

# RIPLEY ST THOMAS

A CHURCH OF ENGLAND ACADEMY



## Health & Safety Policy

Originator A McKinnell

Date Jan 2017

Review Date Jan 2018

Ripley St Thomas  
Ashton Road  
Lancaster  
LA1 4RS

**t** 01524 64496 **f** 01524 847069

**e** admin@ripley.lancs.sch.uk

**website** [www.ripleystthomas.com](http://www.ripleystthomas.com)

# Health & Safety Policy

---

## Contents:

- Statement of intent
- 1. Responsibilities of the Governing Body
- 2. Responsibilities of the Principal
- 3. Responsibilities of the Health and Safety Officer
- 4. Responsibilities of Department Heads
- 5. Responsibilities of all members of staff
- 6. Responsibilities of Contractors
- 7. Responsibilities of Hirers of Academy Premises
- 8. Responsibilities of Visitors to the Academy
- 9. Responsibilities of Students
- 10. Responsibilities for First aid
- 11. Responsibilities for Fire Safety
- 12. Accident reporting
- 13. Reporting hazards
- 14. Accident investigation
- 15. Our active monitoring system
- 16. Maintaining equipment
- 17. Hazardous materials
- 18. Risk assessment
- 19. Workplace health and safety: Stress management
- 20. Workplace health and safety: Display equipment
- 21. Events & Trips
- 22. Health & Safety Induction Training
- 23. Consultation with Employees
- 24. Housekeeping
- 25. Manual handling
- 26. Mobile phones
- 27. Health & Safety requirements for Expectant Mothers and those that have recently given birth
- 28. Smoking
- 29. Workplace welfare
- 30. Work equipment
- 31. Personal Protective Equipment
- 32. Health & Safety requirements of young persons
- 33. Disability Access
- 34. Control of Asbestos Regulations 2012
- 35. Ionising Radiation Policy
- 36. Monitoring and Review

## Statement of Intent

---

At Ripley St Thomas CE Academy, we are committed to the Health and Safety of our staff, students and visitors. Ensuring the safety of our Academy community is of paramount importance to us and this policy reflects our dedication to creating a safe Academy.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work related illness.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff on Health and Safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop on culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our Academy.
- Ensuring adequate resources are available to address Health and Safety issues, as is reasonably practicable.
- Ensuring adequate insurance is in place for all aspects of the school's operations.

**Ripley St Thomas CE Academy  
Health and Safety Structure**



# **1. Responsibilities of the Governing Body**

**1.1** The Governing Body, in consultation with the Principal will:

- 1.1.1.** Ensure familiarity with requirements of the appropriate legislation and codes of practice.
- 1.1.2.** Create and monitor a management structure responsible for Health and Safety in the Academy.
- 1.1.3.** Ensure there is a detailed and enforceable policy for Health and Safety and that the policy is implemented by all.
- 1.1.4.** Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
- 1.1.5.** Identify risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.

**1.2** **The Governing Body endeavours to provide the following:**

- 1.2.1** A safe place for all users of the site including staff, students and visitors.
- 1.2.2** Safe means of entry and exit for all site users.
- 1.2.3** Equipment, grounds and systems of work which are safe.
- 1.2.4** Safe arrangements for the handling, storage and transportation of any articles and substances.
- 1.2.5** Safe and healthy working conditions that comply with statutory requirements, code of practice and guidance.
- 1.2.6** Supervision, training and instruction so all staff can perform their duties in a healthy and safe manner.
- 1.2.7** Where necessary, safety and protective equipment and clothing, along with any necessary guidance and instruction.

## **2. Responsibilities of the Principal**

- 2.1** The Principal has the general responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors.
- 2.2** The Principal will take all reasonably practicable steps to ensure the Health and Safety policy is implemented through the heads of the appropriate departments and other members of staff.
- 2.3** The Principal will designate a Health and Safety Officer to be responsible for the day to day implementation of the Health and Safety Policy. This person will also be the designated contact with the Local Authority and the HSE where necessary.

## **3. Responsibilities of the Health and Safety Officer assisted by Compliance Education.**

- 3.1** The Health and Safety Officer has responsibilities for the day to day implementation of the Health and Safety Policy.
- 3.2** The Health and Safety Officer is responsible for informing the Principal if there is an accident that is either fatal or a "major injury"<sup>1</sup>.
- 3.3** The Health and Safety Officer is responsible for the reporting of hazards as appropriate to the Principal.
- 3.4** The Health and Safety Officer will investigate all accidents and undertake regular evaluations of reported incidents, to identify trends in order to minimise reoccurrence through corrective action.
- 3.5** The Health and Safety Officer will manage a schedule of health and safety audits and the completion and review of the Academy's risk assessments.

---

<sup>1</sup> Major Injuries include all RIDDOR reportable injuries (see appendices 4 & 5 for guidance on RIDDOR) and any significant trauma to staff or pupils that involves medical attention.

## **4. Responsibilities of Department Heads**

- 4.1** Department Heads will be familiar with the requirements of Health and Safety legislation.
- 4.2** In addition to general duties, Department Heads will be responsible for the implementation and operation of the Academy's Health and Safety Policy in their department and areas of responsibility as delegated by the Principal.
- 4.3** Department Heads will take a keen interest in the Academy's Health and Safety Policy and assist in ensuring all staff, students and visitors comply with its requirements.
- 4.4** Heads of Department in areas of specific and specialised risk for whom there is an additional appendix to this policy are also responsible for reading and implementing their specific policy items, including the creation and monitoring of relevant departmental risk assessments.

## **5. Responsibilities of all members of staff**

- 5.1** All staff will familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- 5.2** Staff will avoid any conduct which puts themselves or others at risk.
- 5.3** They will be familiar with all requirements laid down by the Governing Body.
- 5.4** Staff members have a duty to ensure all staff, students and visitors are applying Health and Safety regulations and adhering to any rules, routines and procedures in place.
- 5.5** Staff will ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- 5.6** Staff will use the correct equipment and tools for the job and any protective clothing supplied.
- 5.7** All staff members will ensure any toxic, hazardous or flammable substances are used correctly and stored and labelled as appropriate.

- 5.8 All staff will report any defects in equipment or facilities to the designated Health and Safety Officer.
- 5.9 All staff will take an interest in Health and Safety matters and suggest any changes they feel are appropriate.
- 5.10 Staff will make suggestions as to how the Academy can reduce the risk of injuries, illness and accidents.
- 5.11 They will exercise good standards of housekeeping and cleanliness.

## **6. Responsibilities of Contractors**

- 6.1 Contractors working on the Academy premises are required to identify and control risks arising from their activities.
- 6.2 Contractors will inform the Site Manager of all potential risks to staff, students and visitors.
- 6.3 No contractor will execute work on the Academy's site without the express permission of the Site Manager or Director of Business & Finance other than in an emergency or to make safe following theft or vandalism.
- 6.4 Contractors will be responsible for the Health and Safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, students or visitors to the Academy.
- 6.5 Contractors will wear a visitor's badge at all times while on Academy grounds.
- 6.6 Contractors must provide copies of their Liability Insurance documents before being allowed to commence work unless in an emergency or to make safe following theft or vandalism.

## **7. Responsibilities of Hirers of Academy Premises**

- 7.1 Anyone hiring the Academy premises will use plant, equipment and substances correctly and safely, using any appropriate safety equipment. Anyone hiring the premises will be made aware of their Health and Safety obligations when making the booking.



## **8. Responsibilities of Visitors to the Academy**

- 8.1** All visitors must sign in to reception and abide by the Academy's Health and Safety Policy.
- 8.2** Once signed in, visitors will be collected from reception by the member of staff they are visiting or escorted to the area of the Academy concerned.
- 8.3** Temporary teaching staff and assistants will inform reception of their presence by reporting and signing the visitor's log.

## **9. Responsibilities of Students**

- 9.1** Students will exercise personal responsibility for the Health and Safety of themselves and others.
- 9.2** Students dress will be consistent with health and safety standards.
- 9.3** Students will respond to the instruction of staff given in an emergency.
- 9.4** Students will observe the Health and Safety rules of the Academy.
- 9.5** Students will not misuse, neglect or interfere with items supplied for their, and others students', health and safety.

## **10. Responsibilities for First Aid**

- 10.1** The Academy will ensure ample provision is made for both trained personnel and first aid equipment on-site.
- 10.2** A list of staff members who are trained First Aiders is shown in Appendix 2.
- 10.3** First aid boxes are located in the areas listed in Appendix 3.
- 10.4** Defibrillators are located in the areas listed in Appendix 3.

## **11. Responsibilities for Fire Safety**

- 11.1** Policies and procedures for ensuring safety precautions are properly managed, will be formulated by the Academy's nominated Fire Officer and will be discussed, formulated and effectively disseminated to all staff.
- 11.2** The procedure for fire drills and the use of fire extinguishers will be clear and understood by all staff.
- 11.3** The Academy will test evacuation procedures each term.
- 11.4** The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.
- 11.5** The routine maintenance and testing of the fire equipment is the responsibility of the Site Manager.

## **12. Accident reporting**

- 12.1** All accidents and incidents, including near misses or dangerous occurrences, will be reported as soon as possible to the nominated Health and Safety Officer or their representative using the standard Accident Report Form.
- 12.2** The Health and Safety Officer will be responsible for informing the Principal if the accident is a fatal or "major injury" as outlined by the Health and Safety Executive (HSE) – see appendices 4 & 5.
- 12.3** Should an incident require reporting to the Incident Control Centre (part of the HSE) the Academy Nurse or a person appointed on their behalf will file a report as soon as is reasonably possible.
- 12.4** The person will complete the RIDDOR form 2508 online here:  
<https://extranet.hse.gov.uk/lfserver/external/F2508IE>

## **13. Reporting hazards**

- 13.1** Staff, students, contractors and visitors are encouraged to report any condition or practice they deem to be a hazard.
- 13.2** In the main, reporting should be verbal to the Health & Safety Officer as soon as possible who will inform the Principal as appropriate.

- 13.3** Serious hazards will be reported to the Health & Safety Officer and/or Principal.
- 13.4** The Health and Safety Officer will agree action with Head of Department as appropriate.
- 13.5** Problems with high risk (i.e. chance of immediate injury) will be visited immediately by the Health and Safety Officer and appropriate action taken to avoid the risk.

## **14. Accident investigation**

- 14.1** All accidents, however small, may be investigated by the Health and Safety Officer and the outcomes recorded.
- 14.2** The length of time dedicated to each investigation will vary on the seriousness of the accident.
- 14.3** After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.
- 14.4** The Health and Safety Officer will undertake regular evaluations of all reported incidents both injuries and ill health. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident / illness.

## **15. Our active monitoring system**

Our procedure for actively monitoring our system includes:

- 15.1** Regularly examining documents to ensure compliance to standards.
- 15.2** Regularly inspecting premises, plants and equipment.
- 15.3** Annual audits including Fire Risk Assessments and Health and Safety audits.
- 15.4** Regular reports and updates to the Principal.
- 15.5** External measures such as surveys by contractors and service providers along with visits from Environmental Health and Ofsted.
- 15.6** Regular inspection of water supplies.

## **16. Maintaining equipment**

**16.1** Inspectors or a trained Health and Safety Technician will inspect the following equipment for Health and Safety issues annually:

**16.1.1** All electrical appliances.

**16.1.2** All gas appliances.

**16.1.3** All fire equipment.

**16.1.4** All lifting equipment.

**16.1.5** All working at heights equipment.

**16.1.6** All pressure systems.

**16.1.7** All fixed gymnasium equipment.

**16.1.8** Any workshop equipment e.g. lathes and kilns.

**16.1.9** All fume cupboards.

**16.1.10** All water supplies.

**16.2** It is the responsibility of the Department Leader to ensure new equipment meets the appropriate standards and conforms to all Health and Safety requirements.

**16.3** It is the responsibility of the Site Manager to ensure that all statutory compliance testing takes place and the results are recorded.

## **17. Hazardous materials**

**17.1** Departmental leaders must ensure all COSHH and Ionising Radiations Regulations must be adhered to.

**17.2** The Site Manager or Head of Department is responsible for ensuring all products that may be hazardous to health are risk assessed before being used.

**17.3** No hazardous substances will be used without the permission of the Health and Safety Officer

**17.4** Dust and fumes must be safely controlled by LEV Regulations.

**17.5** No staff member or students should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

## **18. Risk assessment**

**18.1** The Principal has overall responsibility for Risk Assessments and associated Action Plans. They may delegate this to the Health and Safety Officer assisted by the Appointed Competent Person.

**18.2** The Academy will make a suitable and sufficient assessment of the risks to Health & Safety of employees to which they are exposed whilst they are at work and also to the Health & Safety of persons not in their employment (others).

**18.3** Annual assessments of high risks areas such as laboratories and workshops will take place.

**18.4** Biennial risk assessments will be conducted for all other areas of the Academy.

**18.5** Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

**18.6** Both the Governing Body and the Academy Trust will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised along with funds and resources.

**18.7** The EVC Coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

### **18.8 Risk Assessment Records**

**18.8.1** The Academy will maintain records of all risk assessments carried out, the Assessments will record sufficient detail to satisfy the legislative requirements. If circumstances change the assessment will be reviewed and modified as necessary.

**18.8.2** A responsible person will be assigned to implement outstanding control measures / actions, and a programme of monitoring and review will take place. A deadline will be identified for the completion of each outstanding action and review date.

## **18.9 Preventative and proactive measures**

**18.9.1** The Academy will take all preventative and protective measures necessary as identified in the risk assessment and apply the following principles:

- 18.9.1.1** If possible to avoid the risk altogether.
- 18.9.1.2** Combat risks at source.
- 18.9.1.3** Wherever possible, adapt work to the individual.
- 18.9.1.4** Take advantage of technological and technical progress.
- 18.9.1.5** Form a coherent policy and approach.
- 18.9.1.6** Give a priority to those measures, which protect the whole workplace.
- 18.9.1.7** Risk Assessment of pregnant, new and nursing mothers, young employees and persons with specific disabilities will be addressed by the Head Teacher and the appointed competent person as required.

## **19. Workplace Health and Safety: Stress Management**

- 19.1** As an Employee, the Academy is required to take reasonable care to protect the psychological health and safety of its employees.
- 19.2** Our aim is to ensure that employees do not suffer unacceptably high levels of stress at work and, if they become ill, all reasonable steps will be taken to accommodate them.
- 19.3** People react differently to the situations they have to face because we are all unique individuals. Showing signs of stress does not mean you are a weak individual, unable to cope, it means you are human like everyone else. Some people have passive personalities whilst others may be very competitive. Life experiences will vary enormously as will our overall conditioning. Our state of health will also vary – it is far more difficult to cope with the pressures of everyday life when one is feeling unwell. The Academy supports systems to prevent, lessen and alleviate stress:

**19.3.1** Job Descriptions to bring certainty to the individual's tasks and responsibilities.

**19.3.2** Performance Management to regularly review staff performance and to identify early, problematic or stressful areas.

**19.3.3** One to one interviews are available to all staff, to assist in promoting good communications and a positive health and safety culture.

## **20. Workplace Health and Safety: Display equipment**

**20.1** DSE assessments will be carried out by the Health and Safety Officer for staff who regularly use laptops or desktops computers.

## **21. Events & Trips**

**21.1** It is the policy of the Academy to arrange and provide events which are safe for members, visitors, staff and others who may be affected by the events as far as reasonably practicable.

**21.2** A suitable and sufficient risk assessment will be undertaken of each event venue and the health and safety arrangements for each event will be reviewed so as to ensure adequate provision of service, facilities (including access) and emergency co-ordination arrangements. Consideration will be given to special circumstances and effects. We will use coaches and mini-buses only when seat belts are provided and we instruct all children to wear their seat belts when the vehicle is moving.

## **22. Health & Safety Induction Training**

**22.1** All new employees, temporary workers, persons on work experience, secondment etc., will be given Health & Safety Induction training during their first day at the Academy.

**22.2** Health and Safety Induction training will be refreshed at least annually.

## **23. Consultation With Employees**

- 23.1** The Health and Safety (Consultation with Employees) Regulations 1996 require the Academy to consult with staff on matters relating to Health, Safety and Welfare, and provide appropriate information to enable the safe undertaking of any work activity or task.
- 23.2** Health and Safety information will be contained within the Health and Safety Manual, the Health and Safety Law poster will be displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information will also be provided.
- 23.3** The Academy encourages all members of staff to take part in the spirit of the regulations by actively taking part in discussions with management. It is the responsibility of the management to ensure that adequate consultation takes place.

## **24. Housekeeping**

### **24.1 Cleanliness**

- 24.1.1** The Academy will ensure that standards of cleanliness are maintained for all areas including surfaces of floors, walls and ceilings. All workplace furniture, furnishings and fittings will be kept clean and tidy.
- 24.1.2** Additional cleaning will be provided when necessary to clear up spillages or other soiling. All workplaces will be kept free from waste matter or discharges. It is the duty of every member of staff to clear up any spillages, so as to avoid accidents.
- 24.1.3** Care will be taken during cleaning operations not to expose any persons to substantial amounts of dust or risks arising from use of cleaning agents, trailing cables etc.
- 24.1.4** The control of chemicals or other hazardous substances will be assessed to comply with The Control of Substances Hazardous to Health Regulations 2013 (COSHH) where appropriate.

### **24.2 Waste Disposal**

- 24.2.1** The Academy will comply with the Waste Management Regulations 1992. It will ensure that all waste stored on the premises will be suitably protected and stored, also to supply suitable bags for first aid disposal, so as not to pose a Health & Safety risk either to staff, public, the environment and in keeping with the Fire Regulations.



## **25. Manual Handling**

**25.1** It is the Academy's policy to provide safe working procedures and to comply with the Manual Handling Operations Regulations 1992.

### **25.2 Assessment**

**25.2.1** A suitable and sufficient assessment of the Manual Handling Operations for the purpose of assessing the health and safety risks will be carried out.

### **25.3 General**

**25.3.1** All employees involved in manual handling operations will be given suitable and sufficient training.

**25.3.2** Employees must not lift loads that are heavy, bulky, unwieldy, difficult to grasp, unstable, unpredictable or unsafe (i.e. sharp) without a task-specific risk assessment to identify special hazards, appropriate equipment and suitable training.

## **26. Mobile Phones**

**26.1** It is the Academy's policy that no member of staff should use a mobile telephone whilst driving on Academy business. Any person prosecuted for such an act may be subject to disciplinary action.

**26.2** Use of mobile telephones when driving, even when using a 'hands-free' kit is dangerous, taking concentration away from the job in hand i.e. controlling the vehicle.

**26.3** Mobile telephones should only be used in vehicles, whilst the vehicle is stationary, parked with the engine off. This includes the use of a 'Hands Free' kit.

**26.4** Calls should neither be made nor answered when the vehicle is in motion, unless someone else is driving.

## **27. Health & Safety requirements for Expectant Mothers and those that have recently given birth**

- 27.1** Risk Assessments will identify any hazards being detrimental to new or expectant mothers.
- 27.2** Upon notification of a worker becoming pregnant or a new or nursing mother, all activities being undertaken will be assessed. Hazards identified will be controlled or exposure reduced to a level no higher than the level of risk to be expected outside the workplace. The expectant mother employees must consult with their own doctor. Further assessments will be done as required.
- 27.3** The Dangers
  - 27.3.1** Working with hazardous substances
  - 27.3.2** Stressful environments
  - 27.3.3** Manual Handling
  - 27.3.4** Confined working space
  - 27.3.5** Using an unsuitable workstation

## **28. Smoking**

- 28.1** It is the Policy of the Academy that smoking is prohibited in its premises and all areas of the workplace.

## **29. Workplace welfare**

- 29.1** The Workplace (Health, Safety and Welfare) Regulations cover a wide range of basic Health and Safety issues. The Academy will ensure that their premises meet the Health, Safety and Welfare needs of all its employees, contractors and visitors.
- 29.2** Management will consider and introduce measures to ensure the working environment is adequate in respect of ventilation, working temperature, lighting, housekeeping, and general welfare - toilets, washing facilities, drinking water, changing rooms and eating/rest facilities.

**29.3** Management will ensure that so far as reasonably practicable workplace facilities are maintained to an acceptable level.

## **30. Work equipment**

**30.1** All employees and contractors will be trained in the operation of machinery and equipment (as necessary) specific to their function and employees are required to use all equipment correctly and in accordance with their training and the manufacturer's recommendations, suitable records must be kept.

**30.2** All employees shall:

**30.2.1** NEVER remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.

**30.2.2** NEVER operate any equipment or machinery when it is functioning improperly or at any time when its use would be hazardous. Such equipment will be taken out of commission until repair or replacement is affected.

## **31. Personal Protective Equipment**

**31.1** The Academy recognises that the Personal Protective Equipment at Work Regulations 1992 clearly states that Personal Protective Equipment should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation. The Department Managers shall ensure that there is sufficient supply of PPE where required and all employees are suitably trained in the correct use and maintenance of their PPE.

**31.2** All PPE issued must be stored as per the manufacturer's specification.

**31.3** It is the legal duty of employees and subcontractors to not misuse or interfere with any Health and Safety equipment, including PPE, supplied for their safety.

## **32. Health and Safety requirements of young persons**

**32.1** The Academy recognises that when engaging the services of persons under the age of 18, an assessment of their proposed activities will need to be undertaken.

- 32.2** The assessment will need to take into account their immaturity, inexperience and their lack of perception of danger, the nature of the work activities and any specific hazards.
- 32.3** Where the person is under the Academy's leaving age, the parents / guardians will be notified of the outcome of the risk-assessment and the control measures that are or will be put in place.

### **33. Disability Access**

#### **33.1 Subject to the constraints imposed by the building's structure, The Academy shall:**

**33.1.1** Make reasonable adjustments to its premises and working practices to meet the needs of any employees or visitors within the definition of the Disability Discrimination Act 1995 (DDA).

**33.1.2** Staff who are, or become, disabled under the terms of the DDA are responsible for notifying the head teacher who will discuss any implications for the individual or others as appropriate and arrange for reasonable adjustments to be made.

### **34. Control of Asbestos Regulations 2012**

- 34.1** The Academy does not undertake any form of work associated with asbestos.
- 34.2** Suitable arrangements will be introduced, to conduct assessments, sample testing and removal of any suspect materials in accordance with the HSE licensing procedure. A copy will be kept by the Director of Finance for use in building repairs and building alterations

### **35. Ionising Radiation Policy**

- 35.1** It is the intention of the Academy to ensure that the well-being of staff, students and visitors is protected from the potentially harmful effects of Ionising Radiation.

- 35.2** All work carried out on site involving the use of Ionising Radiation must comply with the Ionising Radiation Regulations 1999, implemented and enforced by the HSE. The Regulations require that the Academy establish a suitable management structure to maintain radiation safety.
- 35.3** The holding and disposal of radioactive material is controlled by the Radioactive Substances Act 1993 and all work undertaken at Academy must comply with this Act.
- 35.4** The general duties in the Health & Safety at Work etc Act 1974, and the requirements of the Management of Health & Safety at Work Regulations 2002 (as amended) also apply, and require, amongst other things, that risk assessments are carried out and appropriate measures to control exposure are put in place.
- 35.5** The main legislation relevant to this subject is:
- 35.5.1** The Ionising Radiations Regulations 1999
  - 35.5.2** The Radioactive Substances Act 1993
  - 35.5.3** The Justification of Practices Involving Ionising Regulations 2004
  - 35.5.4** The Ionising Radiation Medical Exposure Regulations 2000 (Amended 2006)
- 35.6** The following Academy guidance forms part of the management policy for sources of IR:
- 35.6.1** No radioactive material or instruments capable of generating ionising radiation must be brought on to campus without the prior approval of the Principal or Health and Safety Officer or the Radiological Protection Officer.
  - 35.6.2** No radioactive material may be purchased without written authorisation from the Principal or Health and Safety Officer or the Radiological Protection Officer.
  - 35.6.3** Protection of Persons Exposed to Ionising Radiation must be adhered to at all times.
  - 35.6.4** Justification for the use of radioactive material must be considered to show an overall benefit.
  - 35.6.5** Risk assessments for the use of an ionising radiation must be prepared. They must be made by a competent person, be suitable and sufficient, reviewed as necessary and recorded.

- 35.6.6** Occupational exposures to IR must be kept as low as reasonably practicable and must be within the statutory limits.
- 35.6.7** All workers must fill in a radiation worker form and undertake suitable training before commencing work with ionising radiation.
- 35.6.8** Female workers of reproductive capacity must consider the possible hazard arising from ionising radiation to the foetus in early pregnancy and inform their Department Manager as soon as pregnancy is suspected.
- 35.6.9** Operational protective measures such as administrative controls must be implemented as appropriate.
- 35.6.10** If control of exposure cannot be achieved by any other means appropriate personal protective equipment must be worn.

## **36. Monitoring and review**

The Governing Body has a Committee responsible for Health and Safety matters. It is the Committees responsibility assisted by the Health and Safety Adviser to keep the Governing Body informed of new Regulations and to ensure the Academy regularly reviews it policies and procedures in regards to Health and Safety.

This Policy will be subject to a review at any time requested by the Governing Body or at least on an annual basis.

Signed:

Date:

**On behalf of the Governing Body**

---

**Health and Safety Policy Staff**

<b>Job Title</b>	<b>Name</b>
Principal	Mrs E Nicholls
School Business Manager	Mr A McKinnell
Site Manager	Mr M Heaton
Health and Safety Officer	Miss K Dennis
Fire Officer	Mr G Gomersall
School Nurse	Ms S Atkinson
Education Visits Co-ordinator	Mr S Walton
Radiological Protection Officer	Mr D Hayward

## Appendix 2

### First Aid Trained Staff

<b>Surname</b>	<b>Forename</b>	<b>Completed</b>
Atkinson	Steph	04/02/2016
Benter	Katie	16/12/2014
Buckland	Rosalind	16/06/2014
Burr	Ruth	16/12/2015
Bush	Mark	16/12/2014
Cameron	Scott	28/02/2015
Casson	Ann	16/12/2014
Fellows	Andy	01/12/2013
Hale	Chris	16/12/2014
Hamersley	Mark	28/02/2015
Heaton	Michael	16/12/2015
Houghton	Neil	16/12/2015
Pearson	Chris	16/12/2014
Price	Jane	16/12/2015
Quarry	Jamie	16/12/2015
Richmond	Cara	16/12/2015
Robinson	James	01/12/2013
Salthouse	Mark	16/12/2015
Taylor	Sarah	16/12/2015
Townson	Fran	16/12/2014
Walton	Steve	16/12/2014
Watson	Katie	28/02/2015



### First Aid Box Locations

- Gym/swimming pool
- T2, T3, T4, T5, T6, T7, T10, T17
- Upper prep room, lower prep room, Labs 11 & 12
- Art room
- Reception main school
- Office
- Mrs Casson's office
- Site Manager's office
- Medical room (Window sill)
- Sixth form reception
- Drama studio
- Sports hall
- 6 travel First Aid kits
- School Nurse emergency grab bag
- PE – 4 sports kits
- 1 rucksack
- 1 pitch-side kit for netball etc
- Minibus
- Farm office

### Defibrillator Locations

- Main school general office
- Sixth form reception
- Sports hall

### Types of reportable incidents

<http://www.hse.gov.uk/riddor/reportable-incidents.htm>

#### Deaths and injuries

If someone has died or has been injured because of a work-related accident this may have to be reported.

Not all accidents need to be reported, other than for certain gas incidents, a RIDDOR report is required only when:

- the accident is work-related
- it results in an injury of a type which is reportable

#### Types of reportable injury

The death of any person

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

#### Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995.

Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

## Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

## Over-three-day incapacitation

**Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.** If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

## Non fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

**There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.**

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

## Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

## Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting.

There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

## Gas incidents

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the [online form](#).

Registered gas engineers (under the Gas Safe Register,) must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

- an accidental leakage of gas;
- incomplete combustion of gas or;
- inadequate removal of products of the combustion of gas.

Unsafe gas appliances and fittings should be reported using the [online form](#).

### Key definitions

<http://www.hse.gov.uk/riddor/key-definitions.htm#work-related>

Regulations 4 - 6 cover the reporting of work-related deaths and injuries other than for certain gas incidents RIDDOR requires deaths and injuries to be reported only when:

- there has been an **accident** which caused the injury
- the accident was **work-related**
- the injury is of a type which is **reportable**

#### What is an 'accident'?

In relation to RIDDOR, an accident is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Injuries themselves, eg 'feeling a sharp twinge', are not accidents. There must be an identifiable external event that causes the injury, eg a falling object striking someone. Cumulative exposures to hazards, which eventually cause injury (eg repetitive lifting), are not classed as 'accidents' under RIDDOR.

#### What is meant by 'work-related'?

RIDDOR only requires you to report accidents if they happen 'out of or in connection with work'. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out
- any machinery, plant, substances or equipment used for the work or
- the condition of the site or premises where the accident happened

#### What are 'reportable' injuries?

The following injuries are reportable under RIDDOR when they result from a work-related accident:

- **The death of any person** (Regulation 6)
- **Specified Injuries** to workers (Regulation 4)
- Injuries to workers which result in their **incapacitation for more than 7 days** (Regulation 4)

- Injuries to non-workers which result in them **being taken directly to hospital for treatment**, or specified injuries to non-workers which occur on hospital premises. (Regulation 5)