

# THE RIDINGS HIGH SECONDARY SCHOOL HEALTH & SAFETY POLICY

## ABBREVIATIONS

The following are used in the policy:

**BAALPE** \_British Association of Advisers and Lecturers in Physical Education

**COSHH** \_Control of Substances Hazardous to Health

**DSE** \_Display Screen Equipment (Computers)

**H&S** \_Health and safety

**HSE** \_Health & Safety Executive (enforcing body for health and safety legislation in schools.)

**NAAIDT** \_National Association of Advisers in Design & Technology

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## **PART A - GENERAL STATEMENT**

### **PREAMBLE**

**This policy is produced in respect of The Ridings High School only** and is supplemental to the Council & Education Service H&S Policies. (These are as contained in Part 1, Section 1.1 of the H&S Manual.)

### **STATEMENT OF POLICY**

The school recognises its responsibility to promote a culture where H&S issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

Without prejudice to the generality of the above the school will ensure, so far as is reasonably practicable, that:

- plant, equipment and systems of work are safe and without risks to health.
- the handling, storage or transport of articles and substances will be safe and without risk to health.
- information, instruction, training and supervision will be provided as necessary, to ensure the health and safety of employees, and those who are affected by the work of the school.
- the site is maintained in a safe condition and without risks to health.
- access to and egress from the site is maintained in a condition that is safe and without risks to health.
- a working environment is provided that is safe and without risks to health.
- there are adequate arrangements for staff welfare at work and the welfare of pupils and other visitors.

The persons with specific responsibilities for H&S are identified in Part 2 of this policy and the arrangements implemented to meet the above requirements are as detailed in Part 3 of this policy.

**Signed**  
**Chair of Governors**      **Date**

**Signed**  
**Headteacher**      **Date**

**OR**  
**Signed**

**Date**

**Chair of the Committee on behalf of that Committee following Approval of the Policy by the Committee at its meeting dated**

## **PART B . ORGANISATION**

### **GOVERNORS**

**Community & Voluntary Controlled Schools** .Governors have the responsibilities as identified in the Education Service Safety Policy.

#### **The Governors will ensure that:**

- the Headteacher produces a school H&S policy for approval by the Governors' Land and Buildings Committee of the and that this policy is regularly reviewed;
- risk assessments of work activities are undertaken and a written record of the assessments kept;
- sufficient funding is allocated for health and safety, e.g. in respect of training, personal protective clothing etc;
- regular (termly or on-going) safety inspections are undertaken;
- a positive H&S culture is established and maintained.

### **HEADTEACHER**

***(The Headteacher is the day-to-day manager of the site and is responsible for H&S on that basis.)***

#### **The Headteacher will ensure that:**

- a school H&S policy is produced for approval by the Governors' Land and Buildings committee and that the policy is regularly reviewed and revised as necessary;
- risk assessments of work activities are undertaken, that a written record of the assessments is kept and that the assessments are reviewed regularly and when they are no longer felt to be valid. (See the Management of H&S Regulations, Section 1.2 of the H&S Manual.);
- safe systems of work identified via risk assessment or to comply with national standards/guidance are monitored to ensure they are followed and effective;
- information and advice on H&S is acted upon/circulated to staff and governors. In particular the H&S Manual is kept in the office of the Director of Finance and Facilities so that it is available to all staff and governors, and the H&S bulletin is circulated for the attention of staff and governors;
- a safety inspections (termly or on-going) are undertaken;
- an annual report is provided to the school governors on the schools' H&S performance covering the areas identified in the annual return provided to the LEA;
- he/she cooperates with the Council in meeting its legal requirements in respect of the monitoring of health and safety practice and procedures;
- staff are competent to undertake the tasks required of them and that they have

been provided with any necessary training, equipment or other resources to enable the task to be undertaken safely;

- if he/she delegates H&S duties to an individual, normally referred to as the H&S Coordinator, they ensure that the duties are clearly defined, the person is competent to carry them out and that sufficient resources are allocated to enable them to be carried out.

## **H&S COORDINATOR**

***(This is the person delegated with specific responsibilities by the Headteacher in respect of the management of H&S.)***

### **The H&S Coordinator will:**

- receive all H&S information sent to the school and disseminate the information to staff/governors as necessary;
- advise the Headteacher and Governors on action required to comply with relevant H&S Legislation;
- in consultation with Head/Governors, set timescales/ensure work is carried out to meet the requirements of H&S Legislation;
- carry out the safety inspections (termly or on-going) -or ensure undertaken by a competent person.

## **HEAD OF FACULTY/DEPARTMENT**

The Head of the Faculty/Dept. is responsible for the day-to-day management of Health and Safety issues within the Faculty/Dept. The Head of Faculty/Dept. will:

- ensure that H&S is a standard item on the agenda's of Faculty/Dept. meetings;
- produce a Faculty/Dept. H&S Policy, which follows the conventions of the school policy;
- enlist the assistance of the H&S Coordinator in identifying competent persons to carry out risk assessments;
- ensure that H&S requirements, e.g. staff training, provision of Personal Protective Equipment (PPE), are adequately catered for from Faculty/Dept. budgets or brought to the attention of Head/H&S Coordinator/Governors as appropriate; and
- ensure that staff are made aware of H&S information relevant to them and have access to the H&S publications provided or referred to as standards.
- where Departments are within a Faculty they will need to publish additional/amended policies which reflect their individuality

## **ACCREDITED H&S REPRESENTATIVE (5)**

Accredited H&S representatives are trade union representatives, appointed by trade union members working for South Gloucestershire Council. Accreditation follows submission of the names of the representatives to the Council, by their local union officer, and issue of an accreditation card by the Council. The Accredited H&S

Representatives rights are covered by the Safety Representatives and Safety Committees Regulations 1977, an approved code of practice known as the brown book expanding on the basic legislation, whilst there is a local Safety Representatives Agreement which can be found in the H&S Manual, page 2.760.

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**EMPLOYEES (ALL)** [See relevant pages in Staff Handbook, published annually.] **All employees must:**

- take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions at work;
- report immediately, or as soon as practicable, any defects noted with plant, equipment, machinery, or the workplace generally, to their line manager or other designated person;
- not misuse anything provided for health and safety purposes;
- report any accident, near miss incident, dangerous occurrence or case of ill health arising out of work and cooperate with management in investigating such accidents or incidents;
- co-operate with management in respect of complying with H&S requirements.

**NB Staff are advised to ensure that their own vehicle insurance covers them for any use of the vehicle for work purposes. The Council does not hold insurance to cover use of private vehicles.**

#### **PREMISES MANAGER; SITE MAINTENANCE MANAGER; SITE PORTERS; CLEANERS**

Have responsibilities indicated for all employees together with those indicated within their particular job descriptions and any separately published statements.

#### **VOLUNTEER HELPERS**

Have the same duties as those indicated for employees.

#### **PUPILS**

*(Although pupils are not employed and have no specific responsibilities in legislation, other than the requirement on all persons not to interfere with items provided for H&S, schools will have expectations as to what is appropriate behaviour. It is recommended that such expectations be included here although what can be expected of the pupils will vary dependent on their age etc.)*

Pupils are expected to:

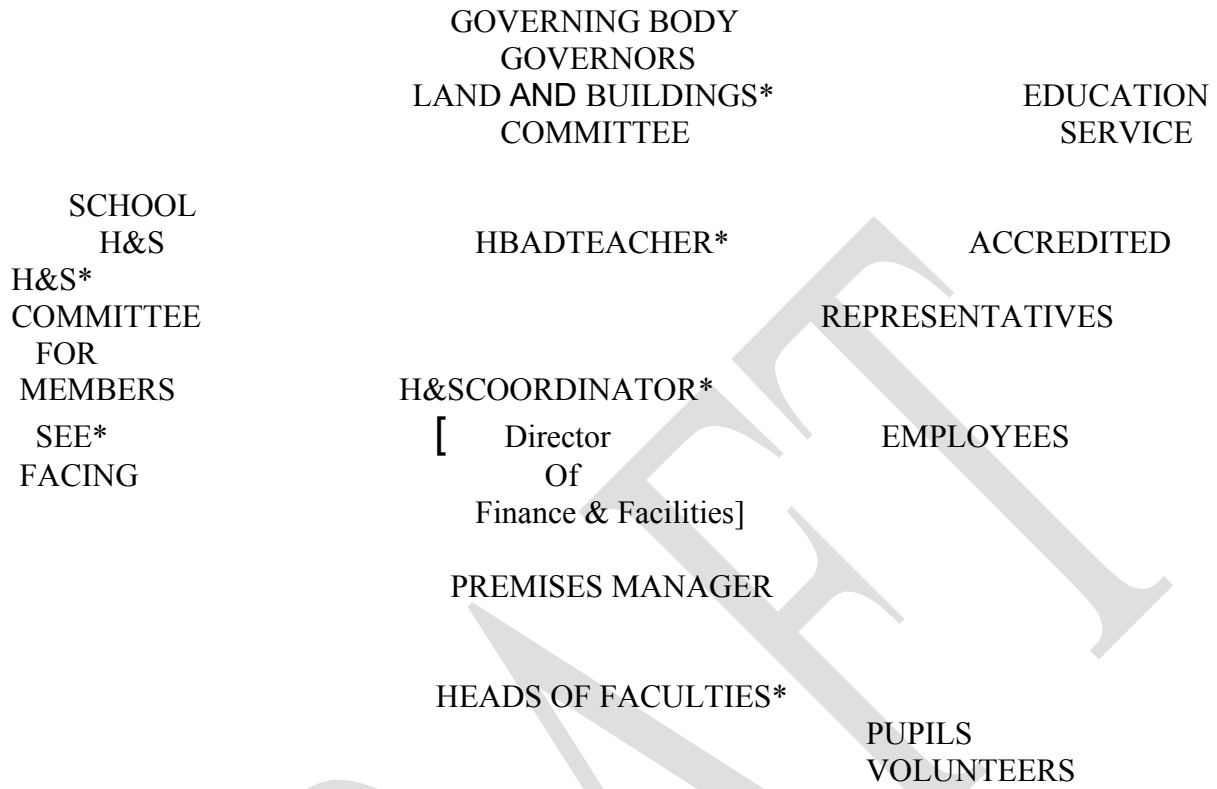
- comply with school rules relating to general behaviour;
- to take note of and comply with information provided for safety with regards activities undertaken;
- in cases of emergency to remain quiet, listen and obey instructions given by staff; and
- not to misuse anything provided for H&S reasons.

**Note:** General pupil expectations are reviewed, at least annually, published throughout the school (tutor rooms), and within Student Planners. Particular, specific

subject area expectations are communicated within particular Faculty areas; significantly relevant Health & Safety issues will be incorporated within schemes of work.

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# SCHOOL STRUCTURE AND LINES OF COMMUNICATION



## **PART C - ARRANGEMENTS**

The following arrangements have either been established through risk assessment at school level or are national standards. This section of the policy is split into two parts, part one is the school wide procedures, **general arrangements**, and part two is the more activity-based arrangements, specific **arrangements**.

Any reference to the H&S Manual is a reference to the Education Service H&S Manual for Schools.

### **GENERAL ARRANGEMENTS**

#### **I. ACCIDENT/INCIDENT RECORDING/REPORTING**

**1.1 – PUPILS** – All accidents to pupils are to be recorded in the schools **pupil accident book**, which is kept in the Medical Room. Any accident to a pupil which results in a fatality or their being taken to hospital, whether by ambulance, with member of staff or relative, etc. is to be telephoned through to the H&S unit immediately, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE as required). An Accident/Incident/Violence Report form must then be completed and sent to the Schools' H&S unit within 7 days. (The 'Accident Book' will be reviewed each day by a member of the Senior Management Board in respect of incident identification regarding 1.1 – 1.5).

**1.2 – STAFF** – All accidents to staff are to be recorded on the Accident/Incident/Violence form. Any accident to a member of staff which results in a serious injury, e.g. broken bone, a fatality or those requiring hospitalisation, are to be telephoned through to the H&S Unit immediately, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE if required). A copy of any Accident/Incident/Violence form completed by staff must then be sent to the H&S unit to arrive within 7 days of the incident.

**1.3 – VISITORS** – All accidents to visitors that result in either a fatality or the visitor being taken from site to hospital are to be telephoned through to the H&S Unit immediately, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE if required). An Accident/Incident/Violence Form must then be completed and a copy sent to the H&S unit to arrive within 7 days of the incident.

**1.4— NEAR MISS INCIDENTS** – For any near miss incident, which is an incident **with the potential to have caused serious injury, broken bone, hospitalisation or fatality to a person or serious damage to property, an Accident/Incident/Violence form is to be completed**. Where the incident is a notifiable dangerous occurrence, (see page 1.333 of the H&S Manual), they are to be telephoned through to the H&S unit immediately, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE if required).

**1.5 - VIOLENCE** - The definition of accident includes an act of non-consensual violence done to a person at work. The term non-consensual has been used to exclude injuries arising from situations where the injured person has agreed to the violent act taking place, i.e. injuries arising from certain sporting activities.

Any act of non-consensual violence, **which involves a serious injury, broken bone, hospitalisation or fatality**, is to be telephoned through to the Schools' H&S Unit **immediately**, telephone (01454) 863223. (This will enable the H&S unit to telephone the reportable incidents through to the HSE if required). An Accident/Incident/Violence form **must also be completed and sent to the H&S unit within 7 days**.

## **2- FIRST AID**

(See also appendix?)

The school will try to exceed the basic recommendations for first aiders made by the Council. This is a minimum of two nominated first aiders. Nominated first aiders are members of staff who hold a first aid at work certificate through attendance on a four day first aid at work course. The list of nominated first aiders is displayed on notices around the school or available from the office.

**2.1 FOLLOWING ACCIDENT** In all **cases** where an accident involves a serious injury, e.g.

broken bone, or where there is any doubt about the injury:

- The injured person is not to be moved, unless in danger, until assessed by the nominated first aider.
- The appointed person will decide what action is to be taken
- Where they are in doubt as to the severity of the injury the advice is to **obtain immediate medical attention** by dialing 999 and asking for an ambulance.
- In cases involving pupils, the parent/guardian should be contacted as soon as possible, but this should not result in a delay obtaining medical attention.

For **cases** involving injuries to pupils that are less serious, e.g. sprains, strains, cuts etc. parents/guardians will be contacted and advised of the situation and asked to take pupil to hospital/GP.

In other cases, e.g. where no injury **is visible** or a pupil bumps their head, the pupil will be observed. If concerns increase medical attention may be obtained. In **all cases** the parents will be advised of the injury.

**2.2 -RECORDING** Any accident where first aid is administered is to be recorded

either in the pupil accident book or on an Accident/Incident/Violence Report form as indicated in I—Accident/Incident!

### **Violence Form.**

**2.3 FIRST AID BOXES/MATERIALS.**— First aid boxes are kept on site and these only contain approved materials. (See H&S Manual, pages 1.230/1.) The boxes are available for use by all staff/adult visitors on site.

**2.4 INJURIES INVOLVING BLEEDING.** Staff dealing with injuries involving bleeding must wear appropriate protective clothing. Disposable gloves and disposal aprons are provided for this purpose and kept in the first aid box.

**3 INFECTIOUS DISEASES** The school follows the national guidance produced by the Department of Health, which is summarised on the poster, '**Guidance on infection Control in Schools and Nurseries**'. This is displayed in the Medical Room. Supplemental information on local contacts is contained in the **Handbook for Schools on Infectious Diseases** kept in the Medical Room.

**4 MEDICAL NEEDS** The school will try to accommodate pupils with medical needs wherever practicable in line with the **School Policy on Managing Medical Needs**. (This policy is **published separately and a copy is kept in the Medical Room**)

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**5 CONSULTATION WITH EMPLOYEE** The school complies with the H&S (Consultation with Employees) Regulations 1996 by:

- having H&S as a standard item on the agenda of all staff meetings;
- circulating the Education Service H&S Bulletin to all staff; and
- where appointed, consulting with the Trade Union Accredited Safety Representative in good time on all H&S issues. [To this end the accredited safety representative/representative of employee safety, if appointed, will be invited to become a member of the School's H&S Committee.]

## **6- CONTRACTORS ON SITE**

There are two distinct types of contractors who will have access to site. These will be service contractors who regularly work on the site and contractors who come to site on an as and when basis. The latter are usually involved with building work.

**6.1 — SERVICE CONTRACTORS** — Service contractors have regular access to site as specified by a contract. Such contractors' visits can vary from an annual visit, e.g. to service boilers, check fire extinguishers etc., to those on site daily, e.g. cleaning or catering staff. The contract specifies what work is expected of them and what they can expect from the school.

Their personnel will follow their own safe systems of work but their working methods do take into account how they will impact upon the staff/pupils/other visitors on site.

The school will provide details of its safe systems of work to the contractors where relevant and in the case of the cleaning! catering contractors has informed them over emergency arrangements. A copy of this policy has also been provided to them.

**6.2 – BUILDING CONTRACTORS** – These are contractors who attend site to undertake building works, which can vary from simply replacing a broken window to remodelling a room or building a new block. The following is the general risk assessment on these activities that identifies the potential hazards and how these will be minimised/eliminated.

Hazards associated with building work relate to personal injury or damage to health caused by:

- slips/trips/falls as a result of contamination of surfaces by spillages, trailing leads or unprotected edges;
- being hit by falling objects dropped by persons working above head height;
- inhalation of smoke/fume through heating substances or use of same, i.e. paint/varnish/tar etc.
- coming into contact with machinery or vehicles.

The above is only a brief outline of the hazards associated with this activity that may occur in areas where staff and pupils have access. Such hazards are controlled by the arrangements listed below and effective supervision of pupils.

**6.2.1 – SMALL SCALE BUILDING WORKS** – This will include day-to-day maintenance work and all work undertaken on site where a pre site meeting has not taken place.

Practice to be followed

- All contractors must report to the office on their arrival and under no circumstances are they to commence work until given approval to do so by the **Premises Manager**.
- Before any work is commenced, it is essential that the Premises Manager is made aware of:
  - i) what work is to be undertaken,
  - ii) where the work is to be carried out,
  - iii) an indication of the likely timescale,
  - iv) what equipment is to be used,
  - v) what services are required.
- Before work is to commence, the contractors must be advised by the Premises Manager, i) where they can gain access to services,
- ii) what the fire precautions are for the building, i.e. upon hearing the alarm, which is a continuous bell, they must exit the building immediately and report to the relevant assembly area identified.
- iii) any particular problems with the work, e.g. access may still be required to the area.
- The contractors must be issued with a visitors pass and advised that it must be worn at all times whilst on site.
- The contractors must be advised who to contact on site if they have a problem.

Note: The Premises Manager will consult with/advise the Senior Management Board as necessary, but especially with regard to impact on pupils and staff.

**6.2.2 – LARGE SCALE WORKS** . This encompasses all work where a pre site meeting is required. In normal circumstances this will involve work where part of the site is completely handed over to the contractors. Such work may come under the requirements of the Construction Design and Management Regulations and in such cases the school will appoint a Planning Supervisor, in line with the advice given in the H&S Manual. (See H&S Manual, page 2.075.)

For all large scale works a pre meeting will take place and the Headteacher (or **his nominated representative**)/**Director of Finance and Facilities** will attend the meeting. This meeting will identify timescales for work, methodology (noisy work done when school is unoccupied wherever possible), access requirements, emergency access requirements, etc.

## **7-RISK ASSESSMENTS**

The school risk assessment process is ongoing but comprises the following specific elements. [In all cases staff, pupils and other visitors may be affected by the activity.]

**7.1 TEACHING ACTIVITIES** . The significant outcomes from the risk assessments on teaching activities, i.e. those specifically related to educating pupils, are either included in the point of use text/scheme of work/job sheet or the standard followed for the individual activity. These assessments form part of, or are referred to, in this safety policy.

Where specific arrangements are included in this policy the risks associated with the specific activity are identified together with the necessary control measures.

**7.2 – COSHH** . The school has completed a COSHH assessment based on the Education Services School COSHH Assessment Self Help Pack. (The assessment is **attached as Appendix /kept in**

### **7.3 MANUAL HANDLING**

[See relevant section in Staff Handbook, published annually].

**7.3.1 – EQUIPMENT/MATERIALS** . All staff are advised that before undertaking any manual handling task they ask themselves **CAN! MOVE THE OBJECTS WHERE! NEED TO SAFELY AND WITHOUT RISKS TO HEALTH?** Where staff feel the answer is, 'No', or they are unsure, they have been advised to obtain assistance. Staff will then ask themselves the above question again taking into account the assistance obtained, e.g. a second person or making use of a trolley. (Site Porters are especially available).

A list of the regular manual handling tasks undertaken, including movement of stationery, raw materials etc. have been listed to indicate what this involves and this information is attached as Appendix . The practice for setting out PE Equipment is

displayed near the equipment.

**7.3.2 MANUAL HANDLING – PUPILS** . All pupils who may need to have manual handling support will be assessed using the manual handling assessment forms included within the H&S Manual. This initial assessment will identify if there is a significant risk of injury and subsequent to this if a significant risk of injury is identified further assessment information will be identified. See assessment forms in H&S Manual

Only staff who have received manual handling training or instruction are to participate in tasks involving the lifting of persons.

**7.4 – DISPLAY SCREEN EQUIPMENT(DSE)** .Any member of staff who is a USER of DSE has completed the USER AUDIT (See H&S Manual, pages 1.198 to 1.202.) for the workstation(s) where they work.

Other workstations incorporating DSE have been assessed to ensure they meet the minimum requirements as contained in the DSE Regulations. (See H&S Manual, page 1.175.)

**7.5 – WORKPLACE** . An inspection of the workplace, buildings/grounds, has been undertaken in order to identify where it fails to meet the requirements of The Workplace (Health, Safety & Welfare) Regulations 1992 as supplemented by the Education (School Premise) Regulations. The school also undertakes regular inspections to proactively identify defects with the workplace.

Staff and pupils are encouraged to report any defects they note. All works identified are prioritised and the work is then either carried out or programmed for completion as and when funding becomes available.

**7.6 – COMPETENCE** . All staff appointed are considered to be competent to perform the tasks they are given. Competence is viewed as one of the key elements of risk management as the only way to control dynamic work situations is through having competent persons in charge, who can react to changes and take appropriate measures. The school considers its staff to be competent but will provide adequate training/instruction or supervision as appropriate.

**7.7 – SECURITY** .A site security assessment based on the information contained in the H&S Manual has been undertaken.

**7.8 . FIRE PRECAUTIONS** . The school has undertaken a fire precautions risk assessment utilising the information contained in the (Guidance Note for Primary Schools on Complying with Fire Precautions Legislation)??????????.

In particular

- A fire plan, indicating position of call points, fire exits, detectors, etc. is displayed in the lobby/office
- Fire evacuation notices are displayed in each workroom.
- Information is kept on maintenance arrangements, e.g. checks on alarms and

fire extinguishers.

- Fire drills are carried out twice during the Autumn Term and once per term thereafter

## **8— GENERAL MAINTENANCE CONTRACTS**

All equipment on site will be maintained in efficient working order to ensure that it is safe to use. Without detracting from the generality of the above the following maintenance arrangements have been made.

**8.1 FIRE EXTINGUISHERS** Fire extinguishers are subject to an annual check by contractor and on a weekly basis the extinguishers are checked, by the **Site Porters**, to ensure that they are in position and that the pins are in place.

**8.2 PE EQUIPMENT** All PE equipment is subject to regular visual inspection, carried out by staff prior to use. If defects are noted, the Director of Sport will assess whether the equipment can remain in use or whether it needs to be taken out of use pending repair.

On an annual basis an independent service contractor inspects the PE equipment.

### **8.3 PORTABLE ELECTRICAL EQUIPMENT**

[See relevant section in Staff Handbook].

All portable electrical equipment is the subject of regular visual inspections, carried out by staff prior to use of equipment, to identify any damage to the equipment, plug or cable. If defects are identified then the equipment is put out of use until it is checked, to ensure safe operation, or the defect is remedied.

All portable electrical equipment is the subject of an annual portable appliance test. (See page 1.275 of the H&S Manual.)

## **9 - SCHOOL TRIPS**

A separate school trips policy has been produced. This is ***attached as an appendix and is available in all Faculty areas, Human Resources Department and from Deputy Head Admin.***

## **10 -TRANSPORT**

The school has adopted the council guidelines for the transport of pupils. One of the following options will therefore be used.

- Staff transport pupils/equipment in their own cars. Staff who use their own cars must confirm that their insurance policy covers them for this purpose. Such cover is not provided by the Council.

- Staff transport pupils/equipment in the school minibus or a minibus hired in for the purpose.

**NB: Only Staff who hold the Council's Certificate of Competence to drive a minibus are able to drive the minibus.**

- Transport and driver are hired in from a reputable source. This is the usual practice for school trips.
- The parent(s)/guardian(s) of the pupils are advised of the venue and time of activity and that their son(s)/daughter(s)/ward(s) are required to be there at that time. (See page 2.810 of the H&S Manual for additional information.)

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## SPECIFIC ARRANGEMENTS

*The specific arrangements for a Secondary School should have been identified by risk assessment, see above, and each individual Department/Faculty will produce a safety policy indicating its own H&S structure together with the outcome, the safe systems of work, of the risk assessments undertaken. It is not possible to provide standard text here but the following is put forward as a sample for Faculties/Departments to follow.*

### I. FACULTY/DEPARTMENT

#### 1.1 ORGANISATION

Without detracting from the general Organisation contained within the School H&S policy this Organisation expands on the individual responsibilities for H&S identified within the Faculty.

#### **HEAD OF FACULTY**

The Head of the Faculty has been delegated the responsibility for H&S within the faculty by the Head Teacher.

#### **Specifically the Head of Faculty/Department will ensure that:**

- a positive H&S Culture is established within the Faculty/Department;
- that a Faculty/Departmental H&S Policy will be produced and regularly updated
- he/she enlists the assistance of the H&S Coordinator in identifying competent persons to carry out risk assessments
- H&S information is circulated to all relevant staff and a copy of the information retained in the Faculty Library Area;
- staff are informed of their H&S responsibilities;
- adequate resources/training are provided to enable staff to undertake their jobs safely and effectively;
- a budget will be set aside for dealing with H&S issues; and
- that H&S issues will be included in the basic considerations for any alterations to practice/procedure or in accommodation.

#### **ALL FACULTY STAFF**

[See relevant section of Staff Handbook].

**All staff have a legal responsibility for their acts or omissions at work.** Where an individual has a specific role in terms of H&S it will be specified within this policy but **all staff are advised** that they are empowered to take action they **deem necessary to prevent injury or damage to property.**

#### **TEACHERS**

### **Teachers are responsible for ensuring that:**

- they, and pupils under their control, make use of any H&S provision as necessary;
- they undertake regular inspections of equipment and their rooms and bring any faults to the attention of the designated person;
- they bring to the attention of the designated person any H&S concerns relating to practice, procedure, equipment or accommodation;

### **TECHNICIANS**

**Have the duties of all employees** and in addition will ensure that they fulfil the responsibilities identified within specific job description.

#### **Particular, relevant duties include:**

- undertake Maintenance of Machinery as specified. (Particularly relevant to Reprographics, D&T, Portable Electrical Equipment, Fume cupboards.)
- undertake regular visual inspections of specified equipment;
- move equipment/materials to different locations;

### **DESIGNATED PERSON (5)**

The Head of Faculty should identify here anyone who has been given specific duties.

Examples of duties include to act:

- as Radiation Protection Supervisor;
- COSHH Assessor/Coordinator; and
- Nominated First Aider;

### **PUPILS**

A list of the rules in place for the individual Faculties/Departments need to be included. Activity areas will generally have more rules but all Faculties/Departments will have certain expectations of Pupils.

## **1.2—ARRANGEMENTS**

These will cover any specific arrangements relating to a Faculty/Department. This will need to include copies of relevant schemes of work, identify the standards adopted, refer to school procedures or those in the H&S Manual and either refer to or attach any specific assessments not covered by the above, e.g. manual handling, COSHH.

A clear statement is required indicating which standards have been adopted by the Faculty/Department. Reference should be made to the specific risk assessments as identified in

3.1.7, Part C –General Arrangements, Section 7, and these should be attached to the document.

**NB; If schemes of work are kept in staff folders or in a central master file it is acceptable to refer to these documents.**

For information on Standards adopted see the relevant Section of the H&S Manual.

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