



Health and Safety Policy

Date	Sept 2022	
Review Date	Sept 2023	
Chair of Governors	Mr K Lewis	
Headteacher	Ms L Morris	

Policy for Health and Safety

To be a productive, safe and healthy School, we need to have a safe and healthy environment and working practices. This document outlines our policies for making the School an increasingly safe and healthy place.

It is our policy that:

- Health and Safety practices are taught as an integral part of our education programmes;
- we assess the risk of learning and teaching activities and record these in schemes of work and take action to reduce the risks;
- we assess the physical risks of each aspect of our working environment and take action to reduce the risks;
- we promote a culture which recognises that controlling Health and Safety is an essential part of everyone's life;
- there is a clear management structure for managing Health and Safety and carrying out risk assessment, with clear statements as part of job descriptions;
- there are clear statements of procedures to be followed (see appendices), and clear lines of responsibility and communication in the School for each aspect of Health and Safety practice and that monitoring is regularly carried out;
- responsibilities with respect to Health and Safety of staff, pupils, visitors and contractors are clear and that each group is made aware of their responsibilities for the Health and Safety of themselves and others;
- each member of staff has the prime responsibility, within an expected professional capacity, for carrying out and recording risk assessments and for maintaining the Health and Safety of their work and their working environment;
- we report Health and Safety issues immediately when urgent attention is required;
- in an activity or environment is deemed to have unacceptable risk that the activity is not carried out or the facility not used until the risk is reduced;
- we respond to and manage Health and Safety concerns positively, but within the resources available;
- we work with external agencies to improve the Health and Safety of the School environment, seeking professional advice where necessary;
- we co-operate fully with any Health and Safety enquiries by the LA or the HSE;
- we maintain accident books and other records as required by good practice as well as Health and Safety Law;
- Health and Safety is maintained by the topics inclusion as an agenda item in most meetings and monitored by SLT/ SMT; Health and Safety is an agenda item in all Faculty meetings and Governors sub groups.
- the policy will be kept up-to-date as resources and external factors change;

- the School acknowledges and accepts all conditions laid down by the current Health and Safety legislation as set out in the Health and Safety Policy of Rhondda-Cynon-Taff;
- The Governing Body will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees working on the premises and for all pupils. Information, training wherever possible and necessary, and supervision for this purpose will also be provided;
- we provide First Aid cover at the HSE recommended level and provide training for staff who wish to hold the First Aid at Work qualification;
- all non-uniformed adults on site will wear identification to improve security;
- we operate practices to reduce undue stress on staff and pupils;
- site security and access to buildings is a Health and Safety issue and that good practice on security will be followed,
- we strive to improve Health and Safety Practice as our knowledge increases;
- we subsume advice and policies concerning Health and Safety from the LA and WG within our School policy and practice, and communicate such policy to all concerned;
- a Governors' committee will review this policy and the associated procedures each year;
- The Governing Body is aware of the Corporate Safety Policy.

This general statement of policy is shown by practical documents relating to particular aspects of Health and Safety practice and instruction within the School.

- Health and Safety Statements as instructions to staff
- General organisation of Health and Safety
- Summary of the general responsibilities of staff, pupils etc.
- First aid and accidents
- Risk assessments
- Fire
- Visits, minibus and transport issues
- Miscellaneous issues and instructions
- Substances, machinery and contractors
- Monitoring and review
- Emergency and contingency
- General advice and guidance to staff e.g. managing stress within the work place

Other appendices will be added to this policy as they are developed and the need for further detail becomes apparent.

This Policy and set of procedures outline good Health and Safety practice. However, each specialist Department must have its own Health and Safety regulations laid out in some detail in the Departmental Handbook. This should include all copies of curriculum and accommodation risk assessments.

Additional information/policy statements

RCT policy statements on the areas detailed in Appendix are held on the administrative and curriculum networks of the School. Staff are to be familiar with this documentation and refer to this information as required.

This section indicates the various levels of responsibility, which have been delegated.

Health and Safety - The Organisation

Health and Safety Responsibilities

It is vital that all staff are aware of their responsibilities under the Health and Safety policy and are at all times working to improve the Health and Safety of the environment of the School and the practice within the School.

As employees, you are directly and personally responsible for the care of yourself and others. The Governors, therefore, instruct you to:

- actively and daily consider and, if necessary, report to Premises Manager any aspect of the passive working environment that is an actual or potential hazard;
- actively and lesson-by-lesson consider the activities carried out by yourself and pupils in respect of Health and Safety issues;
- carry out, and be able to demonstrate that they have been carried out, risk assessments for the passive environment and within teaching activities as required by a level of professional competence or because of management direction;
- cease, or not start, any activity that has an unacceptable level of risk or for which relevant safety equipment is not available or not being used;
- work with colleagues to identify and reduce Health and Safety risks within the School;
- in an emergency report to one of the Deputy Headteachers.

Governing Body

The Governing Body of the School has overall responsibility for health, safety and welfare issues within the establishment.

The Governing Body will ensure that the policy is monitored on a regular basis to ensure that:

- Inspections are carried out;
- Physical controls are in place and working;
- Any common problems or weaknesses are identified;
- Staff are carrying out the function allocated to them;
- Resource implication have been recognised and programmed;
- Review procedures are working.

Headteacher

The Headteacher has delegated the day-to-day responsibilities to a member of the Leadership Team, the Deputy Headteacher and the Information and Quality Systems Manager to ensure the policy has been carried out. Key areas of responsibility will include:

- preparing list of actions for priority consideration by Governors;
- safe conditions of premises and equipment;
- ensuring supervision of employees to ensure safe working practices are followed;
- ensuring supervision of visitors e.g. contractors, parents, delivery persons;
- provision of information to employees on Health, Safety and Welfare issues;
- security arrangements during and after School hours;
- ensuring adequate levels of supervision for outdoor activities involving pupils;
- consultation with contractors carrying out work at the School or who visit the School periodically;
- ensuring regular inspections of the premises are carried out;
- Ensuring regular quality assurance of work, areas and staff activity to ensure the site is kept to safe, secure and to a good/safe standard;

- Ensuring good communication with link governors and LA lead for H and S
- identifying training needs of staff;
- ensuring off site activities are fully risk assessed and carried out (Trip policy).

Fire/Emergency Co-ordinator

The Fire/Emergency Coordinator (Information and Quality Systems Manager) will ensure:

- fire alarms are tested, maintained and recorded;
- fire extinguishers are tested annually and are free from obstruction – via SLA;
- fire evacuation notices are displayed in prominent places;
- required fire notices are displayed;
- fire drills are carried out termly;
- RAMIS is updated and quality assured regularly.

First-Aider/Appointed person in the absence of a first-aider

First aiders are on a rota and will:

- ensure that the first-aid boxes are appropriately stocked;
- in the event of an injury or illness which necessitates the calling of an ambulance or doctor, provide help to preserve life and to minimise the consequences of that injury or illness, while waiting for the ambulance or doctor to arrive;
- supervise the injured person to ensure that he/she is only moved in a safe way. In cases where it is not necessary to call an ambulance or doctor, they will administer first aid as appropriate.
- To inform parents that their child has received first aid.

From Heads of Faculty

- for Health and Safety issues to do with accommodation within the area designated for faculty use including risk assessments on equipment (these areas still remain the responsibility of HoF during 2022/23);
- for Health and Safety issues to do with the curriculum activities carried out in the area ;
- ensuring that risk assessments are carried out for curriculum activities and that these are reviewed annually at least and that they form part of the scheme of work and in line with the safe working requirement of LA/WG guideline for safe working for COVID ;
- for monitoring that staff within the faculty/curriculum area adhere to the agreed procedures, instructing members of staff and reporting any further breaches to the School's Health and Safety co-ordinator;
- to ensure that health and safety is always on agenda and discussed at Faculty meetings.

From Heads of Schools and Faculties

- for advising on Health and Safety issues to do with accommodation within the area designated for Faculty use including risk assessments on equipment used;
- for Health and Safety issues to do with the curriculum activities carried out in the Department;
- ensuring that risk assessments are carried out for curriculum activities and that these are reviewed annually at least and that they form part of the scheme of work;
- for monitoring that staff within the Faculty area adhere to the agreed procedures, instructing member of staff and reporting any further breaches to the School's Health and Safety co-ordinator ;
- to ensure that health and safety is regularly discussed within departmental meetings.

From Teachers' Conditions of Service Discipline, Health and Safety:

Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the School premises and when they are engaged in authorised School activities elsewhere

Management Structure

(Extract concerning courses, and hence responsibility for work practices within the courses)

Although each member of staff is professional in their area of expertise, we have to have for many statutory and practical reasons a management instruction system. Some of this is totally obvious – for example notes in Staff Briefing or a memo from a Deputy or Premises Manager. However, there are less “obvious” instructions, which still need to be followed. For example, for a teacher in their classroom work, the Leader of Learning in “requesting” things is done is in effect issuing a management instruction to the teacher concerned. Likewise, the Head of School asking a Deputy Head of School for data is issuing a management instruction within the system. It is the responsibility of each member of staff to understand where they fit into the management system either verbally or in writing (including department handbooks and schemes of work). If you want help in understanding your own responsibility lines you should talk to the Head or a Deputy.

Health and Safety Meetings

Health and Safety meetings are agenda items at Strategic Management team.

Strategic planning and non-urgent matters will be discussed in this forum.

The following is a list of topics for which arrangements are required to implement the School’s Health and Safety Policy. It is not exhaustive, and the School may need to add further arrangements identified by the annual risk assessments:

Accident reporting	First Aid arrangements
Fire safety	Disposal of waste
Administration of medicines	C.O.S.H.H
Display screen use	Electrical safety
Lone worker activities	Major/minor maintenance
Risk assessments	Building works
Manual handling	Our of School visits/activities
Contractors on-site	Vehicle movement on-site
Communicable diseases	Playground safety
Lettings to outside hirers	Ionising radiation; Glazing
Work experience	Pressure systems; Security
Asbestos; Alcohol	Smoking; Noise; Violence
Protective equipment	See Appendix 12 for additional information

General Organisation of Health and Safety

The Governing Body accepts overall responsibility for Health & Safety and Security but delegates the day-to-day control of such issues to the Headteacher and in turn the Headteacher. The Governors will consider Health and Safety issues brought to them through the relevant working committee.

The day-to-day supervision of Health and Safety is delegated by the Headteacher or to one of her 2 Deputies. Overall responsibility includes generating and monitoring effective systems, receiving suggestions for improvement, the first level of enforcement, the keeping of relevant records. The Premises Manager, co-ordinates Health and Safety issues. Mrs Retallick oversees Health and Safety. (Issues relating to buildings and Fire Officer Premises Manager). In her role of supervising the management of the premises and facilities, the Premises Manager receives reports on faults in the fabric and facilities and ensures action is taken.

In the absence of either, the Headteacher or Deputy takes over the stated responsibilities.

Responsibilities for identification of, and taking a necessary level of action in, specific areas of Health and Safety are further delegated as:

1. General Classroom Practice and Processes (Note 2)	Classroom Teacher
2. General Dept / Faculty Facilities (Note 2)	Heads of Faculty
3. School trips (see trip pack)	Deputy Headteacher
4. Science Laboratories equipment and processes	Head of Faculty: Science and Technology
5. Technology Rooms and equipment and processes	Head of Faculty: Science and Technology
6. Games Areas and equipment and processes	Deputy Head of Faculty: Life
7. Office areas, equipment and processes	Information and Quality Systems Manager
8. Computer equipment and processes	Deputy Head of Faculty: Science and Technology
9. Halls, toilets, corridors and general in-building areas	Information and Quality Systems Manager
10. General Site Safety (Note 1)	Caretaker
11. Accidents, Medicals	First Aider
12. Fire evacuation procedure	Information and Quality Systems Manager/DHT
13. General concerns	Information and Quality Systems Manager
14. Transport	Information and Quality Systems Manager/DHT
15. School Productions	Production Manager
16. Electrical Wiring of Appliances	Information and Quality Systems Manager
17. General Infrastructure (wiring/plumbing/heating etc.)	Senior Site Manager
18. CCTV	Deputy Head Teacher (H and S)
19. Duties	Deputy Head Teacher (H and S)
20. Site Security	Information and Quality Systems Manager/DHT

Note 1

General Site Safety includes: grounds, car parks, security, access, litter, testing fire alarms, checking fire escaped routes, doors; as well as an overview responsibility for corridors, staircases, doors, halls, gyms, rooms etc.

Note 2

The Heads of Faculty and deputy heads of faculty, Heads of School, Deputy Heads of school and other TLR holders should monitor and evaluate the effectiveness of Health and Safety of their curriculum areas and accommodate regularly meetings and update departmental procedures annually. They should also ensure that Health and Safety is discussed regularly at school and Faculty meetings so that issues raised and information disseminated. This should occur at least once a term and outcomes be reflected in the meeting's minutes.

Summary of the general responsibilities of Staff, Pupils etc

If anyone on the School site has a concern about Health and Safety they may express it to the Headteacher, Deputy Headteachers or other members of SLT.

However, there are specifics of which all staff need to be aware.

Staff

It is the duty of every employee at Ysgol Nantgwyn School to:

- take reasonable care for the Health and Safety and security of themselves and of any other persons who may be affected by this acts or omissions at work;
- regard any duty or requirement imposed on their employer or any other person (by or under any of the relevant statutory provisions) to co-operate with them so far as it is necessary to enable that duty or requirement to be performed or complied with;
- know the special safety measures and arrangement to be adopted in their own working areas and to ensure that they are applied and to have carried out a risk assessment of potentially hazardous processes;
- know the safety and security measures currently in force in the School and subject and to follow them;
- observe standards of dress consistent with safety and/or hygiene, for example the wearing of personal protective clothing;
- exercise good standards of housekeeping and cleanliness;
- know and where appropriate, apply the emergency procedures in respect of fire and first aid;
- use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others;
- co-operate with other employees in promoting improved safety measures in their School;
- co-operate fully in any investigation with the appointed School Managers and the enforcement officers of the Health and Safety Executive or Public Health Authority.

Pupils

All pupils at Ysgol Nantgwyn School are expected to adhere to the School's Code of Conduct and other behaviour guidelines and are specifically expected to:

- exercise personal responsibility for the safety of self and class-mates;
- act quickly and strictly according to the instructions of the teacher;
- to be identified as a student of Ysgol Nantgwyn School;
- to use correct entrances and exits around the School as signposted.

Health and Safety Team (Premises Manager, DoL Science, Teaching staff, Technicians and Caretakers)

- To attend a half-termly meeting with Premises Manager.
- To carry out an annual Health and Safety Review.
- To undertake Health and Safety checks with Premises Manager.
- To make recommendations for improvements.
- To construct an action plan to initiate improvements.

Hiring

This policy applies to hiring. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

Violence at work

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

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/Headteacher immediately.

This applies to violence from pupils, visitors or other staff.

Pupils vulnerable to infection

See operations guidance and risk assessment

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

Exclusion periods for infectious diseases

See operations guidance and risk assessment

The school will follow recommended exclusion periods outlined by Public Health Wales.

In the event of an epidemic/pandemic, we will follow advice from Public Health Wales about the appropriate course of action.

New and expectant mothers

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

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

First Aid, Accidents and Administration of Medicine

See operations guidance and risk assessment full PPE to worn

The Governing body and/or Headteacher should review the school's first aid needs regularly to ensure the first aid provision is adequate. This should happen at least annually, and particularly after any changes.

When assessing first aid needs, a school could consider factors such as:

- The size of the school and whether it is on split sites and/or levels
- The location of the school
- Any specific hazards or risks on site
- Specific needs or disabilities of pupils and staff, and the age range of pupils
- The number of first aid personnel required

First Aid may be rendered to a “patient” by any person but **only in so far as knowledge and skill permit**. Staff have a duty to act “in loco parentis” (as any reasonable parent), but in respect of first aid an important part of this duty is to know the limit of your own skill and knowledge. The basic rule is to reassure the patient and, only if absolutely necessary, remove the patient from the likely source of danger: normally patients should not be moved. A nominated First Aider should be called.

The School has nominated and trained First Aiders (list available on reception). Any incident that needs First Aid should immediately be reported to reception, even if it is being dealt with by another FAW qualified First Aider.

The School is committed to train (re-train) First Aiders over a three-year period. All new support staff will be required to train as a First Aider, and normally First Aid will be administered by support staff. All injuries and accidents on site must be reported to the Principal First Aider in the main School office. A full list of first aiders is held in the front of the Accident Book at Main Reception.

The School is limited in the First Aid it is able to administer. First aiders will decide on whether or not the patient requires outside help and will make the requisite arrangements with the hospital, ambulance, parents etc. Please ensure that while staff are undertaking first aid treatment that they (or the patient) is not interrupted. Parents should be contacted after the administration of first aid.

The member of staff who witnesses an accident must complete an Accident Form – as soon as possible after the event – for all accidents occurring on site. Accident forms will be photocopied by Premises Manager and placed in the Health and Safety file and the other to be sent to the LA, to the Health and Safety Administrator. Carly Hooper will identify hazards from the Accident Forms and instigate/monitor such action as is necessary to reduce the risk of repetition.

First Aid boxes may be obtained via the School office, such boxes will exist in DT and Science Faculty, the exact location being known by the Head of Faculty. First Aid boxes will be checked termly although any known use of materials must be reported for replacement by any staff using the box.

A First Aid box must be collected for use on School trips by the trip's First Aider. Every effort for a first aid trained member of staff to attend trips and visits must be made. A thorough consideration of first aid provision must be made and eventualities planned for before the trip takes place. The administration of medication will be dispensed in accordance with the guidance document "Administration of Medicine" 1995. The trip First Aider (as alternative person) is also responsible for taking a mobile phone, which can be booked/obtained from reception. A trip pack must be completed in full, at least five working days before a trip is taken and returned for agreement by SLT.

The notification of incidents must be made to the Premises Manager and necessary decision concerning the incident may be taken by her. In the case of a patient needing First Aid, any of the named First Aiders should be contacted.

Contents of First Aid Boxes (Recommendation). A box will be held in each 'zone' across the school for the purpose of Covid.

DFES Guidance

Item	First Aid Boxes	Travelling First Aid Kit
Guidance Card	1	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20	6
Sterile eye pads with attachment	2	
Individually wrapped triangular bandages	6	2
Safety Pins	6	2
Medium sizes individually wrapped sterile unmedicated wound dressings (approximately 10cm x 8cm)	6	
Large sterile individually wrapped sterile unmedicated wound dressings (approximately 13cm x 9cm)	2	1
Extra Large sterile individually wrapped sterile unmedicated wound dressings (approximately 28cm x 17.5cm)	3	
Individually wrapped moist cleaning wipes	10	6

Disposable Gloves	1	1
Roll of Cling Film	1	1

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

The table below contains advice that members of staff can refer to when administering medicines to pupils in school. It is based on the Department for Education's statutory guidance on supporting pupils at school with medical conditions.

Do	Do not
✓ Remember that any member of school staff may be asked to provide support to pupils with medical conditions, but they are not obliged to do so ✓ Check the maximum dosage and when the previous dosage was taken before administering medicine ✓ Keep a record of all medicines administered. The record should state the type of medicine, the dosage, how and when it was administered, and the member of staff who administered it ✓ Inform parents if their child has received medicine or been unwell at school ✓ Store medicine safely ✓ Ensure that the child knows where his or her medicine is kept, and can access it immediately	? Give prescription medicines or undertake healthcare procedures without appropriate training ? Accept medicines unless they are in-date, labelled, in the original container and accompanied by instructions ? Give prescription or non-prescription medicine to a child under 16 without written parental consent, unless in exceptional circumstances ? Give medicine containing aspirin to a child under 16 unless it has been prescribed by a doctor ? Lock away emergency medicine or devices such as adrenaline pens or asthma inhalers ? Force a child to take their medicine. If the child refuses to take it, follow the procedure in the individual healthcare plan and inform their parents

Managing Medicines

- No child under 16 should be given prescription or non-prescription medicines without written consent from parents
- Schools should set out the circumstances in which non-prescription medicines may be administered
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor
- Schools should only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist, and include instructions for administration, dosage and storage
- Schools should keep a record of all medicines administered to individual children

Staff responsibilities

Any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.

Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach.

The DfE adds that staff should receive suitable training and achieve the necessary level of competency before taking on responsibility for supporting pupils with medical conditions, the suitability of training depends on the individual pupil's medical needs. Identifying what these needs are will enable you to determine what staff training would be "sufficient and suitable".

The training would be based on the individual needs of the child.

Parental responsibilities

Parents are required to provide up-to-date information on their child's medical needs to the school. They should also carry out any actions agreed to as part of the implementation of the individual healthcare plan, including providing medicines and equipment.

Pupil responsibilities

- Pupils who are competent should be encouraged to take responsibility for managing their own medicines
- Wherever possible, pupils should be allowed to carry their own medicines and relevant devices, or should be able to access their medicines for self-medication quickly and easily
- If a pupil refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed so that alternative options can be considered

Storing medicines

All medicines should be stored safely:

- Pupils should know where their medicines are at all times and be able to access them immediately.
- Where relevant, they should know who holds the key to the storage facility.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should always be readily available to children and not locked away.

Refrigeration of medicine

We spoke to a representative from Public Health England (PHE) who said that medicine should always be kept in its own refrigerator. She advised that this refrigerator should have an uninterrupted power supply in a safe and secure location. If possible this fridge should be in the same location as other non-refrigerated medicines. The representative said that it would not be safe to store medicine alongside food in any circumstances

Risk Assessment

Risk assessment is about deciding what risks are involved in doing a particular activity, and in taking action to reduce the identified risks. **If a risk assessment is that the activity has a high risk of causing harm to yourself or others, then it should not be carried out. All teachers and facilitators need to ensure they have considered this alongside the activities before delivering them, this is especially important during the pandemic with staff having to be especially vigilante of Covid related issues alongside risk related issues to do with activity and delivery in order to keep everyone as safe as possible.**

Risk Assessment can be carried out by a range of stakeholders in your teams and recorded and quality assured by the all Heads of Faculty, Head of School, TLR holders and fire, health and safety officer etc., to form part of the year review and where necessary on a ongoing basis by all staff members.

All members of staff are required to assess the risks that arise out of their work operations and the use of premises and to introduce appropriate measures to control risks and provide a safe working environment. An assessment of risk is a careful examination of what, in your work or environment, could cause harm to yourself or any others in the area or involved in your work (e.g. pupils). Examples of what may be considered a hazard

leading to a risk are: use of chemicals, use of electricity, contact sports, heating materials and part of your professional duties is to be aware of what is a hazard in your area of expertise.

Risk assessment is a stepped approach which must be systematically carried out, recorded and then reviewed at least once a year when new processes are added to a person's work or working environment (e.g. change in a scheme of work). Risk assessments that are carried out, as an integral part of a scheme of work should be written into the scheme of work. You must assess not only the risk to yourself, but for the pupils' doing the work in your lessons or using the equipment/facilities designated.

It is the responsibility of the Head of School or Head of Faculty (or delegated LTR holder) to ensure assessments of risk are shared between colleagues, (especially as part of the induction of new colleagues). However, as part of our responsibility towards each other, we should individually ensure that risks we have identified are shared with colleagues, and reported to the Deputies.

Step 1 Look for hazards.

Step 2 Decide who might be harmed and how.

Step 3 Evaluate the risks and decide if existing precautions are adequate or if more needs to be done.

Step 4 Record your assessment and how you could reduce the risk (via the Heads of School or Head of Faculty) with a summary of actions that should be taken to reduce the risk, together with any priorities, costs or resource implications. If the risk assessment is of a teaching and learning activity, record it in the Scheme of Work.

Step 5 Risk assessment produced annually and amended/added to throughout the year where necessary.

Step 6 Heads of Department and Heads of Faculty should put in place monitoring procedures to ensure that adequate precautions are being used to eliminate risks and hazards. Health and Safety, including Risk Assessment, should be regularly on the agenda and discussed in meetings.

Step 7 Head of School and Heads of Faculty should ensure that staff are appropriately trained/supported to carry out their work safely, and should identify training needs and place this in writing to the Deputies.

Risk assessment for all activities will still be conducted at source for all and every activity and are the responsibility of the delivery/teacher. Activities should not be carried out unless the teachers has undertaken this process.

Additional guidance and information can be found at www.hse.gov.uk

A form to be used for general written risk assessments is shown overleaf:

Risk Assessment

Assessor _____
Signature _____

Topics assessed
Elsewhere _____

Date _____

Planned
Review date _____

Additional

Where additional action is indicated it must be monitored through to completion and the risk assessment reviewed at such time to ensure suitability / effectiveness.

Hazard	People at risk	H Rating	Control measures (existing)	L Rating

H rating = Hazard rating (likely severity of harm based on people at risk)

L rating = likelihood of harm occurring based on the existing control measures

Risk banding = $H \times L$

Risk Assessment Action Plan

Remedial Action	Person responsible	Target date	Confirmation of completion (name and date)

Risk Assessment Matrix

Probability/Risk Maximum Possible Loss	Very Unlikely	Unlikely	Evan Chance	Probable	Very likely	Certain
No loss	1	2	3	4	5	6
First Aid Required/short rest/recovery	2	4	5	6	7	8
Fracture of a major bone or mild temporary illness	3	5	6	7	8	9
Loss of limb, eye or permanent illness	4	6	7	8	9	10
Fatality	5	7	8	9	10	11

Level of risk = Max possible loss x Probability (risk)

Low = 1-4; Medium 5; High 6 –11

Activities above a 5 are unlikely to be sanctioned

Frequency of Exposure (FE) calculation

Infrequent	Annually	Monthly	Weekly	Daily	Constantly
1	2	3	4	5	7

Frequency of Exposure (FE) x Risk Assessment score = Action timescale

Action timescale

Risk	Hazard Rating	Action timescale
Low	1 – 21	Within a month
Medium	22 – 35	Within a week
High	35 –77	Immediately