactive Sources* (*Radiation Protection Supervisor (Schools)*, *RPS (Schools)*) are identified in section 3.

The Local Rules for the use of ionising radiations have been drawn up in consultation with the RPA and it is a function of the RPS to see that they are adhered to. Staff using ionising radiations have been issued with their own copies, as a part of their training, and a reference set is filed centrally with this policy in Physics Prep rooms. Staff using ionising radiation must sign annually to confirm that they have read both the Local Rules and the Radiation Policy.

This policy is common across the Foundation.

The *Radioactive Sources History* (including authority to purchase, record of delivery, details of events in the life of the source and eventual certificate showing method of disposal) is kept in the Physics prep rooms.

The *Use Log* (showing the times that any sources are removed from and returned to their store) is kept in the secure store in the Physics prep rooms.

The *Monitoring Record* of tests for leakage of radioactive sources and contamination by radium sources is kept in the file in the Physics prep rooms. Testing normally takes place each year in May.

6.5 Pressure vessels

Autoclaves, pressure cookers and model steam engines need periodic inspection under the Pressure Systems Safety Regulations. Inspection normally takes place each year in the summer term. In addition autoclaves will undergo a full yearly service with all relevant safety tests undertaken by Durham steriliser and autoclave services (results of these test will be sent electronically to WGHS and QEGS technicians)

The Foundation adopts the recommended procedures of the CLEAPSS Guide L214b: Examining Autoclaves, Pressure Cookers, Model Steam Engines. Annual checks are organised by the Estates Department who also retain records of examinations.

6.6 Animals, plants and microorganisms in schools

The hazards associated with the use of animals, plants and microorganisms are outlined in the texts listed in Section 5, which also provide advice on controlling them. This advice will be followed and any queries referred to the Head of Biology.

6.7 Equipment safety

All staff selecting equipment for purchase will check that it is safe and suitable for the intended purpose (to comply with the *Provision and Use of Work Equipment Regulations*). Equipment listed by specialist educational equipment suppliers is taken to meet these *Regulations* but all other equipment, especially gifts, is treated with caution and carefully assessed. Advice on safety and suitability is sought from CLEAPSS through publications and directly.

Any user who discovers a hazardous defect in an item of equipment must report it to the Head of Department.

6.8 Personal protective equipment

The employer accepts the duty to provide eye protection, gloves and laboratory coats for employees where the risk assessment requires them (*Personal Protective Equipment at Work Regulations*).

Laboratory coats are supplied by the employer and laundered by the school. Safety spectacles are provided for general use, with a set of goggles or safety screen used whenever the risk assessment requires them. Safety spectacles are worn whenever there is a risk, i.e. chemical-splash to the eyes. The condition of the eye protection is checked regularly.

6.9 Chemicals

Offers of gifts of chemicals to the school are not accepted.

The task of arranging safe storage of chemicals (and, where necessary, disposal), including highly flammable liquids, in accordance with the requirements of the *Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)* is given to the technicians in charge who will ensure that chemicals are stored securely; the risks of fire, explosion and spillage are minimised; labels are readable and that a spill kit is available and properly replenished. See Section 3 for the names of the staff member(s) currently with this function.

Hazardous activities involving chemicals are restricted to those who have received special training (see Section 4, Training) are identified in the texts in daily use as part of the risk assessment (see Section 5, Risk Assessments).

6.10 Waste disposal

Waste chemicals and equipment are disposed of in an environmentally responsible manner in accordance with relevant legislation. Chemical disposal follows guidance on CLEAPSS *Hazcards*. Other disposal follows relevant CLEAPSS guidance.

7. Activities and procedures

7.1 Outdoor activities

When planning any field trips, etc. staff should refer to the school's Educational Visits Policy and Procedures. Use of the QEGS Biology garden area is by permission of the Head of Biology and is risk-assessed as with other practical activities, including a visual inspection of the area for hazards before the activity takes place.

7.2 Manual handling and working at height

All regular operations involving lifting or carrying equipment, pushing trolleys, etc. will be assessed to see if any may give rise to risks of injury (*Manual Handling Operations Regulations*) by the Estates Manager.

As it is sometimes necessary to carry chemicals or equipment through heavy fire doors, we have assessed risks under both the *Manual Handling Operations Regulations* and under the *Regulatory Reform (Fire Safety) Order*. WGHS have installed special door closures to minimise risks. Both WGHS and QEGS endeavour to keep fire doors closed as much as possible by releasing the door stop/door wedge as soon as practicable.

Occasional (i.e. one-off) manual-handling operations will be assessed by the staff member(s) before attempting them. Concerns will be reported to the Head of Department.

Following risk assessments under the *Work at Height Regulations*, when it is impossible to avoid storage or display above head height, glass or other fragile items are never stored above head height and only light-weight and rarely-used items are stored there. When displaying items at high level or fetching or replacing items stored at high level, step ladders are used, staff never climb onto laboratory stools or benches.

7.3 Security

Access to laboratories and preparation rooms will be controlled to comply with the *Management of Health & Safety at Work Regulations*. All laboratories and preparation rooms are to be kept locked at all times, except when in use. It is the task of the staff member leaving such a room to see that the room is empty and that the door is locked. Should a laboratory be required to be left open it is cleared of all hazards. No class is allowed to work in a laboratory without adequate supervision.

As rooms P2 and B1 within the STC (WGHS) provide a fire exit, they cannot be locked. Technicians will, therefore, give priority to clearing items from, and delay delivering items to, these rooms so that risks are minimised. No hazardous items are stored in these rooms.

7.4 Procedures for non-science staff

Any non-science staff who have to supervise classes in science have received whole school Health and Safety training, appropriate to onsite and offsite school activities, and will adhere to the WGSF Health and Safety Policy. These teachers have not received specialist training relating to hazardous substances or carrying out practical activities in science, therefore, any cover work left by science teaching staff should not contain any tasks or activities which require any specialist knowledge or training. Technicians greet cover staff to ensure they have all required instructions, to deal with any queries they may have and should draw their attention to the laboratory rules for pupils to ensure behaviour is in accordance with these.

7.5 Concern for others

All science areas are made safe for cleaners or contractors to work in before these persons are allowed to proceed.

8. Emergency procedures

8.1 Fire

Science staff will follow the normal school procedures in the event of a fire. Members of science staff will receive fire extinguisher training in order to tackle a small fire, if it is safe to do so. See Section 3 for the names of staff members who currently hold this training. Advice on fire-fighting is also given in Section 4 of the *CLEAPSS Laboratory Handbook*.

8.2 Spills

Trivial spills are dealt with using damp cloths or paper towels. Spills of any amount which do not give rise to significant quantities of toxic or highly-flammable fumes ('minor spills') are dealt with by teachers or technical staff using a 'spill kit' prepared for this purpose (in accordance with Section 7 of the *CLEAPSS Laboratory Handbook*). Spill kits are kept above the flammable liquid cupboard in the chemistry prep room and in the fume hood in the biology prep room (WGHS), or in clearly indicated locations in chemistry laboratories and the biology prep room (QEGS).

Major spills are those involving the escape of toxic gases and vapours or of flammable gases and vapours in significant concentrations. In the event of a major spill staff would notify a member of the school Senior Leadership Team who would implement actions in line with the Schools' Critical Incident Management Plan.

8.3 Injury

Science staff will follow the normal school procedures in cases that require first aid. Many science staff are First Aid trained and all science staff are trained to carry out immediate remedial measures (e.g. eye rinsing), while waiting for first aiders. See the most recent edition of the *CLEAPSS Laboratory Handbook* Section 5. See Section 4 for details of person(s) responsible for coordinating training in immediate remedial measures.

8.4 Reporting procedures

All accidents, however small, and any near misses (those incidents which had the potential to cause injury or damage) should be reported to the School Nurse or available First Aider and recorded on the Foundation accident report form which is available on the **Staff Firefly page**.

The First Aider or person in charge will report all accidents on the Foundation accident form which will be sent to the Health and Safety Manager who will then upload the details on to the Evolve Accident Reporting database. A copy of this Evolve Accident Report Form is then shared with the appropriate school Head and other staff as required.

8.5 Useful emergency contacts

CLEAPSS Helpline for advice on health & safety and all aspects of practical science generally	01895 251496 Email: science@cleapss.org.uk
Emergency services	999 / 112
Fire & Rescue Service Chemical Incident Unit to be contacted in the case of a major chemical spill	999

Gas emergency line to be contacted in the event of a serious gas leak.	0800 111 999
Radiation Protection Officer (RPO) to be contacted in the event of a Radiation accident	Dale Barton, AIFSM MIIRSM, Health & Safety Risk Manager, NYES Health & Safety Service, NYES, County Hall, Northallerton, DL7 8AD. Tel 01609 532545, M: 07583102725 Email dale.barton@northyorks.gov.uk

9. Laboratory rules for pupils

The rules for pupils during science lessons are as follows:

Laboratory Rules	
The biggest danger in the lab is YOU! You are at risk when you don't understand the hazards or you are careless, or both. The person most likely to suffer from your mistakes is YOU! Report any accident or breakage to your teacher.	
1.	Only enter a lab when told to do so by a teacher. Never rush about or throw things in the lab. Keep your bench and floor area clear, with bags and coats well out of the way.
2.	Follow instructions precisely; check bottle labels carefully and keep tops on bottles except when pouring liquids from them; only touch or use equipment and materials when told to do so by a teacher; never remove anything from the lab without permission.
3.	Wear eye protection when told to do so and keep it on from the very start until all practical work is finished and cleared away.
4.	When using naked flames (e.g., Bunsen or spirit burners or candles), make sure that ties, hair, baggy clothing, etc., are tied back or tucked away.
5.	Always stand up when working with hazardous substances or when heating things so you can quickly move out of the way if you need to.
6.	Never taste anything or put anything in your mouth in the laboratory. If you get something in your mouth, spit it out at once and wash your mouth out with lots of water. Tell your teacher.
7.	Always wash your hands carefully after handling chemicals, microbes or animal and plant material.
8.	If you are burnt, or a chemical splashes on your skin, wash the affected part at once with lots of water. Tell your teacher.
9.	Never put waste solids in the sink. Put them in the bin unless your teacher instructs you otherwise.
10.	Wipe up all small spills and report bigger ones to your teacher.