ANNEX A

BEDFORD SCHOOL BOARDING HOUSES

HEALTH AND SAFETY RESPONSIBILITIES

Apart from the normal supervisory role Housemasters will have the following specific duties under the School’s Health and Safety policy.

Health and Safety

• Carry out a health and safety inspection review each term using the standard inspection sheet and return this to the Bursary once completed.

Fire

• A Fire Risk Assessment is to be prepared, reviewed half yearly and held in the House for ease of reference. It is to be made available to the Fire Officer during any inspection.
• Ensure that all fire doors are kept closed at night, this task being undertaken by themselves, another member of staff or delegated to a pupil under supervision.
• Make arrangements for night-time fire practices at the agreed frequency and ensure they are duly logged.
• Ensure that all pupils and sleeping-in domestic staff in the house are fully familiar with all fire instructions and that they are rehearsed. This should include alternative fire escape routes.
• Regularly monitor all the dormitories as to correct use of authorised electrical equipment. Equipment brought in to the House must be of a regular standard of manufacture and maintenance. All portable appliances will be tested early in the academic year by a suitably qualified person.
• Ensure that all means of escape in case of fire are kept free and unobstructed at all times.
• Consult the Head Porter if there are any problems with the servicing of fire extinguishers.
  • Ensure that the fire alarm is tested on a weekly basis and the emergency lighting is tested on a monthly basis by an appropriate member of staff and ensure that this testing is duly logged.
• Ensure that the appropriate fire notices are up-to-date and clearly displayed.

Security
The security of the Boarding House is a primary consideration.

• The Housemaster is to ensure that access to the House during the day is suitably controlled and that at night all entrances are secured.
• Visitors and tradesmen are to report to the House staff before entering the Boarding House.
• The security régime including security lights, digital locks and locking up routine is to be reviewed regularly.
COSHH
The Housemaster is responsible for ensuring that Boarding House staff comply with the statutory COSHH regulations regarding cleaning materials and substances which are deemed hazardous to health.

• COSHH materials are to be stored securely and used in accordance with their instructions. Written guidance on the correct use of cleaning materials is to be kept in the House and made available to staff.

Electrical Equipment
• Fixed electrical installations will be tested in accordance with the School’s maintenance schedule as arranged by the Foreman of Trades (every five years).
• Portable appliances, including the property of boarders brought in to the Boarding House, will be inspected annually in accordance with PAT testing requirements. This will be arranged by the Foreman of Trades.

Legionella Management
• A régime of checks including cleaning of shower heads and recording hot water temperature readings will be carried out by house staff at the start of each term under the co-ordination of the Foreman of Trades.
• The School policy on Legionella is set out at item 3.12 of the main Health and Safety policy.

Outings Off Site
• Outings off site under the sponsorship of the Boarding House must be subject to a risk assessment to ensure the safety of boarders. A risk assessment for each visit is to be produced in writing and filed by the member of staff co-ordinating arrangements for the outing. Generic risk assessments may be used but should be adapted appropriately for each visit.

Staff
• All Boarding House support staff are to be appointed subject to the following procedures:
  1. A personal interview with the Housemaster or spouse or the School’s HR Adviser
  2. Provision of two satisfactory references including but not limited to informal consultation with referees with regard to the applicant’s suitability for working with children.
  4. Any gaps in the cv satisfactorily accounted for.
5. No boarding house staff member may take up their appointment prior to DBS clearance.

6. All those over 18 residing in a Boarding House (other than pupils or employees) will be required to undertake a DBS check and sign the School's resident's policy.

- Support staff on probation should receive guidance and supervision in their dealings with pupils. Their performance should be assessed regularly during this period and unresolved shortcomings or inappropriate behaviour brought to the attention of the Bursar via HR.

- Boarding House staff will be appointed formally by the Bursar on the recommendation of the Housemaster.

Dogs
Dogs are not generally permitted on the School site, with the following exception:

- Those in resident accommodation are permitted to keep a dog. Assistant Housemasters should consult with Housemasters before doing so.

- Housemasters are responsible for briefing all new members of the House about these dogs. This briefing should take account of the following two issues in particular:
  a) Those unused to dogs (perhaps from a cultural perspective) should be reassured and given guidelines how best to react.
  b) If the dog has any particular habits or behaviour that is likely to cause concerns to boys or visitors unless they are aware, these should be made clear, with sufficient guidance given to avoid problems.

The Housemaster or Assistant should be aware of the fact that people with access to their private accommodation on occasion might have difficulties with dogs and undertake to respond to that with appropriate sensitivity.

Emergency Planning
An emergency in a Boarding House could manifest itself in a number of ways, and Housemasters must be familiar with the aide mémoires for a variety of scenarios which are set out in the School's Emergency Plan.

Health and Safety Adviser
The Harpur Trust Health and Safety Adviser will visit each Boarding House every 6 months to carry out a Fire Risk Assessment and to review the implementation of recommendations from previous visits.

Glass
- An important element of the safety audit will be a review of glazing. Non safety glass is to be replaced in areas vulnerable to breakage with either the application of safety film or toughened glass.
- Window restrictors are to be fitted to all dormitory windows and are regularly checked by the Boarding House Handyman.
Asbestos

• Asbestos Containing Materials (ACMs) exist in some Boarding Houses. A programme to dispose of ACMs has been ongoing and is co-ordinated by the Deputy Bursar.

• ACMs are perfectly safe whilst sound and only become dangerous when the material has been disturbed or damaged.

• A register of ACMs in each Boarding House has been compiled by the Deputy Bursar and Housemasters should make themselves familiar with the location of ACMs in their Boarding Houses.

• All identified ACMs in boarding houses are to be indicated with a warning sign for ease of recognition.

• Work on any ACM is only to proceed with the express authority of the Deputy Bursar.

• Housemasters to inform all contractors of the location of ACMs.

• Housemasters to ensure contractors sign the Contractors’ Log Book.

• Housemasters to inspect ACMs each term.

Accidents

• All accidents in Boarding Houses are to be reported to the Bursary (Bursary Administrator) on the appropriate form within 48 hours of the incident.

BOARDERS USE OF THE RECREATION CENTRE

Boys from the School use the Centre in the evenings and at weekends. At all times a member of the Boarding House Staff should accompany the boys. Usual rules regarding access to the various facilities are strictly adhered to. At times when members of the public are present in the Rec Centre boys should use the rear door, behind the sports hall. A separate changing facility (currently room 3) only should be used, with the keypad code only being available to pupils and members of staff.

January 2018
First Aid Policy

Bedford School Health & Safety Policy

The School will take all necessary steps to comply with the Health & Safety (First Aid) Regulations 1981 as well as generally accepted First Aid procedures as applicable to Independent Schools.

1. Aim of First Aid

To provide care after an injury or accident until professional medical or nursing assistance is available.

2. Aim of the School’s Policy Statement on First Aid

This document sets out the policy to be followed for the provision of First Aid within the Bedford School Estate during term-time and in the holidays. It also gives general guidance for the provision of first aid for pupils and staff on tours and visits away from the School. There will always be a first aid trained member of staff on duty during the school day, and during working the working day in the school holidays.

3. Role of First Aiders

The role of the first aider is to provide care after an accident or injury including preserving life, minimising further injury and making the patient as comfortable as possible until professional medical or nursing help is available.

4. The Medical Centre

The Medical Centre is open from 0815 to 1730 Monday – Saturday term time only. It is not open on Sundays or during the School Holidays.

5. The Role of the Medical Centre

The Medical Centre is run by 5 registered nurses (one full time Medical Nurse Manager and four part time) Dr Goulding, from De Parys Medical Centre, is the Senior Medical Officer with other doctors from the practice sharing the rota for 2 surgeries per week held in the medical centre. Nurses attend Prep School during morning and afternoon breaks to see and treat boys who are unwell, or who have been injured during break time.

The Medical Centre provides, as a minimum, the medical cover listed below for employees at the School, day boys, and boarders during the School day and visitors to the School. It is a manned "drop in" facility and the Nurse on duty is not expected to attend at other locations on the School estate to provide treatment except in an emergency. Where this arises the Nurse on duty should use her
discretion after assessing the conflicting need to man the Medical centre, especially if there are patients in her care, and the nature of the emergency.

The functions of the Medical Centre are:

- First Aid Treatment
- Assessment and treatments if required for minor injuries or minor illnesses.
- Health screening of new Prep school pupils and Boarders. Medical information is stored on i-Sams and this information can be accessed by staff, including care plans.
- Ongoing treatment for boys with chronic medical problems, (such as asthma, epilepsy, diabetes, allergies etc.), but only under clear guidance from the boy's GP or consultant and with the agreement of the School Medical Officer (SMO). Further details regarding the dispensing of medicines are set out at in the H&S policy 3.5.3. Staff are kept informed as appropriate of the arrangements regarding pupils with such chronic problems. Staff are kept informed as appropriate of the arrangements regarding pupils with such chronic problems with specific plans that are in place for individual's as well general guidance about how to act in emergencies. These policies can be found on SharePoint under the Medical centre section (staff access only).
- Follow up treatment as required.
- Referral of boys to the School Medical Officer, Counsellor or hospital as necessary.
- Health Promotion through various outlets
- Maintain First Aid facilities throughout the School and arrange First Aid training for staff. Teaching staff emergency protocols prior to trips i.e. epipens, epilepsy emergency medications.
- Implement vaccination programmes arranged by the Child Health Department.

6. **Location of First Aiders at Work**

There are members of staff who have been trained to give first aid treatment who normally work in the following locations: Ref. Annex B

a. The Main School Building
b. The Prep School
c. The Science Building
d. The Recreation Centre
e. Design and Technology Department
f. The Dining Halls/Kitchens
g. Maintenance Workshops
h. The Bursary
7a. Gordon Field

There should be a member of staff present at the Gordon Field who has a knowledge of Emergency First Aid. There is a BT landline in the 2nd Pavilion available for emergency use. It can be accessed with the Gordon Field key.

On Tuesday and Thursday during US Games sessions: There is a designated member of staff on the Main School site who has the use of a mobile phone and transport in the event of an emergency. Saturday: When the Gordon Field is in use there is a designated member of staff on site who will have a mobile phone, first aid box and transport available in the event of an emergency.

Staff using the Gordon Field MUST ensure they take a 1C9 key which accesses the gates, emergency access and the emergency phone.

7b. Ickwell Bury

Ideally a trained first aider should be present when the Field Study Centre is in use, but as a minimum a person with a knowledge of emergency First Aid, a first aid kit, mobile phone and transport must be immediately available.

8. Action in the Event of Injuries and Accidents

First aid trained members of staff have valuable skills and all injuries should, whenever possible, be assessed by them. However it is accepted that those with minor injuries may simply report direct to the Medical Centre.

a. Any casualty judged capable of moving by a first aider should be accompanied to the Medical Centre and transferred to the charge of the nurse on duty. In the case of a more serious injury the nurse should be called to the casualty. The School ‘golf’ buggy could be used to assist the transfer of the injured person if appropriate.

b. In an extreme emergency, an ambulance may be called. When an ambulance is called, a person should be detailed to receive the ambulance at the nearest gate to where the emergency has occurred e.g. Burnaby Road entrance or Brickhill Drive (for Gordon Field) and direct it to the casualty.

c. CASUALTIES WITH SUSPECTED FRACTURES OR BACK OR NECK INJURIES MUST NOT BE MOVED UNLESS THE NURSE OR AMBULANCE PERSONNEL ARE PRESENT. For the patient’s safety and insurance reasons, they must NOT be moved on the instructions of ANY bystander.

d. An ambulance should be called if there is any doubt about the condition of any injured person and a school nurse is not immediately available. Staff and boys should always act in the best interests of the injured person with all necessary precaution.

9. Major Incidents

In the event of a major incident involving a number of casualties, the following action is to be taken by the senior person at the scene:
a. **During the Normal Working Day:** Inform the Bell Room or Prep School reception and state the location of the incident. Give brief details including the number of casualties and the type of injuries. The Bell Room or PS Reception will then inform the following in the order shown:

   i) Ambulance and Police - 999
   ii) School Nurse - 362261 or 07850 596803
   iii) The first member of the Core Management Team that you are able to contact.

b. **Out of Working Hours:** Call 999

10. **Accident Reporting**

a. The Medical Centre records details of all injuries which require treatment by School nurses or which require treatment at the Accident & Emergency department at Bedford Hospital. The Medical centre staff are responsible for informing parents and Boarding Housemasters of the situation and for continuing to liaise with them. An accident report is forwarded to the Bursary for retention and RIDDOR action if appropriate. Minor injuries which are treated in situ are recorded in Accident Books held in various departments around the School. (see 3.11 also)

b. RIDDOR Reporting: RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013) procedures are handled by the Bursary. A report will be filed with the Health & Safety Executive, if appropriate, once the accident report has been received. (see 3.11 also for further information)

11. **Spillages**

Spillages of any body fluids are to be reported immediately to the Cleaning Services Manager (ext 2258) who will arrange for the appropriate cleaning and disinfection of the affected and immediate area.

12. **Availability of Medical Cover out of School Hours**

When the Medical Centre is closed, emergency medical cover can be obtained for boarders by telephoning the School Doctor on 01234 350022 (De Parys surgery hours are Mon-Fri 8.00 am to 6.30 pm). Boarding staff are also able to call 111 to be put through to HUC or 999 for life threatening emergencies.

13. **School Holidays**

First Aid cover for employees who work in the School Holidays will be provided by members of the Support Staff who are trained and qualified First Aiders having attended an HSE approved course. The rota for this will be drawn up by the Bursary Administrator who will advise the Bursar if cover cannot be provided for a particular period.

14. **First Aid Training**

It is the School's policy to arrange for all teachers, and those working with children, to gain a basic qualification in First Aid.
The School encourages all staff to attend a one day Appointed Person’s First Aid Certificate course which gives basic training in handling life threatening incidents which may occur in Schools. This will give them the minimum level of competence required to save a life in an emergency. A certificate of attendance is awarded. Courses are held approximately once a term on the School campus. In addition a short, non-certificated training course is held for all academic staff every three years to cover basic first aid, including the use of defibrillators and epi-pens. A qualified First Aider is, however, a person who holds a current first aid certificate issued by an organisation whose training and qualification are recognised by the Health & Safety Executive.

Provision has been made for three members of staff per year to be trained or retrained to Health and Safety Executive standards. This certificate is valid for three years. Over a three year period this should provide a ‘bank’ of nine first aiders, not allowing for vacancies that may arise. These members of staff are carefully selected. They are usually non-teaching staff who can be contacted easily to go rapidly to the scene of an emergency without having to arrange cover.

It is recognised that certain members of the teaching staff will require First Aid Certificates to enable them to carry out specialist duties, such as Duke of Edinburgh Expeditions, CCF activities and School trips abroad. Courses can be arranged to suit their requirements. Training is coordinated by the Senior School Nurse.

15. Re-training

The first aid qualification lasts for three years. The Medical Centre will make arrangements for re-training and re-qualification for each first aider during the third year.

16. First Aid Boxes

These are located as per Annex A. The Medical Centre aims to check all boxes once a term. Any person who uses an item from a first aid box should inform the Medical Centre as soon as possible so that it can be replaced.

A first aid box should be a strong container impervious to dust and damp. It should be clearly labelled First Aid by a white cross on a green background.

The contents of a first aid box should be readily available to anyone wishing to use them. Only the following first aid supplies should be kept in it:

a. a card with general first aid guidance

b. a supply of individually wrapped sterile adhesive dressings (plasters)

c. sterile eye pads with bandage triangular bandages (preferably sterile, but if not, a sterile covering appropriate for serious wounds should be included)

d. safety pins

e. a selection of sterile wound dressings, various sizes

f. disposable gloves

g. yellow clinical waste bag
h. resuscitation face shield

17. **Transport**

A school vehicle is made available at the Gordon Field (Brickhill Drive) to enable casualties to be conveyed to the Medical Centre/hospital as appropriate. It is expected that a school vehicle will be at Ickwell too, having been used for transport to and from the site.

Transport to hospital from the School Campus, if not an ambulance emergency, is arranged through the Bell Room. If a driver and car cannot be provided a taxi will be arranged.

18. **Tours and Visits away from the School Estate**

Whenever possible, a trained first aider should be included on officially sponsored tours and visits. A first aid box, available from the Medical Centre, should always be taken on such visits by the first aider or the person in charge where there is no first aider.

19. **Defibrillator**

There are five on the school site, located in Main School Building foyer, the Erskine May Hall, the Quarry Theatre, the Medical Centre and the Rec Centre.

**DISSEMINATION OF INFORMATION**

This policy statement is to be displayed in all Common Rooms, the Medical Centre, Bursary, Bell Room and prominently on noticeboards in those departments listed in paragraph 6 above. Copies are also to be held by all Heads of Department and trained first aiders.

Copies of Annex B giving the names of trained first aiders for each of the locations listed at paragraph 6 together with the telephone numbers of the Medical Centre and the School Doctor are to be displayed prominently in those locations and adjacent to first aid boxes. The location of first aid boxes and information on first aid is to be indicated by a white cross on a green background.

**James Hodgson**

Head Master

Reviewed January 2018

Next review January 2020
APPENDIX A TO FIRST AID POLICY STATEMENT

<table>
<thead>
<tr>
<th>LOCATION OF FIRST AID BOXES</th>
<th>PERSON RESPONSIBLE FOR MAINTAINING</th>
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<tbody>
<tr>
<td>PREPARATORY SCHOOL</td>
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<tr>
<td>ERSKINE MAY HALL</td>
<td>MRS J CURTIS</td>
</tr>
<tr>
<td>NASH’S</td>
<td>MISS P OAKLEY</td>
</tr>
<tr>
<td>INKY</td>
<td></td>
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<tr>
<td>WELLS FOYER</td>
<td>MRS J CURTIS</td>
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<tr>
<td>LABORATORY</td>
<td>MR M ROBERTS</td>
</tr>
<tr>
<td>COMMON ROOM</td>
<td>MRS J CURTIS</td>
</tr>
<tr>
<td>PALMERS</td>
<td>MRS J GEDYE</td>
</tr>
<tr>
<td>D&amp;T</td>
<td>MISS I BOWIS</td>
</tr>
<tr>
<td>TISDALLS</td>
<td>MR D MAITLAND</td>
</tr>
<tr>
<td>MAIN SCHOOL BUILDING</td>
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<tr>
<td>A FLOOR BELL ROOM</td>
<td>MEDICAL CENTRE</td>
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<tr>
<td>B FLOOR ECONOMICS DEPT</td>
<td>MEDICAL CENTRE</td>
</tr>
<tr>
<td>C FLOOR MODERN LANGUAGES</td>
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<tr>
<td>D FLOOR GEOGRAPHY DEPT</td>
<td>MEDICAL CENTRE</td>
</tr>
<tr>
<td>MEM HALL COMMON ROOM</td>
<td>MEDICAL CENTRE</td>
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<tr>
<td>RECREATION CENTRE</td>
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</tr>
<tr>
<td>HEAD OF P.E. OFFICE</td>
<td>MR B BURGESS</td>
</tr>
<tr>
<td>SPORTS HALL CORRIDOR</td>
<td>MR J ELWORTHY*</td>
</tr>
<tr>
<td>SWIMMING POOL</td>
<td>MR J ELWORTHY*</td>
</tr>
<tr>
<td>FITNESS SUITE</td>
<td>MR J ELWORTHY*</td>
</tr>
<tr>
<td>OLD THEATRE (3)</td>
<td>MR J PHARAOH*</td>
</tr>
<tr>
<td>DESIGN &amp; TECHNOLOGY (3)</td>
<td>MR C WARD</td>
</tr>
<tr>
<td>ART (2)</td>
<td>MR M CROKER</td>
</tr>
<tr>
<td>POTTERY</td>
<td>MR M CROKER</td>
</tr>
<tr>
<td>SCIENCE BUILDING</td>
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</tr>
<tr>
<td>PHYSICS</td>
<td>MR I WARDLEY</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>MISS S TETSOLA*</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>MRS L TAYLOR</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>MRS L HARRISON</td>
</tr>
<tr>
<td>CATERING DEPARTMENT (2)</td>
<td>MRS N KILPIN*</td>
</tr>
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</table>
ACADEMIC SUPPORT
MRS J SPIR

RICE BUILDING
MR N HOPTON

MUSIC SCHOOL
MR M GREEN

CCF OFFICE
MR R TEKELL-MELLOR

GREAT HALL WARDEN’S OFFICE
MR R WOOD*

BURSARY
MS C COZENZA

SHOOTING RANGE
MR R TEKELL-MELLOR

MAIN PAVILION
MEDICAL CENTRE

GORDON FIELD COMPLEX (2)
MR M HALLSWORTH

GROUNDS STAFF OFFICE
MRS F BELL

ICKWELL
MRS F PEARCE

BEDFORD SCHOOL ENTERPRISES
MRS B RIGGETT

SCHOOL SHOP

DAY HOUSES
MRS L WELLARD/MRS S HORNE*

MAINTENANCE WORKSHOP (6)
MR S FENDER

SCHOOL VEHICLES
MR R TEKELL-MELLOR

ANY ITEMS USED FROM THESE BOXES SHOULD BE REPLACED IMMEDIATELY FROM STOCKS HELD IN THE MEDICAL CENTRE

THE MEDICAL CENTRE CHECKS ALL BOXES ANNUALLY

* INDICATES FIRST AIDER - HSE APPROVED

APPENDIX B

The following members of staff hold HSE approved First Aid at Work Certificates and can be used in an emergency.

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rob Wood</td>
<td>Head Porter</td>
<td>2353/0780 591252</td>
</tr>
<tr>
<td>Mel Mellor</td>
<td>CCF</td>
<td>2252</td>
</tr>
<tr>
<td>Stella Tetsola</td>
<td>Chemistry</td>
<td>2348</td>
</tr>
<tr>
<td>Sue Horne</td>
<td>Day House Matron</td>
<td>07713 998520</td>
</tr>
<tr>
<td>Claire Cosenza</td>
<td>Bursary</td>
<td>2319</td>
</tr>
<tr>
<td>Carey Saunders</td>
<td>Bursary</td>
<td>2243/0777 558246</td>
</tr>
<tr>
<td>James Elworthy</td>
<td>Recreation Centre</td>
<td>2268</td>
</tr>
<tr>
<td>Chris Howes</td>
<td>Recreation Centre</td>
<td>2268/0796 323080</td>
</tr>
<tr>
<td>James Pharaoh</td>
<td>Theatre</td>
<td>2269</td>
</tr>
<tr>
<td>Nicky Kilpin</td>
<td>Catering</td>
<td>2250</td>
</tr>
<tr>
<td>Ian Pickard</td>
<td>Catering</td>
<td>2250</td>
</tr>
<tr>
<td>Andrew Till</td>
<td>Catering</td>
<td>2250</td>
</tr>
</tbody>
</table>

THE MEDICAL CENTRE IS OPEN
Monday – Saturday 0815 – 1730 (term time only)
Telephone Ext 2261 or 01234 362261
In an Emergency call 07850 596803
IF AN AMBULANCE IS NEEDED DIAL 999

ANNEX C
BEDFORD SCHOOL

HEALTH AND SAFETY POLICY STATEMENT

SPORT, PHYSICAL EDUCATION AND OUTDOOR ACTIVITIES

1. This policy statement applies to all sporting and physical education activities undertaken by pupils and staff at Bedford School as part of the normal School programme and to certain specified outdoor activities undertaken by the School away from the School premises. It does not apply to activities undertaken by the Combined Cadet Force who have their own safety regulations laid down by the Ministry of Defence or to holiday visits and tours. The conduct of the latter is governed by the separate booklets published by the School for the guidance of organisers and for parents and pupils.

2. This section sets out the general policy on Health and Safety to be followed for sport, PE and outdoor activities. A best practice Safety Code for each activity has been drawn up by the Master in Charge following a risk assessment of the hazards and dangers associated with each activity and then agreed with the Vice Master before being put into use. General guidance is available in Safe Practice in Physical Education and Sport (2012) published by afPE (The Association for Physical Education), a copy of which is held in the Bursary. Guidance is also available for certain activities from documents produced by the national body governing that particular activity. Advice on the format for written risk assessments is available from the Bursar and EVC. The Vice Master may also be consulted for advice. Once guidelines have been agreed the Master in Charge is then responsible for reviewing the written guidelines to ensure that they continue to reflect best practice. He/she is also responsible for monitoring compliance with the guidelines.

3. The School acknowledges that games and related activities which offer a challenge to a boy’s initiative, determination and courage may include an element of danger whilst others may be carried out under hazardous conditions which provide the necessary challenge of adventure. Safety precautions taken by the School cannot therefore remove all risk but are intended to eliminate unnecessary dangers and minimise personal risk as far as possible commensurate with the basic ethos of the activity being undertaken.

4. All staff engaged in supervising or helping with a particular activity must be familiar with this policy statement, any risk assessments that exist for that activity and the correct procedures and guidelines as laid down by the Master in Charge of the activity. It is the specific responsibility of the Master in Charge of the activity appointed by the Head Master (or the Headmaster of the Prep School as appropriate) to ensure that the necessary information is made available to the staff assisting with the activity and that any training required is carried out.

5. All Sports Risk Assessments and Safety Codes are posted on the School Intranet accessed by signing in/Staff - Bursary/Health and Safety/Department Folders/PE and Games.

6. It is the duty of all staff to report any significant dangers they become aware of which are not covered in the relevant guidelines governing the activity. The report should be made to the Master in
Charge of the activity in the first instance unless it is a general point, in which case the report should be made to the Vice Master.

7. Reviewed January 2018
BEDFORD SCHOOL

VEHICLES POLICY

USE OF SCHOOL MINIBUSES, HIRED MINIBUSES AND CARS TO TRANSPORT PUPILS

1. Introduction

These guidelines form part of the School’s Health and Safety Policy Statement and are to be strictly observed unless the permission of the Bursar has been obtained where there are special circumstances.

2. Transport Manager

All School transport is to be requested in online to the Transport Manager.

The Transport Manager will arrange for the allocation of a School vehicle wherever possible or book hired vehicles. The decision on the allocation or changes to the allocation rests with the Transport Manager acting under the general direction of the Bursar. The ultimate responsibility for authorising the use of both hired and School owned transport lies with the Bursar. Normally the allocation of School vehicles, once made, will not be changed unless there are substantial financial or other reasons for doing so.

In addition to transport bookings the Transport Manager is responsible for all aspects of roadworthiness including:

• Vehicle servicing on a regular basis
• MOT testing
• Road tax
• Insurance
• Breakdown cover
• Regular maintenance including seat belts, oil, fuel, water, tyre pressures, lights
• First aid kit, emergency triangle, fire extinguisher
• Log books – recording servicing details and mileage

3. Bursary Administrator

Is responsible for:

• Inspecting on an annual basis the driving licences of all authorised drivers.
• Maintaining the list of authorised drivers as approved by the Bursar.
• Coordinating driver training and testing for qualification as a minibus drivers.
• Vehicle insurance claims.

4. Competency to Drive

A member of staff must have had at least one year’s driving experience. All drivers (with the relevant licence) who have not been instructed on how to drive a minibus should see the
Transport Manager. Drivers have to take a separate Department of Transport test for minibuses (PCV) if they passed their car driving test after 1 January 1997 in order to obtain the required D1 entitlement. Authorisation to undertake the PCV test must be obtained from the Bursar due to the high costs involved.

Members of staff are able to drive the School 14 seater minibus and School cars on a normal driving licence.

Holders of a foreign driving licence will have their licence referred to insurers via the Bursary Administrator to check whether they are able to drive School vehicles.

Anyone who is unsure of their ability to drive should contact the Transport Manager prior to driving a School vehicle. He can provide familiarisation training for drivers in need of practice.

Drivers should remember that a minibus is a large vehicle over 5 meters long and 2 meters wide. It is susceptible to high winds and braking distances exceed those for a car. Drivers should undertake sufficient practice in the vehicle before embarking on a journey to ensure confidence. If they are not confident they should not drive.

All drivers must show their driving licence to the Bursary Administrator before being authorised by the Bursar to drive School or hired vehicles. This is an insurance requirement. Any serious driving offence must be reported to the Transport Manager or Bursary Administrator immediately. Licences will be checked by the Bursary Administrator annually.

5. Passenger List

It is the duty of a trip or tour organiser to ensure that an up-to-date list of participants is handed to the Bursary before commencement of the journey if it involves an overnight stay. For all other outings it is the driver’s responsibility to draw up and hold a list of passengers.

6. Insurance

Drivers should normally be over the age of 25 to drive School or hired vehicles. Qualified drivers must have a clean driving licence (or have declared all ‘points’ to the Bursar so that this can be checked with the Insurers) and no medical problems that could affect their judgement and ability to drive. Special arrangements must be made via the Bursary well in advance of a journey if cover needs to be extended for a particular trip or to cover a driver under 25.

Members of staff risk nullifying the School’s insurance policy if they drive a School or hired vehicle under the influence of drugs, alcohol, medication which specifically recommends that users do not drive, or if their normal mobility has been restricted by the wearing of a neck brace, plaster cast, etc.

7. Drivers

Minibuses should have two drivers if, on a single day, the overall distance is in excess of 200 miles. Drivers should change over after a maximum time at the wheel of 2 hours.

In the case of minibuses and cars with only one driver, he/she must take a rest of at least 15 minutes after driving for 2 hours.
Evening journeys by minibus after a full School day should only be undertaken with two drivers and nobody is to drive for more than 1½ hours in total after a full School day or when the journey takes him/her into normal sleep time.

The above rules should be interpreted sensibly and the weather conditions, the type of journey and the need to supervise pupils may all have a bearing on the number of drivers necessary for a journey. It is recommended that whenever possible two drivers are to make each trip.

8. **Seat Belts/Booster Seats**

The School fleet of minibuses and the School car are fitted with seat belts for all passengers. The member of staff in charge of the vehicle is responsible for ensuring that these seat belts are used at all times. The vehicle must not set off until the person in charge is satisfied that this regulation has been complied with.

Booster seats are required in the School car (or in private cars on School business) for pupils under 12 years of age who are less than 1.35m in height. These are held in the Prep School. They are not a legal requirement in minibuses.

Where two drivers or a driver and an escort are in a vehicle the wearing of seat belts and the discipline of the passengers becomes the responsibility of the non-driving member of staff.

9. **Entrance Doors/Emergency Exits**

Passengers are normally to enter and exit the vehicle via the side door. Back doors are to be unlocked but securely closed when carrying passengers. Back doors are not to be restricted when towing trailers.

The vehicle aisle and emergency exits MUST be kept clear at all times. Many fatal accidents are caused by obstructed exits.

10. **Vehicle Condition**

It is the Transport Manager who is legally responsible for the condition of the vehicle. The following checks are carried out fortnightly on all vehicles:

a) Fuel gauge (checked daily)
b) Oil level/brake fluid
c) Water in radiator
d) Lights/indicators/horn/wipers and washer
e) Tyre pressure
f) First aid kit
g) Hazard sign and Fire Extinguisher (visual inspection)

At the end of the journey any defects must be reported to the Transport Manager immediately. This is essential to ensure that the fleet remains roadworthy. Use of the first aid kit or fire extinguisher must also be logged, and immediately reported to ensure replacements are obtained.

After completion of a journey vehicles must be filled up, cleaned and litter removed ready for the next user. School vehicles are professionally cleaned on a regular basis.
11. **Parking**

Minibuses and the School car are parked on the south side of the Main School and must be kept locked.

12. **Keys**

The keys to the School minibuses and the School cars are held in the Gazebo in Burnaby Road.

The Transport Manager or Security staff pass the vehicle keys over to the member of staff and receive them back (if out of hours keys can be posted through the gazebo letterbox).

13. **Highway Code**

The Highway Code and other rules of the road must be adhered to at all times. Responsibility for this lies with the driver and the School will not accept responsibility for any fines or other sanctions levied for contravention of the law. This includes parking fines.

A copy of the Highway Code is available in the Bursary and Prep School. In particular it should be noted that:

a) A minibus is not to be driven at over 60 mph on dual carriageways and motorways and 50 mph on other roads.

b) Mobile phones or walkie talkies must **not** be used by the driver whilst driving.

14. **Towing a Trailer**

The School owns a trailer which can be used for sports kit, etc to ensure the minibus is not overloaded. Before embarking on a journey drivers towing a trailer must hold a D1(E) licence and undergo some training with the Transport Manager. Only a limited number of minibuses are fitted with towbars.

15. **Mobile Phones**

The Bursary holds a limited number of mobile phones which may be signed out if they are not required for other School use. A phone should be requested by the driver in advance if a long journey is to be undertaken, especially if this involves the hours of darkness. Separate rules exist for the use of the mobile phones.

16. **Breakdown Service**

School vehicles are covered by a breakdown service within the UK and on the continent. Details are kept in a wallet in all vehicles and provide emergency telephone numbers. It is School policy that in the event of a puncture in a minibus the breakdown service is called out.
17. **Driving on the Continent**

School minibuses are not currently fitted with the necessary tachograph required by law for continental driving.

CCF sponsored activities involving the use of School minibuses may be permitted under separate insurance arrangements through the MOD.

18. **Risk Assessments**

Generic risk assessments for all methods of transport, including minibuses, are available on the School intranet. These can be accessed by signing in/Trips, Visits and Safety/Documents. Risk Assessments must be completed for all trips, tours and activities and a copy passed to the EVC.

19. **Overloading**

A 17 seater Minibus can legally carry 1 driver and 16 passengers; the 14 seater minibus can legally carry 1 driver and 13 passengers. This limit must not be exceeded under any circumstances.
VEHICLE BREAKDOWN AND ACCIDENT PROCEDURES

BREAKDOWN

In the event of a breakdown the member of staff in charge should:

• Turn on the hazard warning lights if appropriate.
• Ensure the safety of passengers, especially on motorways where evacuation may be preferable.
• Use the red warning triangle if the vehicle is causing an obstruction. This should be placed on same side of the road at least 50 meters from the vehicle to warn oncoming traffic.
• Telephone the breakdown service if necessary.
• Telephone School to advise delay if appropriate.

ACCIDENT

In the event of an accident not involving other vehicles:

• Ensure the safety of passengers.
• Take the name and address of any witnesses.
• Telephone School if appropriate (injuries or delay).

In addition, if others are involved:

• Take name and address of other people involved.
• Take registration number and insurance details of other vehicles.
• Take name and address of any witnesses.
• Ask to see driving licence or proof of identity if possible.
• Do not admit liability.
• Give your name, School name, address and insurance details.
• Write down damage to School vehicle.
• Write down damage to other vehicles involved including tyres, lights, previous damage and general condition.

POLICE

Call the police if any of the following occur:

• Anyone is injured.
• You think an offence has been committed.
• The other party has left scene of the accident or refuses to provide name and address.
• Vehicles are causing an obstruction or hazard or are in an unsafe condition.
• Any facts are in dispute.
Bedford School Drama Department:

Health and Safety Policy

Introduction:
The effective management of safety for a school Drama Department can be seen as having five major components:

1) Risk assessment and planning before a lesson

2) Organisation of routines during and between lessons to include:
   - the use of protective clothing (stage crew);
   - reporting breakages and dealing with sharp objects and broken glass;
   - location of safety equipment;
   - reporting accidents.

3) Control (to include regular safety checks)

4) Monitor and Review

5) Health and Safety matters specific to Stage Crew and The Theatre in Performance.

Section 1: Risk Assessment and Planning Before a Lesson

All staff working in the department (curricular or extra-curricular) are required to familiarise themselves with the health and safety procedures of both Bedford School and the discrete area, copies of which are retained in the Drama Office.

Before any lesson or Drama activity the working area should be surveyed for any obvious risks or hazards, particularly if there has been a change in the facilities such as extended staging. Hazards should be removed where possible. Good room management and supervision are crucial to this.

Staff should implement new practices if necessary and review the changes for effectiveness.

In case of emergency staff should ALWAYS:

- be familiar with evacuation procedures in case of fire or other emergency
- know the location of, and how to use, firefighting equipment
- know the location and the identity of the officer trained in first aid. At present the department’s first aid officer is: James Pharaoh (Fiona Fowler is also First Aid Trained).
Section 2: Organisation of Routines During and Between Lessons

Teachers should make frequent references to the rules applicable to a particular area or activity and ensure that they are implemented. The Department’s ‘Safety Code’ should be clearly displayed.

<table>
<thead>
<tr>
<th>The Drama Department Lesson Safety Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Main Auditorium and Studio are much safer places if you follow this code:</td>
</tr>
</tbody>
</table>

**Before the lesson starts you must:**
- Never enter the Main Auditorium or Studio without permission
- Always walk and never run or push anyone
- Listen carefully to the start-of lessons instructions

**During the lesson:**
- Always know exactly what you are doing. If not, ask the teacher
- Always put your belongings where you are asked to put them by the teacher
- Always report an accident or breakage immediately
- Do not eat, drink or chew. Gum is strictly forbidden
- Never interfere with equipment or props.
- Never go backstage or into the Dressing Rooms without permission; if permission is granted the code of conduct applies

**At the end of the lesson:**
- Always leave areas clean and tidy, stack chairs and strike sets if necessary
- Wait until you are formally dismissed and leave in an orderly fashion

Students should be encouraged to develop a strong sense of health and safety for themselves and others.

Doors should be locked if no member of staff is available in the Theatre. Students should be supervised at all times (although exceptions may be made in the case of Sixth Formers).

Section 3: Control

Teachers should be familiar with the procedures for reporting accidents, particularly those that constitute an emergency. Notices clearly stating the action to be taken as a result of fire, a gas leak or someone receiving an electric shock must be clearly; displayed in all areas
Regular safety checks are made on the following:

- **Electrical Equipment and Lighting:** this is regularly monitored and checked and maintained annually by J N Pharaoh

- **Fire Fighting Equipment:** this is inspected annually and maintained by a professional supplier

- **Curtains:** these are checked every five years

- **First-Aid Boxes:** these are provided in main departmental areas, are readily accessible and maintained by the school’s medical centre.

Potentially hazardous tools, large items of equipment are all stored in the chancel tech store and are only used or moved under supervision. All potentially hazardous tools are locked away. Theatre props & costumes are stored in the second floor costume store. Students are only to access with staff supervision / permission.

**Section 4: Monitor and Review**

Procedures for reporting safety matters:

- Always inform the Head of Department.

- Inform the Head Master, Deputy Bursar and the Bursar as appropriate. Once the Head of Department has been informed it will be his/her responsibility to make appropriate decisions such as taking the relevant piece of equipment out of service and arranging replacement if necessary.

- Health and Safety matters are regularly discussed at departmental meetings

**Section 5: Theatre in Performance**

The following section concerns preparing for and presenting live productions and has been prepared by the Theatre Manager:

- Outside of teaching the theatre is used both by the visiting groups, general public and internally by staff and students.

- The theatre has a generic risk assessment, which outlines hazards such as fire, electric shock, fall from height etc. This is kept in the first floor office and duplicated at the bursary. This adequately covers a broad range of potential incidents/hazards.

- Where an unusual arrangement or installation exists (lasers, extra lantern or special effects, such as pyrotechnics) an additional risk assessment is produced to outline potential new hazards.

- It is policy for no single person to work at height or in a hazardous working environment anywhere in the Quarry Theatre.
• Only those trained should enter the tension wire grid. The theatre Talescope and Teletower are only to be used by trained members of staff. Visiting groups (even with formal working at height training) must not use this equipment.

• New Front of House team members are briefed on the fire exit routes and audience management procedures.

• Emergency lighting tests are carried out on a monthly basis.

• Hazardous substances such as glue, compressed air canisters are kept in a secure cupboard in the theatre tech store.
**Organisation of Routines During Stage Crew**

Teachers and technicians should make frequent references to the rules applicable to a particular area or activity and ensure that they are implemented. The Department’s ‘Safety Code’ should be clearly displayed.

<table>
<thead>
<tr>
<th>The Quarry Theatre Stage Crew Safety Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Quarry Theatre, is a much safer places if you follow this code:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Before any work/rigging starts you must:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Never enter the theatre without permission from the Theatre Manager.</td>
</tr>
<tr>
<td>Never start any work when not supervised</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>During Stage Crew:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Always know exactly what you are doing.</td>
</tr>
<tr>
<td>If not, ask the Theatre Manager</td>
</tr>
<tr>
<td>Keep bags and belongings out of the way.</td>
</tr>
<tr>
<td>Always report an accident or breakage immediately to the Theatre Manager</td>
</tr>
<tr>
<td>Do not eat, drink or chew. Gum is strictly forbidden</td>
</tr>
<tr>
<td>Always make sure you are supervised when operating any of the theatre equipment</td>
</tr>
<tr>
<td>Never go backstage or into the Dressing Rooms without permission; if permission is granted the code of conduct applies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>At the end of Stage Crew:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Always leave areas clean, safe and tidy, stack chairs and strike sets if necessary</td>
</tr>
<tr>
<td>You must inform the Theatre Manager of your departure</td>
</tr>
</tbody>
</table>

Reviewed January 2018
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ADDITIONAL REFERENCES & SAFETY PUBLICATIONS

This manual is updated by the HOS & the Science Co-ordinator Technician.
BEDFORD SCHOOL
UPPER AND PREPARATORY SCHOOLS

HEALTH AND SAFETY POLICY FOR SCIENCE

1. INTRODUCTION:

1.1 All members of staff are required by the Health and Safety at Work Act to take reasonable care for their own safety and the safety of others who may be affected by their acts or omissions. They should also follow instructions in this document and in the School’s Health and Safety Policy.

1.2 The Act also requires that hazards should be reduced to a minimum by all 'reasonably practicable' means.

1.3 All references to the 'Head of Science' in this document refer to the appropriate Upper or Preparatory School Head of Science.

1.4 All members of staff must cooperate with their employers over health and safety matters.
2. REFERENCE SOURCES FOR SAFE LABORATORY PRACTICE & MODEL RISK ASSESSMENTS

2.1 The following sources of reference are kept on open access in:-

(i) In S23, the Chemistry Preparation Room.
   (a) The master set of chemical HAZCARDS
   (b) Hazard Data Sheets
   (c) Topics in Safety (ASE)
   (d) Science Technician’s Handbook
   (e) Risk Assessments Sheets
   (f) Safeguards in the School Laboratory

(ii) In L11, the Biology Preparation Room.
   (a) Topics in Safety (ASE) This reference is transferring online
   (c) Set of relevant HAZCARDS

(iii) In S9, the Physics Preparation Room
   (a) The ionising radiations regulations
   (b) CLEAPSS L93 Ionising Radiations, & Radioactive Substances
   (c) Portable electrical Appliance Testing
   (d) Testing Electrical Installations- Practical Guide for Electricians
   (e) Safety First Express PAT Testing

(iv) In S21
   (a) The CLEAPSS Laboratory Handbook
   (b) Control of Substances Hazardous to Health (COSHH) regulations (c)
       Safety Reprints
   (d) Hazardous Chemicals Manual
   (e) DfEE Safety in Science Education
   (f) CLEAPSS Student Safety Sheets
   (g) Work Exposure Limits HSE
3. RESPONSIBILITIES:

3.1 ALL TEACHING STAFF & TECHNICIANS should:

3.1.1 be aware of the recommendations in this document, and observe its requirements

3.1.2 be aware of the advice, relevant to their subject, contained in the publications listed above and the CLEAPSS website.

3.1.3 implement all prescribed safety measures which have been defined by their Head of Department for any potentially hazardous procedure

3.1.4 have read and discussed with their Head of Department the instructions for the observation of Risk Assessments, COSHH.

3.1.5 be aware of the appropriate risk assessment when handling a substance hazardous to health and to have consulted the Head of Department if in any doubt.

3.1.6 be aware that NO special procedure (i.e. that for which a written standard risk assessment is not available) involving hazardous substances may be undertaken without the approval of the Head of Department who will consult the Head of Science.

3.1.7 advise all pupils in their classes of the recognised hazards as they arise during practical work, and of the appropriate precautions for safe working

3.1.8 observe strictly the regulations concerning supervision of classes and action in the event of an accident

3.1.9 report any actual or potential hazard to their Head of Department
3.2 HEADS OF DEPARTMENT should

3.2.1 Be familiar with all the recommendations of the publications that are relevant to their department.

3.2.2 Keep themselves reasonably conversant with current regulations and good practice relevant to safety in their department.

3.2.3 Ensure that all members of their department (including any student teachers) have read, understood and acted upon the requirements of this Health & Safety document.

3.2.4 Provide advice to new members of staff on all safety procedures. The HOD may delegate this to other colleagues including, where appropriate technicians.

3.2.5 Include SAFETY as a regular item in the agenda of Departmental meetings to ensure frequent discussion.

3.2.6 The Radiological Protection Supervisor will be the Head of Physics.

3.2.7 Organise periodic safety checks within their department.

3.2.8 Ensure that the secure storage and use of hazardous substances within their department complies with current regulations as laid down by the Health and Safety at Work Act, the COSHH regulations and any other relevant publications. Lockable cupboards are available in appropriate areas for this purpose.

3.2.9 Issue to all students at the beginning of each academic year the set of safety rules included in this document.

3.2.10 Instruct staff to discuss the rules with the students at regular intervals.

3.2.11 Ensure that all members of the department have read and understood the implications of the COSHH regulations.

3.2.12 Ensure that risk assessments have been carried out on all commonly used practical situations involving potential hazard and that adequate safety procedures have been defined. Standard procedures will generally be covered by reference to relevant laboratory manuals.

**SPECIAL PROCEDURES MUST NOT BE CARRIED OUT unless a risk has been made by consulting CLEAPSS. The Head of Science must be consulted.**
3.3 TECHNICIANS should

3.3.1 Be responsible for the organisation of technical support within each department.

3.3.2 Carry out induction of new laboratory technicians into the safety regulations of the department.

3.3.3 Ensure that regulations laid down concerning the safe storage and maintenance of materials and equipment is carried out.

3.3.4 Ensure that H & S Monitoring checks are carried out periodically with particular reference to the following:

(i) ensure that necessary inventories of hazardous materials are kept up-to-date

(ii) ensure that all electrical equipment is made available for annual check as arranged by Bursary.

(iii) ensure that pressure cookers/autoclaves are inspected routinely in accordance with CLEAPSS guidelines.

3.3.6 Ensure that first-aid boxes are replenished according to the published list Medical Nurse also makes checks.

3.3.7 Recognise, by general inspection, potentially dangerous equipment and appliances at risk and report to Maintenance or dispose of as necessary.
3.4 **The HEAD OF SCIENCE should**

3.4.1 Regularly revise safety policy in the light of new information as it becomes available, and disseminate relevant publications to Heads of Department and Technicians as appropriate.

3.4.2 Instigate such routine and special checks as are necessary to maintain safety in the laboratories.

3.4.3 Check that standard and special procedures have been defined for all potentially hazardous operations.
4. REGULATIONS

4.1 SECURITY OF THE SCIENCE BUILDING: UPPER SCHOOL

*Main access
The Science Department front doors will be opened for access at 8.30 a.m.
Laboratories will be opened as required by the relevant technician or teacher.

*Laboratory Access
It is the responsibility of each teacher to ensure that as laboratories are vacated, they
are made secure. Technicians will monitor the procedure and ensure that
laboratories are safe and secure.

*Prep. Rooms and other store rooms must be made secure by technicians at
lunchtime and at the end of the day.

*Staff Rooms must be made secure by those staff who use those rooms including
shutting of windows at the end of the day.

*If any member of staff comes into the building outside normal school hours, or
when the building is locked, then it is their responsibility to ensure it is locked again
when leaving and any equipment that is used is turned off.

*Please be aware that the building is alarmed from 2230 to 0545 daily; a warning
alarm will sound at 2220 hours to vacate the building.

4.2 ACCESS TO BUILDING AND LABORATORIES
No boys may enter laboratories unless they have been given explicit permission to
do so.
There must be appropriate supervision of pupils at all times

4.3 SUPERVISION IN LABORATORIES
When boys are carrying out practical work there should be a continuous presence as
far as possible by a member of staff. Any unavoidable absence must be kept as short
as possible.

*Lessons not involving practical work may be supervised by another non-scientist
teacher.

4.4 CLASS SIZE
Class sizes, for practical work, should be limited to 24 for IGCSE classes and 14 in
the sixth form.

4.5 SAFETY RULES
The set of written departmental safety rules must be given to all 4th Years and boys
new to the school, at the start of each academic year. The teacher should discuss
them with the class to ensure that they are understood.
A regular reminder is good practice.

4.6 FIRE DOORS
The Science Dept policy is that all fire doors must be kept closed except:

• Where the magnetic door holders are used (which we hope you will use; it is part of
  the character of the Dept to teach with doors open)

• Prep Rooms: where no magnetic door holder is available and technicians are moving
trolleys etc., they may temporarily use door wedges.

**General points:**

• If a member of staff leaves the room for more than a short time, the door must be
locked.
• Boys must not be able to have unsupervised access to labs
• Door wedges may not be used in any doors other than the Prep Rooms

5. **RISK ASSESSMENTS**
   A Risk Assessment is needed for any activity in which there is a hazard. This is a legal requirement.

5.1 **INTRODUCTION AND DEFINITIONS**
   • A **hazard** is something with the potential to cause harm to people or to cause damage to property, equipment etc.

   • A **risk** is the likelihood of a hazard causing harm in practice.

   • A **Risk Assessment** is the analysis of a practical activity to identify the hazards and to take steps to minimise the risk of harm occurring. The process of assessing risks leads to a conclusion as to what to do.

   • **Risk Assessments** are not specifically for any chemicals, micro-organisms or high voltage supplies etc. that we may use but for the practical activities that include their use.

5.2 **DEPARTMENTAL APPROACH TO RISK ASSESSMENTS**
   • Following advice from CLEAPSS and the DfEE the most suitable approach for recording risk assessments is to consult appropriate Safety Texts for model assessments and **then annotate documents which are used on a daily basis in the department.** These annotations will be recorded 'on-point-of-use texts' such as schemes-of-work, lesson plans, worksheets and text books.

   • The Safety Texts primarily used as reference for model risk assessments will be the CLEAPSS Website, the DfEE Safety in Science Education book and Hazcards.

   • It will be the responsibility of HoDs to organise the implementation of this policy.

   • In addition: **Physics** Technicians will place 'yellow risk assessment cards' on applicable trays of apparatus.
     **Biology** Technicians will place appropriate Hazcards out with the practicals.
     **Chemistry** Technicians will put out with each experiment;

     A Risk Assessment should **not** be regarded as permanent and should be reviewed when an accident happens, conditions change, a new course is started, further warnings are received.

   • Texts that are used as sources of experiments must be scrutinised to ensure that they include warnings that are acceptable as model risk assessments. Recent textbooks normally have a statement of safety policy which has been checked by CLEAPSS or the ASE.

   • Health and Safety will be a regular agenda item at Departmental meetings.
5.3 RISK ASSESSMENTS IN SCIENCE

Am I familiar with the standard working practice of the activity/procedure I plan to use with a class/group of boys?

- NO
  - Consult with teacher who usually takes the lesson and the reference materials.
  - Do I have clear grounds for thinking that the substance/equipment/procedure is hazardous?
    - NO
      - Can I use the substance/equipment/procedure with minimal risk to myself and the boys?
        - NO
          - Consult the reference material or ask HoD.
        - YES
          - Proceed with the activity as planned.
          - Proceed with activity as planned.
          - Proceed with the activity.
    - NOT SURE
      - Consult the reference material or ask HoD.
      - Do I know what precautions I will take to minimise the risks? e.g. eye protection, fume cupboard, warnings to boys, preparation and disposal, emergency procedure in case of accident).
        - NO
          - Alter the substance equipment/procedure as planned or find an alternative activity.
        - YES
          - Proceed with the activity.

- YES
  - Do I have clear grounds for thinking that the substance/equipment/procedure is hazardous?
    - NO
      - Consult the reference material or ask HoD.
    - NOT SURE
      - Consult the reference material or ask HoD.
    - YES
      - Proceed with the activity.

Proceed with the activity.
5.4 ADAPTATIONS OF RISK ASSESSMENTS

It is recommended that model risk assessments are adapted for use to suit the conditions e.g. taking 9X3 on a Friday afternoon!

The following questions should be considered:
Is there a hazard in the activity?
Is the activity worth doing?
Have I got boys in the class who could cause difficulties?
Is the activity too complex/hazardous for the level of a particular class?
Can a substitution or other change be made to make this activity safer?
What safety equipment should be used?
Is control of a hazard covered by good laboratory practice or is a specific risk assessment needed?

5.5 WHAT TO CONSIDER AT POINT OF DELIVERY IN THE LABORATORY: GOOD PRACTICE

Consult the flow chart for risk assessments 5.3
Consider safety warnings before the lesson
Explain risk assessments to boys
Give spoken warnings in addition to written warnings on worksheets
Reduce risks by careful distribution and collection of resources
Avoid leaving risks after the lesson for a technician clearing up
Be familiar with routine remedial measures for washing eyes
Know how to put out clothing on fire
Know how to turn off the gas and electricity supply
Know what to do in a medical incident.

5.6 DEVIATIONS FROM DEPARTMENTS RISK ASSESSMENTS

Novel activities - HoDs must be consulted.
Projects and open-ended investigations - a pro forma risk assessment sheet must be completed by the boy, considered and signed by the teacher if safe.
5.7 RISK ASSESSMENTS FOR TECHNICIANS
Every hazardous task needs a risk assessment. The following questions need to be considered:

- Have I found a general risk assessment? Is it up to date or does it need adapting?
- Do I have the knowledge and experience for this task?
- Do I have the time to do the task without rushing?
- Can I make sufficient space and find the equipment necessary?
- Do I need any special safety equipment?
- If I need it, is the spills kit, the first-aid kit, fire blanket/extinguisher, eyewash or antidote here or close by?
- In the holidays/ lunch breaks, is there someone who knows where I am, what I am doing, knows what to do if something goes wrong and would do something about it?
## IDENTIFYING HAZARDS FOR TECHNICIANS

1. Avoid lone working (you may need help if something goes wrong)
2. Give yourself enough time to prepare & tidy up
3. Be aware of the potential risks & how to cope with them

### SHARP OBJECTS

- Knives, Scissors, Glassware, Pins, Wire & Electronic components
- Use all tools with care
- Use safety spectacles/ screens & gloves as appropriate.
- Dispose of breakages/waste in the special 'glassware bin'
- Handle 'blood-contaminated' equipment as guided

### BURNS RISK

- Bunsen Burners, Hot glassware, Tripods
- Boiling water, Electrical Heat, Hot plates
- Use safety spectacles/ heat-proof gloves/ tongs whilst handling the hot items
- Use safety mats
- Inform others that it may be 'hot' to handle

### TOXIC/POISONOUS SUBSTANCES

- Acids & Bases, Mercury, Bromine, Copper Sulfate, Lead compounds, Phenols etc.
- Follow procedures on Hazcards/ Data sheets/ Laboratory Manuals, etc. on how to prepare & dispose of these chemicals safely
- Wear safety goggles & gloves & face masks
- Conc. Acids & NaOH/KOH should be added slowly to water in a plastic beaker, preferably in a fume cupboard because of the strong fumes
- Be aware of where the spillage kits are & how to use them

### MANUAL HANDLING

- Electrical equipment, Gas cylinders, Water Aspirators, books & other apparatus
- Where the item is too heavy, ask for assistance
- Make use of trolleys & other lifting equipment
- Reduce the load, even if it means more time is required
- Adopt a good posture, bending the knees & keeping the spine in an upright position.
- Avoid twisting, jerking & struggling with the load
- Hold the load as close to your body as possible

### GAS CYLINDERS & PRESSURISED CONTAINERS

- Hydrogen, Oxygen, Carbon Dioxide, etc. cylinders
- Follow instructions on how to use these cylinders.
- Ensure that they are correctly turned off after use
- Return all cylinders to their restraining bays

### MICROBIOLOGICAL MATERIALS

- Bacteria, Fungi, Yeasts and Algae
- Only use approved micro-organisms
- Follow instructions for risk assessments in CLEAPSS
- Use aseptic technique for all preparations
- Dispose of all contaminated equipment/cultures correctly

### ELECTRICAL EQUIPMENT

- Always ensure equipment correctly set up -Low voltage
- Avoid contact with water/liquids
- Make sure it is turned off after use
5.8 ACTIVITIES NEEDING RISK ASSESSMENTS

**General**
Activities involving: centrifuges, flames, hot liquids, hot objects (e.g., tripods), sharp instruments, voltages above 25 V. Lifting and carrying heavy objects. Using tools.

**Biology**
Activities involving: chemicals (see below); living or once-living materials, including animals (particularly insects, birds and mammals), plants that could be poisonous or produce sensitisation, micro-organisms and material from butchers or abattoirs; field work and other out-of-school activities; cheek cell sampling; human body fluids including saliva, urine, blood (the direct sampling of human blood is not recommended by the DFEE and is forbidden by many employers); taste testing; electrophoresis involving voltages over 25 V; hazardous equipment including autoclaves, sphygmomanometers and spirometers.

**Chemistry**
Activities involving chemicals which are classified as Very Toxic, Toxic, Harmful, Corrosive, Irritant or have a Workplace Exposure Limit. Also activities using flammables, explosives or strong oxidisers. Also electrophoresis involving voltages over 25 V, exothermic reactions, generation of gases in closed vessels etc.

**Physics**
Activities involving chemicals (see just above), air guns, electron and gas-discharge tubes (e.g., some Teltron tubes because of the use of HT (high-tension) units), ionising radiations, large masses, lasers, lifting beams and hoists, model power lines, pressures (high, vacuum), steam engines, stroboscopes, Sun (care in viewing), wires and plastic monofilaments under tension etc.

**Student Investigations**
Although risk assessments should be part of student planning, staff control is essential.

**Personal protective equipment**
Risk assessments are needed to decide when PPE should be used and the type that is appropriate. However, Model Assessments will advise.
5.9 GENERAL RISK ASSESSMENTS

**Burns**
- (a) instructions and warnings given when using hot objects, especially tripods, acids and alkalis etc.

**Cuts**
- (a) instruction and close supervision given when handling glass, wire, needles, syringes, scalpels and other potential 'sharps'.
- (b) use of pre-assembled apparatus where possible.
- (c) instruction given about dealing with broken glass, used needles etc.
- (d) dust-pans and brush available to dispose of broken glass.

**Handling hazardous substances including biological hazards**
Follow guidance given in HAZCARDS, ASE Topics in Safety and CLEAPSS publications.
- (a) appropriate instruction and warnings given when handling substances,
- (c) demonstrate experiments as required,
- (d) use gloves, fume cupboards, eye protection as appropriate,
- (e) disposal according to published guidelines.

**Electric shock**
- (a) mains voltage experiments prohibited, low voltage only. (max. 25V)
- (b) all mains portable equipment checked before use visually and annually according to regulations.

**Fire**
- (a) instruction given when handling flammable substances
- (b) regular fire drills
- (c) location of fire bells, fire extinguishers, fire blankets identified.
- (d) instruction given to staff and technicians concerning use of fire extinguishers and handling particular types of fire.
- (e) non-essential electrical equipment turned off at the end of the day.

**Eye damage**
- (a) eye protection ALWAYS used when handling chemicals, cutting glass or wire, drilling materials etc.
- (b) close teacher control when using Lasers, strobes, projectiles.

**Poisoning by inhalation or ingestion**
- (a) instruction given for the correct method of 'smelling gases'.
- (b) close control of issue of hazardous substances.
- (c) use of gloves as required.
- (d) all containers of chemicals labelled with suitable warnings.
- (e) washing hands after handling hazardous substances or biohazards.

**Radiation**
- (a) all radioactive sources to be kept locked in radiation cupboard; staff to sign 'out' and 'returned' as required.
- (b) all radioactive experiments below 6th Form to be demonstrations.
- (c) appropriate instruction and warnings given when handling sources.

**General laboratory departmental discipline**
- (a) laboratory rules displayed and enforced. (e.g. no running in corridors etc)
- (b) boys not allowed to enter labs until permitted by teacher.
- (c) use of non-slip floors.
## 5.10 ACTIVITIES REQUIRING THE USE OF 2 × SAFETY SCREENS

<table>
<thead>
<tr>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC power lines</td>
</tr>
<tr>
<td>Air rifle experiment</td>
</tr>
<tr>
<td>Burning calcium</td>
</tr>
<tr>
<td>Burning potassium</td>
</tr>
<tr>
<td>Burning sodium</td>
</tr>
<tr>
<td>Calorimetry - fuel and food combustion</td>
</tr>
<tr>
<td>Carbon monoxide/metal oxide reactions</td>
</tr>
<tr>
<td>Catalytic oxidation of ammonia gas</td>
</tr>
<tr>
<td>Combustion of gases</td>
</tr>
<tr>
<td>Conductivity of electrical current through molten glass</td>
</tr>
<tr>
<td>Decomposition of ammonium nitrate</td>
</tr>
<tr>
<td>Diffusion of gases (e.g., bromine) demonstrations</td>
</tr>
<tr>
<td>Distillation under reduced pressure</td>
</tr>
<tr>
<td>Electrolysis of molten hydroxides</td>
</tr>
<tr>
<td>Electron beams</td>
</tr>
<tr>
<td>Ethyne preparation</td>
</tr>
<tr>
<td>Fountain experiments: ammonia, hydrogen chloride and sulfur dioxide</td>
</tr>
<tr>
<td>Generating hydrogen in demonstrations</td>
</tr>
<tr>
<td>Heating lithium</td>
</tr>
<tr>
<td>Hydrogen burning if gas generated by chemical means</td>
</tr>
<tr>
<td>Hydrogen/metal oxides reactions</td>
</tr>
<tr>
<td>Magnesium/copper oxide reaction</td>
</tr>
<tr>
<td>Magnesium/silicon dioxide reaction</td>
</tr>
<tr>
<td>Magnesium/steam reaction</td>
</tr>
<tr>
<td>Magnesium/sulfur dioxide reaction</td>
</tr>
<tr>
<td>Mains electric arc</td>
</tr>
<tr>
<td>Manganate/propan-1,2,3-triol reaction</td>
</tr>
<tr>
<td>Methane explosion (exploding tin)</td>
</tr>
<tr>
<td>Potassium/water reaction</td>
</tr>
<tr>
<td>Preparation of dinitrogen monoxide</td>
</tr>
<tr>
<td>Preparation of potassium manganate(Vii)</td>
</tr>
<tr>
<td>Sodium fusion test</td>
</tr>
<tr>
<td>Sodium/water reaction</td>
</tr>
<tr>
<td>Thermit reaction</td>
</tr>
<tr>
<td>Vacuum pump activities</td>
</tr>
<tr>
<td>Zinc/sulfur reaction</td>
</tr>
</tbody>
</table>
### Experiment Risk Assessment

A risk assessment must be produced for all experimental work, demonstration or practical. If one does not already exist, it is the responsibility of the teacher initiating the work to complete both sides of this pro-forma after consulting various texts before carrying out the experiment. See the Science Department Safety Policy for advice on how to proceed.

A verbal warning of hazards must be given to pupils, and should be included in worksheets or textbooks as appropriate.

#### Chemical or Biological Hazards:

<table>
<thead>
<tr>
<th>Substance</th>
<th>Hazard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Hazards associated with the apparatus:

<table>
<thead>
<tr>
<th>Apparatus</th>
<th>Hazard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial setup.</td>
<td></td>
</tr>
</tbody>
</table>

#### Hazards associated with operations:

<table>
<thead>
<tr>
<th>Operation</th>
<th>Hazard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### INFORMATION FOR TECHNICIANS

<table>
<thead>
<tr>
<th>Substance/Apparatus</th>
<th>Hazard</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Substance/Apparatus</th>
<th>Hazard</th>
</tr>
</thead>
</table>

### Hazards associated with dismantling and disposal:

<table>
<thead>
<tr>
<th>Substance/Apparatus</th>
<th>Hazard</th>
</tr>
</thead>
</table>

### Any other information, advice or recommendations:

HAZCARDS to be available:

<table>
<thead>
<tr>
<th>Prepared by: (Teacher)</th>
<th>Authorised by: (Head of Dept)</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Review by:
6. FIRE

6.1 Each laboratory is equipped with suitable fire extinguishers (checked regularly by the Fire Safety Services) and a fire blanket. Instruction for their use should be given periodically. An isolation valve for the laboratory gas supply is found in each laboratory.

<table>
<thead>
<tr>
<th>WATER</th>
<th>POWDER</th>
<th>FOAM</th>
<th>CARBON DIOXIDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED (with 2 narrow WHITE stripes)</td>
<td>RED with BLUE STRIPE</td>
<td>RED with YELLOW/CREAM STRIPE</td>
<td>RED with BLACK STRIPE</td>
</tr>
<tr>
<td>For wood, paper, textile &amp; solid material fires</td>
<td>For liquid &amp; electrical fires</td>
<td>For use on liquid fires</td>
<td>For liquid &amp; electrical fires</td>
</tr>
<tr>
<td><strong>DO NOT USE on liquid, electrical or metal fires</strong></td>
<td><strong>DO NOT USE on metal fires</strong></td>
<td><strong>DO NOT USE on electrical or metal fires</strong></td>
<td><strong>DO NOT USE on metal fires</strong></td>
</tr>
</tbody>
</table>

NB. A small container of dry sand for use on **METAL fires** is stored in the Spillage Kit Corridor Cupboard/Chemistry Dept.

6.2 **The school regulations as regards fire, gas leak, fume release or any other hazard requiring immediate evacuation must be followed.**

In the event of a fire alarm sounding, teachers in charge of a class should evacuate that class to a place of safety outside the building (the South Side of the Great Hall)

This would normally involve instructing pupils on the route to take.

Teachers should ensure if possible, without risk to themselves, that windows are closed, gas is off, equipment that could pose a potential hazard is made safe and doors are shut.

It should be possible for one teacher, the most senior member present, not in charge of a class to act as a sweeper to check Study Period rooms etc. are empty.

All teachers will report to the Head of Science or his deputy that all boys are accounted for at the assembly point.

Heads of Department will report on behalf of the appropriate technicians.

A similar evacuation procedure should be followed in the event of a gas leak, fume release or any other hazard requiring immediate evacuation.
7.1 ACTION TO BE TAKEN AT MEDICAL INCIDENTS

Assess Incident

INJURIES TO HEAD

If unconscious for 60 seconds or more
DO NOT MOVE DIAL 999 FOR AMBULANCE

Otherwise if mobile
accompany to Medical Centre
or get First Aider
or call Medical Centre on 2261

Enter details in Accident Report Book
See Bursary about RIDDOR Form
Copy to HoD Science

Major emergency
e.g. fractures, bleeding, heart attack

If alone – CALL 999
If not alone-send helper to call 999
Start immediate First Aid
Send for First Aider

If needed – give resuscitation
OR
Give assistance until help arrives
Keep casualty comfortable
Remember what has happened and give report to
Ambulance when it arrives

When casualty is out of distress
Call Medical centre on 2261
OR #999 (mobile: 07850596803)
Send or accompany casualty To Medical Centre

Enter details in Accident Report Book

Minor incident
e.g. cuts, burns, asthma attack

Give immediate First Aid
Get First Aider if required

When casualty is out of distress
Call Medical centre on 2261
OR #999 (mobile: 07850596803)
Send or accompany casualty To Medical Centre

Enter details in Accident Report Book

File Accident Report Form in S20
Copy of Accident Report Form to Bursary

*Availability of Medical Cover out of School Hours: When the Medical Centre is closed, emergency medical cover can be obtained by telephoning the School Doctor on Bedford 351341*
7.2 GUIDANCE WHILST WAITING FOR FIRST AID IN THE EVENT OF AN ACCIDENT

Consultation with departmental first-aiders must be sought before any but the simplest first-aid is given but see guidance below for immediate remedial measures. Treatment for chemical accidents is given on the Hazcards. Any treatment must be recorded on an accident form, which is passed to HoF when complete.

**Chemical splashes in the eye:** Irrigate immediately with gently running water for at least 10 minutes, under eyelids and around the eyeball. Ask casualty to remove contact lenses if present and easy to do so. Check Hazcard(s) and follow additional guidance if provided. If corrosive: after commencing irrigation as above, call for a first aider to assist. Ask casualty to remove contact lenses if present and easy to do so and continue irrigating. Call the emergency services, tell them the quantity of chemical(s) involved and ensure that irrigation is continued until the casualty is handed over to qualified medical staff.

**Chemical splashes on the skin:** Brush/wipe any solids or excess chemical, if possible without delaying irrigation or increasing the risks from spreading contamination. Irrigate the skin immediately with gently running water for at least 5 minutes or until all traces of chemical have gone. Remove contaminated clothing and any potentially restrictive jewellery while irrigating. If the chemical adheres to the skin (e.g., is oily), wash gently with liquid soap. Check Hazcard(s) and follow additional guidance if provided. If corrosive: maintain irrigation for at least 20 minutes. If any concerns: call the emergency services – tell them the quantity of chemical(s) involved. Chemicals on clothes/other items: If the chemical is flammable, extinguish all flames. If necessary, ventilate the area of the spill (follow emergency spill procedures). Put contaminated clothing/items in a safe place (e.g., a fume cupboard, outside). Thoroughly wash contaminated clothing/items before re-use (or dispose of it if appropriate).

**Chemicals in the mouth, perhaps swallowed:** Ask the casualty to rinse his/her mouth and spit out without swallowing. Check for signs of damage. Do not induce vomiting. Do not allow the casualty to eat/drink anything. Check Hazcard(s) and follow additional guidance if provided. If a hazardous chemical has/may have been ingested, or if any symptoms cause concern: call the emergency services, tell them the quantity of chemical involved. Follow their advice.

**Burns:** Cool the burn by immediately irrigating with gently running water for at least 10 minutes, until pain is relieved and heat is no longer felt. Call for first aid if blistering occurs.

**Inhalation of gas, vapour or dust/powder:** Remove casualty to uncontaminated air and sit the casualty down. Be aware that certain chemicals can have delayed effects. Check Hazcard(s) and follow additional guidance if provided. Monitor the casualty and contact the emergency services if any concerns.
Hair/clothing on fire; Stop, drop and roll: Stop the casualty moving around. Drop casualty gently to the ground. Wrap the flames tightly in a fire blanket or other non-flammable material or roll casualty to smother flames. Treat for burns.

Electric shock; If safe: break circuit by switching off or pulling out the plug. If not safe: use an insulator (eg, a wooden broom handle or rubber gloves) to remove the casualty from the circuit. Treat as appropriate.

Severe cuts; Lower the casualty to the floor. Raise the wound as high as possible. Ask the casualty to apply pressure on or as close to the cut as possible (use sterile pads, cloth or use fingers) If not possible, protect yourself from contamination and apply the pressure yourself. Do not remove any objects embedded in the wound – apply pressure around them.

Asthma attack; Asthmatic pupils will have been trained in what to do. Help them access their medication in accordance with your training.

Anaphylaxis; Follow the school’s agreed procedures (regular training is given). If the person suffers difficulty in breathing or swallowing and/or sudden weakness or floppiness, regard these as serious symptoms and Dial 999. Otherwise contact Medical Centre immediately, as a few pupils known by the Medical Centre staff can be administered epipens (pre-loaded adrenaline injection kits). Always seek medical help.

Fainting, epileptic fit, unconsciousness; Lower the casualty to the floor if they are losing consciousness. Make the area safe to protect them from further injury. If unconscious, place in the recovery position. If regaining consciousness, lay the casualty on the floor and raise their legs.
7.3 DISPOSAL OF CHEMICALS

Disposal of Waste Solvent Residues:

Broadly speaking, residues will fall into one of three groups:-

Group 1: those that are WATER MISCIBLE e.g.
- light alcohols; methanol, ethanol, propanol
- light aldehydes; methanal, ethanal
- light ketones; propanone, butanone.

WASH TO WASTE DOWN THE SINK WITH PLENTY OF WATER.

Group 2: those that are WATER IMMISCIBLE e.g.
- alkanes
- alkenes
- alkynes
- arenes
- petroleum spirit
- higher alcohols, aldehydes and ketones
- esters

POUR CAREFULLY, WHEN COOL, INTO THE SOLVENT RESIDUE BOTTLE USING A GLASS FUNNEL.

Group 3: those that are VERY VOLATILE OR REACTIVE e.g.
- Ethoxyethane (diethyl ether)
- Halogenalkanes

DO NOT POUR DOWN THE SINK
DO NOT POUR INTO THE SOLVENT RESIDUE BOTTLE.
PLACE THE RESIDUE IN A LABELLED OPEN BEAKER IN THE FUME CUPBOARD TO EVAPORATE.
* ENSURE THERE ARE NO SOURCES OF IGNITION NEARBY*

Mixtures of Solvents:
- if all the solvents in the residue fall within one group, then use the disposal method for that group.
- if the solvents in the residue fall within more than one group, seek further guidance from Hazcards and Topics in Safety Chapter 11.
7.4 DEALING WITH CHEMICAL SPILLS

Spill reported → Are boys aware that all but the smallest spills must be reported immediately to the teacher

Initial assessment → What is the chemical and what are the hazards involved? Is immediate evacuation of the room required? Are there any injuries? What volume has been spilt? Will a damp cloth or paper towels be enough?

Initial response → Fence off area with laboratory stools. If fumes are apparent open windows. Send a boy to the technician for assistance re-spills kit

Clearing up the spill
Obtain spills kit from Chemistry or Biology Dept. Prep Room
If a technician is present they will clear the spill

Follow the flow diagram to deal with the spill correctly.
Dispose of appropriately following the guidance given.

S23: ACID & ALKALI SPILLAGE KITS
CHEMISTRY CORRIDOR: ACID & ALKALI SPILLAGE KITS & MERCURY SPILLAGE KIT
L5: GENERAL, MICROBIOLOGY & MERCURY SPILLAGE KITS

8. COOPERATION WITH OTHER DEPARTMENTS

- Equipment and materials may be lent to staff in other science departments by arrangement with the appropriate HoD or technician.

- Equipment and materials may be lent to other teaching departments in the school by arrangement between HoDs, after due care to their safe use.

- Written records must be kept of such loans.

- Advice to any other department on the use of hazardous materials should only be given if documented evidence is available to support the advice.

- Loans of materials or equipment to boys (e.g. for project work) can only be made at the discretion of the HoD, with due consideration to safe use in a non-laboratory situation.
• Boys should complete a suitable Risk Assessment and show it to the appropriate member of staff.

• Hazardous materials may not be loaned to boys.
9.0 EQUIPMENT REQUIRING MAINTENANCE TO ACHIEVE SAFETY
Reference: CLEAPSS Chapter 20 & Appendix B: H&S Monitoring Checklist

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Frequency</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bunsen burner tubes</td>
<td>Approx. twice a year</td>
<td>Check for damage and wear</td>
</tr>
<tr>
<td>Electric fittings</td>
<td>At least termly</td>
<td>Check for damage eg, cracks or any loosening. Seek specialist advice as necessary.</td>
</tr>
<tr>
<td>First-aid boxes</td>
<td>Termly</td>
<td>Combination Technicians/School nurses. Check stock and top up as needed.</td>
</tr>
<tr>
<td>Gas cylinders</td>
<td>Before use</td>
<td>Valves should be checked to ensure that they turn readily. Cylinders are tested on filling. Cylinder keys are stored in S23 and S13a (Chem) and L11 (Bio).</td>
</tr>
<tr>
<td>Gas cylinder regulators</td>
<td>Every five years</td>
<td>Service arranged by Maintenance, but always inspect visually also when using. (Failure does not lead to a serious hazard but makes an alarming noise.)</td>
</tr>
<tr>
<td>Gas fittings</td>
<td>Termly</td>
<td>Check for blockages and damage/loosening. Advise Maintenance if any problems. The gas safety system will alert of any leak and prevent gas being distributed around the lab. Advise Maintenance if this occurs.</td>
</tr>
<tr>
<td>Lifting beams, rings and hoists</td>
<td></td>
<td>Lifting beams or rings should be inspected for signs of metal corroding or plaster cracking before a load of more than 10 kg is lifted. Hoists must be inspected to check that the rope is not frayed, is firmly attached and that the maximum safe load is not exceeded.</td>
</tr>
<tr>
<td>Manometers, gas law apparatus, eg, containing mercury</td>
<td></td>
<td>Any flexible tubing should be carefully inspected and replaced if it shows any sign of cracking or if not fitting tightly. (Such apparatus should stand in plastic trays or boxes to contain any spills.)</td>
</tr>
<tr>
<td>Sink traps</td>
<td>Annually</td>
<td>With a sensible disposal policy, sink traps should not contain too much solid matter or hazardous liquid and can probably be cleaned out by maintenance staff.</td>
</tr>
<tr>
<td>Workshop tools</td>
<td>Annually or more frequently as required for high use items.</td>
<td>Hand tools must be checked for safe construction e.g. hammer heads firmly fixed.</td>
</tr>
</tbody>
</table>
10. **USE OF MATERIALS AND EQUIPMENT**

10.1 The procedure for the safe storage, handling, use and disposal of materials and equipment must be determined by the HoDs and technicians in consultation with the Head of Science in accordance with the published regulations. These procedures must be available in writing for the information of teaching or technical staff who must use them. General regulations for some hazardous materials are given below.

10.2 **CHEMICALS:**

The guidelines for the storage, handling and disposal of chemicals are taken from *CLEAPSS* and supplier’s publications. All chemicals stocked are classified into hazard groups as in *CLEAPSS* and storage is being organised in line with these recommendations.

10.3 **FLAMMABLE SUBSTANCES:**

All main stocks of flammable organic liquids are kept in the brick-built external store which is kept locked (key obtainable from Chemistry Technician). Only small amounts of flammable liquids **not exceeding 500 cm$^3$$** each per room should be kept outside the flammables store or the fire-resistant cupboards in the Chemistry, Biology or Physics Prep Rooms.

10.4 **CARCINOGENS:**

The policy on use of suspected carcinogens which are considered acceptable follows that given in *CLEAPSS* and in *Topics in Safety*.

10.5 **TOXICS:**

All substances labelled Toxic are stored under lock and key in the poisons cupboards in the Biology or Chemistry Prep Rooms or in the Main Chemical store. A catalogue kept in the prep rooms lists the stock and amounts kept. Other hazardous chemicals e.g. the alkali metals and corrosives are kept in the main chemical store but separated according to CLEAPSS guidelines.

Hazardous chemicals are monitored according to the advice in *CLEAPSS Section 7.4*.

10.6 **STOCK CHEMICALS:**

A working stock of general chemicals is kept in the Chemistry and Biology Prep Rooms. Non-flammable stock solutions are kept on the shelves in S15, and S17 in a locked cupboard.
10.7 **GAS CYLINDERS:**
These must be stored upright in the purpose built holders/trolleys secured against a wall when not in use. They are stored in cool areas of the prep room or labs in such a way as not to cause obstruction of exits. Changing cylinder heads should only be done by the appropriately trained person.

10.8 **APPARATUS:**
Bulk stocks of Chemical apparatus are stored in S19.
Bulk stocks of Physics apparatus are stored in S9
Bulk stocks of Biology apparatus are stored in L11 or L5
Apparatus in regular use is stored within the laboratories.
Hypodermic syringes and needles are kept secure inside Biology storage areas and S13a. See *Section 13: Sharp Instruments Disposal.* Sharps Bin available in Biology Prep Room.

10.9 **DISPOSAL OF CHEMICAL WASTE:**
No hazardous substances should be disposed of in the laboratory waste bins.
Non-hazardous solid waste can be placed in the bins.
Broken glassware is placed in a separate bin available in each laboratory.
No toxic substances, organic liquids or insoluble solids should be disposed of via laboratory sinks.
The guidelines for general and special cases of disposal are given in *CLEAPSS*

10.10 **SAFETY EQUIPMENT:**
Fume cupboards, safety screens, face shields, face masks, earing protection and gloves are provided and must be used whenever a risk assessment indicates that they are needed.

10.11 **USE OF CHEMICALS:**
Chemicals are used subject to the restrictions warranted by standard risk assessments of their potential hazard.
Categories of restriction are those given on the *CLEAPSS Hazcards*, the *Restricted Chemicals Section* and manufacturer's advice, in compliance with COSHH regulations.

Chemical supplies kept by other departments must be stored in accordance with the guidelines above.
II. ELECTRICAL EQUIPMENT:

II.1 All members of staff must be aware of the potential hazards arising from the use of electrical equipment, especially from the mains supply. All equipment is made available for safety check by technicians. However, any fault noticed in operation must be reported immediately to Heads of Department or Technician and the equipment withdrawn from use until it has been mended and certified safe. The hazards, safety checks and precautions to be taken when using electrical equipment are contained in relevant sections of CLEAPSS. Certain items of electrical equipment, e.g. Balances, are maintained by a company that provides servicing.
11.2 RADIATION HAZARDS:

NON-IONISING: General information and precautions on the use of non-ionising radiation, e.g. stroboscopes and signal generators, microwaves, low voltage radiant heaters, focussed sun and UV, can be found in Safeguards in the School Laboratory.

IONISING: The production of ionising radiations (from radioactive sources and X-ray equipment) is strictly controlled by Health and safety at Work Act. The Head of Physics is responsible for Radiation Protection and to ensure the regulations are enforced. Equipment that generates X-rays should NOT be used in school laboratories.

The Head of Physics is responsible for the registration and storage of radioactive materials, which are kept in a locked cupboard in S3. An inventory of the stock and its activity is kept and materials are logged in and out of the store.

LASERS: Rules for the use of lasers are taken from British Standard Topics in Safety.
12. **MECHANICAL HAZARDS:**
A general discussion of potential hazards associated with e.g. glass, gases, steam engines, and centrifuges is contained in *Safeguards in the School Laboratory Chapters 8, 9 and 10* and in *CLEAPSS*
13. SHARP INSTRUMENTS:

Use of sharp instruments should be closely supervised. All class sets of sharp instruments e.g. dissecting scissors, craft knives and scalpels etc. should be stored in purpose made racks for easy counting-in and checking of numbers. They should be kept secure in Prep Rooms when not in use.

Disposal of Sharps.
Syringe needles, scalpel blades, craft knife blades etc. should be disposed of in a manner that will not pose a potential hazard to anyone.

Syringes that have become unsuitable for measuring volumes should be destroyed before being thrown away to prevent possible misuse.

Any department that wishes to dispose of a 'sharp' may bring it to the Biology Prep Room, where it can be placed in a sealed container to await incineration.

Accidents involving 'sharps'
If any 'sharp' should accidentally cause a cut the following procedure is recommended :-

(a) Pupils should inform the teacher in charge no matter how small the cut. It would be helpful to advise pupils before the lesson to mention any accident.

(b) The blade or needle must be disposed of immediately. Pick up the 'sharp' with forceps, place it in a dish and bring it to the Prep Room for disposal. Do NOT allow it to remain in circulation otherwise there is a risk of another student or member of staff being cut with it. The consequences of this could mean having to have vaccination against Hep B.

(c) There are First Aid kits in each Prep Room and in L3.

Teachers should count back any 'sharps' issued at the end of the lesson.
14. **BIOLOGICAL MATERIALS:**

14.1 The procedures to be followed to ensure safe and hygienic storage, handling, use and disposal of biological materials are contained in;

*Topics in Safety*
*The CLEAPSS website*
*Safety in Science Laboratories* includes advice on the keeping of living organisms.
*Safeguards in the School Laboratory* contains a short list of those chemicals commonly used in Biology which are considered hazardous.

14.2 **HAZARDOUS CHEMICALS & BIOHAZARDS**

- Handling, storage and use of hazardous substances such is subject to the risk assessments given in the safety manuals listed above.
- Pupils and staff should be aware of the necessity of washing hands after contact with materials and specimens
- Ninhydrin must only be handled by members of staff or senior boys who should wear nitrile gloves and work in a fume cupboard.
- **Mouth pipetting is forbidden.**

14.3 **DISPOSAL**

Bacterial cultures are placed in autoclaved bags for autoclaving before disposal in the bins behind the kitchen. Other biological material must be placed in plastic bags and not in waste paper bins. No biological waste should be left in bins where it could remain over the weekend or vacation. Such material (in plastic bags) must be taken to the outside rubbish bins by the laboratory technician.

14.4 **USING PUPILS AS THE OBJECTS OF INVESTIGATION**

- Teachers must ascertain that pupils have no record of an allergic response before conducting experiments e.g. **nuts/nut products must not be used**
- General information on the potential hazards of such procedures (e.g. tasting, smelling, pulsed stimulation, physical stress, lung ventilation, etc) and the risks involved in using students’ saliva and cheek cell scrapes are given in:
  *CLEAPSS*
  *Safeguards in the Science Laboratory* and *Safety in Science Laboratories*
- The procedure adopted for examining cheek cells is given to teachers with equipment

Boys must not share equipment, and take cheek cell samples only with cotton buds which are disposed of into bleach solution. All used materials are sterilised in 10% bleach solution before disposal. Reference to: **CLEAPSS**
• Experiments involving dosage with any chemical such as caffeine, alcohol etc. must not be carried out.

14.5 **NO SAMPLES OF STUDENTS' BLOOD SHOULD BE TAKEN (DES GUIDELINES).**

14.6 **POND DIPPING & WEIL’S DISEASE**
Fresh water studies may carry an associated risk of Weil’s disease and the following precautions should be observed:
• Avoid all exposure of areas of broken skin.
• Avoid sites where rat activity is likely.
• Avoid sites of obvious effluent outfall.
• Make appropriate use of protective plastic gloves.
• Weil’s disease has influenza-like symptoms. Any person showing such symptoms after exposure during fresh-water fieldwork should immediately seek medical advice. (for further information see **CLEAPSS**)
14.7 CHEEK CELL SAMPLING

The teaching profession has received little advice from the DES or local education authorities on the sampling of cheek cells except for a suggestion that, in the interests of safety, this practice be discontinued. The concern is that, if during sampling, blood is drawn and the pupil or teacher has a blood-borne disease such as AIDS or hepatitis B, then there is a chance, albeit very slight, that the disease could be transmitted to another person.

The Institute of Biology is becoming increasingly concerned at the lack of any suitable alternative to the cheek epithelial cell as a living animal cell that is both easily obtained and easily seen. The Institute is therefore advising that teachers and local education authorities continue to allow cheek cell sampling using the following recommended safe procedure. There is no evidence that any disease has ever been transmitted via cell sampling in classrooms and if this procedure is followed the Institute is confident that neither pupils nor staff will be in any form of danger.

Procedure for the preparation of temporary mounts of human cheek epithelial cells

1. Take a cotton bud from a newly opened pack.
2. Move the cotton bud over the inside of the cheek on one side of the mouth and along the outer lower side of the gum.
3. Smear the cotton bud over a small area of a clean microscope slide.
4. Place the used cotton bud immediately in a small volume of disinfectant (see note) in a suitable container, (e.g. 5 cm³ in a 10 cm³ specimen tube).
5. Place 3 drops of 0.1-1% methylene blue from a dropper pipette onto the smear and cover with a cover slip.
6. Observe the smear under the low power magnification of a microscope. When the cells are in focus, increase the power of the objective to achieve maximum magnification and resolution.
   The cytoplasm will be stained pale blue and the nucleus will be stained a darker blue.
7. After the cells have been observed, immerse the slide and cover slip in a beaker of laboratory disinfectant.
8. After a minimum of 15 minutes disinfection time the teacher or laboratory technician should transfer the used cotton buds in a clinical waste bag which should be sealed and then taken to the Medical centre for disposal.
9. Slides and cover slips should be autoclaved and disposed of.

If the above safe procedure is followed there are absolutely no reasons why any student or teacher should be exposed to the risk of infection by the transmission of pathogens.

CLEAPSS Note:
   1. Use sodium chlorate(I) hypochlorite solution (containing at least 1000 ppm available chlorine) or 1% Virkon.
14.8 MICROBIOLOGY: GOOD PRACTICE AND SAFETY PRECAUTIONS
The list is a useful compilation of the major points which need to be considered when tackling microbiological work.

- **Class discipline**
  If class discipline cannot be relied upon, potentially hazardous incidents may very well occur. To ensure that risks are kept to an absolute minimum, 'safe' organisms, such as yeast and yoghurt bacteria, should be used or the procedure should be altered so that pupils cannot be exposed to cultured organisms. Sometimes, teacher demonstrations rather than class practical work may be more appropriate.

- **Laboratory overalls**
  Teachers, technicians and pupils should wear laboratory overalls wherever this is possible. Lab coats must be clean, since the purpose of wearing them is to prevent contamination of cultures by microbes from clothing.

- **Hand-to mouth**
  No hand-to-mouth operations should occur (e.g. chewing pencils, licking labels). No eating, drinking or smoking should be allowed in the laboratory. **Mouth pipetting is forbidden.**

- **Careful organisation**
  Work benches and floor areas should be kept clear of all bags and other personal belongings. **Before** starting any practical work, pupils should assemble all materials required at their bench positions wherever possible. Each pair or group of students should be allowed as much space as possible to work in.

- **Protecting wounds**
  All exposed cuts and abrasions must be protected with suitable waterproof dressings before starting any practical work.

- **Disinfecting working surfaces**
  Whenever possible, benches should be swabbed immediately before and after each practical session. If not, it is sensible to ensure that surfaces are disinfected at the beginning and especially the end of the day. In either case, the disinfectants must be recommended and freshly prepared at the appropriate working strength. **30 minutes** disinfection time should be allowed.

- **Refrigerators**
  Food for human consumption must not be kept in refrigerators in which material for microbiology is stored.
• **Aseptic technique**
Pupils should adhere to the correct methods of handling cultures and apparatus until these become habitual. The acquisition of good aseptic (sterile) technique should be encouraged from the very beginning of pupils’ work with micro-organisms; for example, they should always work close to a flame. (See: CLEAPSS)

• **Cultures of micro-organisms**
All micro-organisms, from any source, should best be handled as if they might be potentially pathogenic even though most, if not all, that are used will be very safe; they may have mutated or become contaminated. Cultures should be obtained only from reputable sources and preferably renewed at regular intervals. Micro-organisms known to be hazardous must not be used. When stock cultures are maintained a subculture should be plated out before starting a new series of investigations and examined for signs of mixed growth-indicating that the stock has become contaminated. Such cultures should be destroyed.

• **Dangerous sources of micro-organisms**
Microbes must never be isolated from potentially dangerous sources such as human mucus, pus from spots, faecal material, drains etc. Samples should not normally be taken from body surfaces for introductory work at level 2. It may, however, be considered appropriate to take ‘finger dab’ samples, providing pupils cannot then be exposed to the cultures that grow. For these and other natural sources such as air, soil and water, which may contain pathogens, cultures must be treated with particular care after incubation.

Plates should be totally sealed with tape, but only after incubation is complete.

• **Practical work involving edible end products**
Where practical microbiology involves, for example, making bread with yeast or the production of yoghurt with Lactobacillus and pupils are to taste the end products, it will be important to liaise with the catering department so that the investigations are conducted in an area other than a science laboratory.

• **Unsuitable experiments and media**
Experiments which involve deliberate contamination of pupils, e.g., painting bacteria on to the skin etc, should not be performed.

Anaerobic culture must be avoided below level 3 work, because of the danger of isolating pathogens.

Media which will selectively grow pathogens, e.g. blood agar or MacConkey agar and broth for studying coliform bacteria, should normally be avoided.

• **Taping agar plates**
All inoculated agar plates should be closed with small pieces of clear, adhesive tape before incubation and remain taped during subsequent examination.
Pupils below year 12 should never open plates which they have inoculated.

- **Killing micro-organisms in plates and cultures**
  If there is a risk that some pupils may attempt to open plates, their contents should be killed beforehand using methanal (formaldehyde). If preparing culture for microscopic examination, suspensions of the micro-organisms should be made up in water by the teacher or technician and killed by the addition of methanal. If test tubes of broths must be studied, micro-organisms should be killed by the addition of methanal to each tube before examination by pupils. (See: CLEAPSS)

- **Using centrifuges**
  Broth cultures of micro-organisms should not be centrifuged with normal school equipment. Centrifuging will cause aerosol formation since equipment used in schools is unlikely to allow the tubes to be sealed with caps.

- **Condensation in agar plates**
  If condensation in agar plates is extensive, water droplets may run together, allowing fluid to drip out of the Petri dish, carrying micro-organisms with it. It is normal to incubate plates inverted; this will help to ensure that condensation does not contact the micro-organisms. Avoid condensation when pouring agar plates. (See: CLEAPSS)

- **Avoiding 'splutter' when flaming loops**
  Flame heating of inoculation loops may cause spluttering and aerosol production, which will disperse micro-organisms and contaminate the working area. This can be minimised or avoided by first heating the wire at the base near the handle and slowly moving the end of the loop into the flame. Alternatively, the contaminated loop may be dipped into 70% alcohol and then flamed as above (but this may pose an unacceptable risk of the alcohol catching fire, particularly for work at level 2). (See: CLEAPSS)

- **Incubation temperatures**
  Incubation at 37°C may select micro-organisms adapted to human body temperatures. Cultures should normally be incubated at ambient room temperatures (a special incubator is often not needed); 30°C should normally be regarded as the upper limit. Plates and cultures should be incubated where they cannot be tampered with by pupils. (See: CLEAPSS)

- **Disposal of used cultures and plates**
  Used cultures and plates etc. must be sterilized before disposal. Autoclaving, placing items inside an autoclavable plastic bag, is much preferred to the use of disinfectants.

- **Dealing with spills of cultures**
  The DfEE recommends that accidental spills should be recorded by the teacher. Liquid cultures should be avoided where possible to reduce risks. (See: CLEAPSS.) If spills of cultures occur they must be reported and dealt with following the brief instructions below;
a) Disinfect the area of spill, wearing disposable gloves, with an appropriate disinfectant, allowing enough time for disinfection to occur (at least 10 minutes, depending on the type of disinfectant used).
b) Use Virkon or ampholytic surfactant disinfectants for contaminated clothing. For skin disinfection, use Virkon, ethanol or a QAC type, followed by washing with soap and hot water.
c) Preferably autoclave all contaminated cleaning cloths etc.

- **Washing hands after practical work**
Teachers, technicians and pupils should make a point of thoroughly washing their hands with soap and water after microbiological work. Facilities for this should be available within the laboratory. Communal towels are to be avoided and liquid soap from a dispenser is more hygienic than a bar of wet soap (though be alert for pupils who may be allergic to ingredients in liquid soap).
<table>
<thead>
<tr>
<th>What do the COSHH symbols mean?</th>
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<tr>
<td><img src="symbol" alt="Dangerous to the environment" /></td>
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<tr>
<td>Dangerous to the environment</td>
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<td><img src="symbol" alt="Corrosive" /></td>
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<td>Corrosive</td>
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<tr>
<td><img src="symbol" alt="Caution - used for less serious health hazards like skin irritation" /></td>
</tr>
<tr>
<td>Caution - used for less serious health hazards like skin irritation</td>
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</table>
APPENDIX D  FIRST AID BOXES

Any person who uses an item from a first aid box should inform the Technician or Medical centre as soon as possible so that it can be replaced.

A first aid box should be a strong container impervious to dust and damp. It should be clearly labelled First Aid by a white cross on a green background. The contents of a first aid box should be readily available to anyone wishing to use them. Only the following supplies should be kept in it:

- a) a card with a general first aid guidance
- b) a supply of individually wrapped sterile adhesive dressings (plasters)
- c) sterile eye pads with bandage
- d) triangular bandages (preferably sterile, but if not, a sterile covering appropriate for serious wounds should be include)
- e) safety pins
- f) a selection of sterile wound dressings, various sizes
- g) disposable gloves
- h) yellow clinical waste bag
- i) resuscitation face shield
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<tr>
<th>NEAR MISSES PROFORMA</th>
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<tbody>
<tr>
<td>DATE</td>
</tr>
<tr>
<td>STAFF NAME</td>
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<tr>
<td>DETAILS</td>
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SAFETY POLICY STATEMENT FOR THE COMBINED CADET FORCE (CCF)

References:


1. This annex to the Bedford School Health and Safety Policy Statement should be read in conjunction with the above references.

2. Health and Safety is the responsibility of everyone involved with the CCF. This responsibility includes the Governors, the Head Master, the School Safety Officer and Assistant Safety Officer, the Contingent Commander, the CCF Officers, the SSI, the Cadet Training Team and other Armed Forces instructors, any volunteer instructors and adult helpers and the cadets themselves. The Contingent Commander and the SSI have a specific duty to monitor procedures and activities to ensure that Health and Safety regulations and guidelines are complied with on a day-to-day basis.

3. Cadet Training Safety Precautions (reference D above) is the primary source of regulations for conducting military training within Bedford School CCF (the CCF) including the use of firearms, outdoor activities, training on water and the use of vehicles.

4. Every exercise instruction issued by the CCF must include a statement about risk assessments for the activities to be covered. These risk assessments are to be made in accordance with the following procedure (as outlined in reference C above):

- Conduct a hazard survey to identify the risks involved.
- Identify the risks that will remain after applying the appropriate standard control measures.
- Carry out risk assessments with the aim of producing a plan to reduce these residual risks to an acceptable level.
If there are no identified risks associated with the activity to be undertaken, the exercise instruction is to include a statement to this effect.

5. When adventurous training is undertaken the guidance set out at paragraph 3.10 and at Annex F to Section 3 in Reference A above is to be followed. The safety rules set out in the School’s policy document on Outdoor Activities are also relevant here. If there is any conflict between the two, an assessment is to be undertaken to determine the relevant levels of risk involved and a judgement is to be made to keep these risks at an appropriate level. Where necessary, the guidance of the School’s Safety Officer should be sought. He/she will normally seek the advice of the Harpur Trust Safety Adviser in such cases.

6. All Duke of Edinburgh Award Scheme activities undertaken under the auspices of the CCF are to be conducted in accordance with the safety rules laid down for the Scheme. However, due regard must also be taken of any Ministry of Defence regulations and the School’s safety policy documents.
BEDFORD SCHOOL CCF SAFETY HEALTH AND ENVIRONMENT PROTECTION
STATEMENT

This statement is complimentary to and does not replace the statement contained in
the School Health and Safety Instruction.

1. I am conscious of and accept my duties as Contingent Commander of Bedford School CCF, to
maintain a safe and healthy environment as detailed in the Secretary of State's Health, Safety
and Environmental Protection Policy. We will therefore provide safe facilities and equipment,
necessary information, training and supervision to ensure the safety of all participants and those
who might be affected by our activities as far as is reasonably practicable.

2. Staff reporting to me are to make all necessary arrangements to enable me to discharge my
duty to comply with the Secretary of State's Policy, and staff reporting directly to me are to
take all reasonable and practical steps to secure my objectives.

3. I require all staff to:
   a. Read, understand and comply with all standing instructions relating to health and
      safety. They are circulated as necessary and held by The RSM.
   b. Be familiar with the emergency procedure in the event of a fire or other incident.

4. I am to be informed immediately in the event of:
   a. An accident or incident involving actual or possible harm to a member of staff, or
      cadet, or to other persons in or around the cadet premises.
   b. A potentially hazardous situation involving the building and/or its fixtures, equipment
      or work practices by our own or other staff.

5. In addition, I require each member of staff to:
   a. Take reasonable care of his or her own health and safety and that of other persons
      who may be affected by his or her acts or omissions at work.
   b. Follow Cadet Instructions and cooperate positively in achieving a healthy and safe
      work environment.
ORGANISATIONAL ARRANGEMENTS

6. **Responsibilities.** All personnel are to cooperate with the Person in Charge and the supervisors in order to achieve a healthy and safe environment. They are to take care of themselves and others who may be affected by their activities. Personnel are to report promptly H&S problems to one of the persons identified below:

<table>
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<tr>
<th>Seri</th>
<th>Responsibility</th>
<th>Name</th>
<th>Title/Appointment</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Head of Establishment or Commanding Officer</td>
<td>CDR JACKSON</td>
<td>Contingent Commander</td>
<td>Point where overall responsibility for all health and safety matters rests.</td>
</tr>
<tr>
<td>1</td>
<td>Person in Charge (PIC)</td>
<td>SQN LDR BLACKLOCK</td>
<td>2 I/C</td>
<td>Exercises the responsibility on behalf of the Head of Establishment or Commanding Officer.</td>
</tr>
<tr>
<td>2</td>
<td>Deputy Person in Charge</td>
<td>RSM TEKELLMELLOR</td>
<td>SSI</td>
<td>Will act as the deputy to the PIC.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seria</th>
<th>Area/Specialisation</th>
<th>Name</th>
<th>Title/Appointment</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Safety in Military and Adventurous Training</td>
<td>SQN LDR BLACKLOCK</td>
<td>2 I/C</td>
<td></td>
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<tr>
<td>4</td>
<td>Accident Reporting and Investigation</td>
<td>RSM TEKELLMELLOR</td>
<td>SSI</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Monitoring and maintenance of plant and equipment</td>
<td>RSM TEKELLMELLOR</td>
<td>SSI</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Fire Prevention Officer</td>
<td>RSM TEKELLMELLOR</td>
<td>SSI</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Health and Safety Advisor</td>
<td>RSM TEKELLMELLOR</td>
<td>SSI</td>
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<tr>
<td>8</td>
<td>Environmental Protection Officer</td>
<td>RSM TEKELLMELLOR</td>
<td>SSI</td>
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7. **First Aid.** The first aid kit and accident book are located in the corps Office. Personnel have a duty to report all accidents and incidents.

8. a. Trained/qualified first aiders are:
<table>
<thead>
<tr>
<th>Serial</th>
<th>First Aid Kit</th>
<th>Name</th>
<th>Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
</tr>
<tr>
<td>1</td>
<td>HSE FIRST AIDER</td>
<td>RSM TEKELL-MELLOR</td>
<td>SSI</td>
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</table>

b. Appointed person responsible for first aid kit

<table>
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<th>Serial</th>
<th>First Aid Kit</th>
<th>Name</th>
<th>Appointment</th>
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<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
</tr>
<tr>
<td>1</td>
<td>BOX IN CORPS OFFICE</td>
<td>RSM TEKELL-MELLOR</td>
<td>SSI</td>
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Reviewed January 2018
The Harpur Trust

Swimming Pool
Normal Operating Procedures (NOP)
March 2017

Reviewed by: Rachael McLuckie, Health and Safety Adviser, The Harpur Trust

Signed:

Approved by: David Russell, Chief Executive, The Harpur Trust

Signed:
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The Harpur Trust
Swimming Pool
Normal Operating Procedures (NOP)

Introduction

Swimming pools at the Harpur Trust Schools have been identified as an area of significant risk if adequate controls and procedures are not in place. This NOP has been developed as a framework for schools to follow in ensuring that the teaching of swimming in the schools is carried out in a safe manner by competent, suitably qualified swimming teachers, who are assisted by adequately trained competent lifeguards and / or lifesavers.

This NOP will set out the common hazards in swimming pools, responsibilities of the swimming co-ordinator, teachers, lifeguards / lifesavers, students and any other persons involved in swimming activities and swimming teaching.

This NOP has been written using the Amateur Swimming Association (ASA) Guidelines for School Swimming dated 2016. It is important to note that where a school cannot meet the requirements of this NOP, suitable measures must be taken to ensure that the same or greater level of risk control is applied.

Each school should draw up and review their own risk assessment as a basis for writing down their own Safe Operating Procedures for their pool. This should also include an Emergency Action Plan (EAP) detailing exactly what everyone does if an emergency occurs.

Staff should be trained to follow the safety rules included in these procedures and should practice emergency procedures at the start of each term with the children in their classes. Training should be recorded, signed by the person giving the training and records should be kept for at least 3 years.

Each school should include within their Safe Operating Procedures:

- A plan of the pool
- Maximum bathing load for the pool
- A list of key hazards
- A record of communication methods
- Rules of supervision
- Systems of work and operational systems
- Detailed work instructions
- First Aid supplies and training
- Details of alarm systems and other emergency equipment
- Conditions of hire (where applicable)

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Overall Aim

1. To help each individual to understand how to achieve their personal potential
2. To promote a wide variety of movement co-ordination in the water, executed in a controlled manner
3. To teach the four recognised strokes to be performed at a proficient standard
4. To use the correct technique for starts and turns in competitive situations
5. To introduce other water based activities such as water-polo, lifesaving, personal survival, aquarobics, diving and synchronised swimming
6. To develop an understanding of the basic principles of efficient stroke and skill technique
7. To understand and demonstrate the basic rules of competition and gamesmanship
8. To understand and demonstrate knowledge of Health and Safety issues appertaining to the swimming pool

Responsibilities of the:

Headmaster

The Headmaster is ultimately responsible for:

- Ensuring that any teacher responsible for delivering swimming is appropriately qualified to carry out the role
- Ensuring all teachers responsible for delivering swimming are familiar with this NOP and agree to by the requirements set out in the document. Swimming teachers should sign to say they have read, understood and agree to follow this NOP

Swimming Co-ordinator (Director of Sport)

The Swimming Co-ordinator is responsible for:

- Ensuring the swimming teachers understand their duties in relation to the swimming pool NOP and emergency procedures and that these are applied for teaching swimming lessons at school
- Ensuring generic, specific and dynamic risk assessments are in place, recorded and regularly reviewed
- Checking that swimming teachers are trained and competent to teach swimming and have appropriate qualifications in lifeguarding / saving
- Ensuring that swimming teachers undertake regular refreshers (every 2 years) in lifeguarding / saving and CPD in swimming teaching
- Ensuring swimming related matters are communicated to relevant staff and records kept
- Ensuring swimming teachers are inducted in their duty of care for teaching swimming and supervising students

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- Ensuring that swimming lessons are conducted in line with the National Curriculum
- Ensuring all swimming teachers have an enhanced DBS disclosure
- Facilitating emergency drill practices each term
- Carrying out regular safety inspections to ensure that emergency alarms, means of communication, fire fighting equipment and fire exit doors are in good operational condition
- Checking that emergency equipment is in place

Swimming Teachers

Swimming teachers are ultimately responsible for the safety of the students during the lessons. They are specifically responsible for:

- Being familiar with and applying the requirements of the NOP and emergency procedures
- Ensuring adequate supervision is in place for the number of students, their ages and abilities
- Supervising changing and preventing unauthorised access to the pool side without adequate supervision
- Carrying out specific and dynamic risk assessments with the Swimming Co-ordinator as necessary
- Maintaining their competencies
- Implementing emergency procedures when necessary
- Practicing emergency drills
- Ensuring suitable lifeguards / savers are present on the pool side
- Demonstrating to the Swimming Co-ordinator that they can affect a rescue if necessary
- Ensuring that swimmer / teacher ratios are not exceeded
- Ensuring that the maximum number of bathers is not exceeded

Lifeguards / Savers

Lifeguards and / or lifesavers are responsible for:

- Maintaining their relevant qualifications
- Understanding the contents of the NOP
- Being aware of and implementing the emergency plan
- Demonstrating to the Swimming Co-ordinator that they can affect a rescue if necessary
- Observing pool users at all times
- Initiating a rescue and administering first aid as necessary
- Preventing unsafe activities
- Assisting with emergency drills
- Helping to secure the pool against unauthorised access when not in use
- Communicating effectively with other persons in the pool and on the pool side
- Helping to ensure emergency equipment is in place and in good working order

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Students

Students are responsible for:

- Following written and verbal instructions
- Removing jewellery
- Not eating or drinking on the pool side
- Walking, not running on the pool side
- Reacting immediately to the emergency signal (3 long blasts on the whistle)
- Showering and using the toilet before entering the water
- Behaving in a sensible manner
- Keeping clear of the pool and pool side unless authorised and supervised by a member of staff
- Instructing staff of any hazards or medical problems

Potential Hazards and Areas of Risk

- Slippery floors
- Foot baths
- Depth of pool
- Grilles in deep end floor
- Medical problems of children
- Unauthorised access to the pool
- Sharp edges around pool
- Diving blocks
- Significant failure of pool lighting
- Toxic gas emission

Arrangements for lessons

Students will have sole use of the pool area during school swimming lessons.

Supervision

1. Students must not be allowed to access the pool side until adequate supervision is in place.
2. On their first swimming lesson, each student must be given a swimming test to determine their ability. Regular reviews should be held to monitor progress and this should be recorded and accessible to other swimming teachers.
3. Any swimming teacher that has not taught a specific group before must: either review the progress records for the group or conduct a swim test prior to starting the lesson.
4. At least once per term, routines, deep and shallow water and relevant notices should be brought to the attention of the students. Standard emergency procedures should be practiced at regular intervals with the students.

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5. The swimming teacher must identify specific groups for each swimming session.
6. The teacher and / or instructor should be able to see all the students throughout the lesson. The bottom of the pool should be clearly visible and any problems of glare or light reflected from the water should be satisfactorily overcome.
7. The teacher or instructor must not enter the water if this leaves no supervising adult on the pool side, except in emergencies.
8. Students should be registered before the start of the lesson and numbers recorded. On completion of the lessons, students should be counted off the pool side, the pool checked to ensure no-one is left in it and the access doors locked immediately.
9. The access doors to the pool side must remain locked until a qualified member of staff is present and visible on the pool side.
10. Changing rooms must be adequately supervised.
11. When students are in the water, they must always have qualified adult supervision present. No student should be allowed to enter the water unless told to do so by the teacher in charge.
12. Supervision of activities such as canoeing or scuba diving in pools requires specialist knowledge and only suitably qualified teachers may take such sessions.

**Student : Teacher Ratio**

The following student to teacher ratios should be applied as a minimum standard:

- Non Swimmers and beginners – 12:1
- Children under 7 – 12:1
- Mixed ability groups – 20:1
- Competent swimmers – 20:1
- Swimmers with disabilities – maximum 8:1 but could be 1:1 (dynamic risk assessment required).

If a class exceeds these ratios, then a second qualified teacher must be on the pool side. A teacher of swimming who is also responsible for lifeguarding / saving must not work alone. A second person with sufficient knowledge of the emergency and first aid procedures to be able to assist the swimming teacher competently during an incident must also be present. In other words, there must always be at least two competent adults on the pool side at all times during swimming lessons.

The maximum bathing load for the pool can be calculated using the following formula.

One swimmer per two square metres.

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Risk Assessments

The following risk assessments should be undertaken for the swimming pool:

- A generic assessment of the pool, pool side, changing rooms and any associated areas such as plant rooms etc
- A generic assessment of swimming lessons
- Specific assessments for the swimming pool operator in the plant rooms, taking deliveries of chemicals, changing chemicals over, cleaning the changing rooms, working on the pool side and any other tasks carried out
- Dynamic assessments prior to lessons. These do not need recording unless there is a problem. For example poor water clarity, toxic fumes being released, poor cleanliness of pool, poolside or changing rooms, damage to equipment such as steps, seating etc that could cause an injury
- Any other assessments as deemed necessary by the swimming teacher

Risk assessments should be recorded and reviewed regularly to ensure they are still valid (at least annually). If necessary, assessments should be updated.

Students with Medical Conditions

Students with serious medical conditions need clearance through the written permission of parents and a covering note from their GP before they can be allowed to participate in school swimming programmes.

Students with epilepsy should at all times be observed from the poolside and should work alongside a responsible person in the water when out of their depth. Shimmering water or flickering light may trigger a seizure.

Students with Special Educational Needs (SEN)

Increasingly, children with special educational needs (including those with a statement of special educational needs) are being accommodated in mainstream schools. An awareness of some of the main issues associated with special educational needs will help the mainstream teacher of swimming.

Stimulating swimming lessons in a warm pool provides an ideal environment for learning. The aim of the swimming lesson should be to provide high quality learning in water to enable the swimmers to become as independent, self confident and skilful as possible. Alongside enjoyable and purposeful activity, teachers should be using each lesson to encourage socialisation and improved communication skills.
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Teachers working with children with physical impairments should seek medical advice on the implications of their condition for the swimming programme. The School's SEN co-ordinator will have detailed information on their condition, which will normally be contained on the School's SEN register. Some children will also have Individual Education Plans (IEPs) that specify learning targets and approaches.

Frequent repetition of activities will be beneficial and reassuring. Work at the pace of each individual. Pressurising swimmers to progress too quickly gains nothing.

Children with an exceptional ability have entitlement to a lesson appropriate to this ability. If they are not challenged they may become bored. Exceptional able children should work towards the key stage appropriate to their ability rather than their chronological age.

Lack of comprehension and poor mobility can cause organisational and safety problems. It is essential to have an adequate staffing ratio both in the changing rooms and in the pool. Swimmers with poor balance and co-ordination are at greater risk of slipping on wet surfaces whilst moving between the changing rooms and the pool. Be on the look out for epileptic seizures. Teachers should know how to recognise and cope with an epileptic seizure in the water.

A risk assessment should be completed before any child with SEN attends School swimming, to ensure the pool is suitable and specialised equipment such as hoist, gradient steps, suitable changing facilities etc are available.

Particular religions or cultures may require special provision, most typically in the form of certain types of clothing or segregated sessions.

Such requirements should be respected and, wherever possible, accommodated within the physical education curriculum and the school timetable. Schools should have a policy on multi-cultural issues of this kind, and there will be teachers who are able to give guidance.

Clothing and Equipment

- Uniform swimwear should be suitable for the purpose
- Goggles are allowed, however, clear or light lenses should be encouraged so that the swimmers eyes can be clearly seen. Students should be taught the safe action for putting goggles on and taking them off

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Pool Safety, Safety Equipment, First Aid Provision & Hygiene

- Adequate lifesaving equipment, buoyancy aids and first aid equipment including something to wrap around the casualty to keep them warm such as a blanket should be immediately to hand
- First Aid boxes should be checked regularly to ensure they contain the required first aid equipment
- There should be access to a telephone giving direct contact from the pool to the emergency services
- Pool depths must be clearly indicated on the walls and teachers should explain their significance, especially to beginners. All signs must conform to the Health and Safety (Safety Signs and Signals) Regulations 1996
- A pool divider (normally a rope) should be used to establish group boundaries
- The pool should not be used unless and until the water is sufficiently clear to enable the bottom to be visible at all depths
- The doors to the pool should be locked when the pool is not in use
- Students safety practices include:
  - No running
  - No diving in the shallow end
  - No swimming in the diving area (if applicable).
  - No pushing in
- Heavier equipment must be positioned carefully
- Rescue equipment provided must be positioned on the poolside and be easily accessible. This equipment must always be stored in the same place and returned after use. Positions of equipment should be marked on the pool plan
- Swim hats must be worn and plasters removed. Students must shower before entering the pool
- All valuables must be removed and handed in to the teacher in charge for safe keeping
- At the end of the session, the swimming teacher must walk around the edge of the pool to check that everyone is out of the water
- Changing rooms must be locked when the class has left
- All doors to the poolside must be secured unless the pool operator / cleaner are working in the area

Qualifications

It is recognised that all qualified School teachers have a range of skills and experiences that enable them to deliver a variety of subject lessons. However, there are obvious Health and Safety issues inherent in the teaching of swimming and its associated disciplines. It is therefore important to ensure that any teacher that has a responsibility for a group or groups of swimmers holds an appropriate specialist qualification.

- It is recommended that all swimming teachers hold a relevant ASA / UKCC Level 2 swimming teaching qualification. However it is recognised that some swimming teachers hold the Level 1 qualification and others have an equivalent PE teacher qualification that qualifies them to teach swimming

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- If swimming teachers do not hold the relevant ASA / UKCC Level 2 swimming teaching qualification, then a Level 2 qualified swimming teacher must be present on the pool side at all times.
- Swimming teachers that are not accompanied by a qualified lifeguard / saver must hold, as a minimum:
  - The RLSS National Rescue Award for Teachers and Coaches (refreshed every 2 years)
  - An ASA National Curriculum training course
- If lifeguards are used, then they must hold the National Pool Lifeguard Qualification (RLSS / IRSM training course) including ongoing monthly training and skills practice.

Swimming teachers should keep their qualifications updated by attending a Continuing Professional Development (CPD) course every two years. Where a class teacher, teaching assistant or higher level teaching assistants are conducting a swimming lesson without a Level 2 swimming teacher present, they should hold as a minimum:
- RLSS National Rescue Award for Teachers and Coaches, obtained within the previous two years (or have a qualified lifeguard present holding NPLQ).
- ASA National Curriculum Training Course.

Class teachers, teaching assistant or higher level teaching assistants should never teach swimming without at least one other person present to assist with first aid and rescue if necessary. The numbers and level of support will depend on the circumstances.

Lifeguards

Lifeguards should hold a valid RLSS / ISRM National Pool Lifeguard Qualification (NPLQ) achieved within the previous two years and kept up to date through a regular monthly programme of training and practice.

Diving

Additional care is required when teaching swimmers to dive. This activity should be carefully managed. The following should be enforced:

- Teaching of a racing dive should only be undertaken by Level 2 teachers and PE Specialists
- Teaching of racing dives should not be permitted in less than 1.8 metres of water and at this depth, beginners should be instructed in flat racing dives only. Instruction of other types of dives should be confined to diving pits to FINA standards
- Only shallow entry dives should be permitted
- Diving blocks and stages must conform to FINA / ASA regulations (see www.britishswimming.org for information)
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Emergency Action Plan (EAP)

Each school should draw up their own EAP. This should provide details of what everyone should do in the event of a reasonably foreseeable emergency and should include (where applicable):

- Overcrowding
- Disorderly behaviour
- Assault
- Lack of water clarity
- Fire
- Bomb threat
- Structural failure
- Emissions of toxic gases
- Serious injury to swimmer
- Discovery of casualty in the pool

Deviations from this NOP

This NOP has been written following best practice guidance from the Amateur Swimming Association (ASA). As such, this is the standard document that should be followed by all Harpur Trust Schools. This NOP should be used to develop specific safe operating procedures for swimming at each school.

Where there is a need to deviate from the NOP, for example, when a Level 2 coach cannot be present on the poolside during a lesson, a specific risk assessment should be carried out to ensure the lesson can be undertaken safely. If it is unsafe to continue, then additional control measures should be introduced. If the risks are still unacceptable the lesson should not go ahead.

If there is any doubt, contact the Bursarial Team in the first instance for advice.
SWIMMING POOL ONLY
(During School Time and Non School Time)

EMERGENCY ACTION PLAN

**Accident in Pool/Poolside**

For the purpose of clarity please note that any reference to the lifeguard refers to a staff member of Bedford school who holds an NPLQ or a teacher holding an NRASTC

1/ If you see a person in difficulties in the pool summon help from the Lifeguard straight away.
2/ In the event of a pool rescue all those swimming in the pool should be instructed to swim to the side and get out of the pool and await further instruction (if the incident is serious everyone swimming should be directed to the changing rooms)

3/ POOL ALARM—If the lifeguard requires extra help they will press or ask another person to press the Pool Alarm and get help. (There are 2 alarm buttons – one next to the Lifeguard chair, the other near opposite the pool on one of the pillars). The purpose of activating the pool alarm is to get any necessary extra help. For all pool activities held outside of the school academic timetable the pool alarm should be activated on all occasions in the case of a pool rescue where the lifeguard enters the water or in any other serious scenario.

4/ Pool whistles. If the Lifeguard gives:

**ONE SHORT WHISTLE BLAST** = Pay attention to the Lifeguard
**ONE LONG WHISTLE BLAST** = Attracts the attention of pool users to prepare for an evacuation.

Press the red button in to sound the alarm.

(To turn the alarm off twist the button and press inwards and let go)

5a/ In the event of a serious incident in the pool an ambulance should be called. After this is done the medical centre may also be contacted (if during school hours) as their medical experience will assist or may supersede that of the lifeguards.

The ambulance should come through the main school gates (Burnaby road). It should be directed to the back of the recreation centre adjacent to the Library (see swimming pool plan). Ambulance staff
should enter the recreation centre via the rear exit (near changing room number 3). During school time the ambulance should be directed by the security staff although a responsible member of the swimming session may be asked to guide the ambulance on arrival to ensure no unnecessary time is wasted. Phone numbers for security and the medical centre can be found next to the emergency phone in the pool.

5b/ If the alarm goes off in non-school time the Lifeguard may direct a person (usually staff member on duty) to phone for an ambulance.

Whether it is during school or non-school time when making the call to the ambulance direction to the centre should be given as below:

**Main Bedford School Entrance - half way along De Pary’s Avenue turning into Burnaby road (MK40 2TT)**

999 calls should be informative as to the situation regarding the casualty – circumstances of event and casualty’s position/state.

Important – Stretcher – if a stretcher is required then the ambulance crew may need to exit/enter via the men’s swimming pool changing room (number 2). In order to do this the door to the side of the normal poolside entrance to the male changing room will need to be opened. To open this door you will need to twist the emergency handle on the door (poolside). If for any reason it is not possible to exit via this way the poolside fire exit route may be used. In such an event the ambulance should be directed to the back of the Recreation Centre swimming pool. See swimming pool plan.

**ALL SERIOUS ACCIDENTS/INCIDENTS MUST BE REPORTED TO THE BURSARY IN WRITING**

In addition to making the bursary aware the centre manager must also be informed. This allows them to revisit risk assessments and EAP protocols to see if any changes are necessary. Furthermore “near misses” and safety issues must also be brought to the centre manager’s attention as soon as possible for the same reason. Any minor rescues also need to be logged by the centre manager.
5/ At the start and end of each class or session the Teacher in charge or lifeguard should check that all the safety equipment is in the correct position and should walk around the pool to check there is no one in the pool. At the end of the session they should close the poolside changing room doors replace the wood bars and bolts, and then exit via the Staff entrance ensuring the door is off the latch so access is only possible to those who know the code to the door. During the lessons/activities in the pool the staff entrance door should be on latch so in the event of an emergency assistance can enter the poolside without delay. As stated above the latch is taken off when leaving the pool to ensure it is left in a secure state.

Fire

If you notice a Fire anywhere in the building make your way to the nearest fire exits (see building plan). If the alarm has not already been raised activate the fire alarm by breaking the glass panel box located near every fire exit door. This is essential to ensure all users in the centre are made aware of the fire.

FIRE ALARM – If the fire alarm goes off (a continuous ringing tone) immediately exit the building in an orderly fashion via the swimming Pool fire exit doors located to the far side of the spectator’s seating area. Located on the wall next to the spectator’s seating is an emergency box where foil blankets can be found. These should be collected and distributed to all swimmers outside of the building and clear of the exit doors. The foil blankets are to be wrapped around the body and swimmers should huddle as close to each other as possible to minimise heat loss. NB The swimming Pool changing rooms are also considered to be part of the swimming pool area. Anyone located in this area when the fire alarm goes off should exit in an orderly fashion via the swimming Pool fire exit doors as described above.

During the times outside lettings are in the pool it is the duty of the lifeguard to ensure everyone gets out of the pool and changing rooms in an orderly fashion ready to evacuate via the emergency doors.

The meeting point area for all swimming pool users – spectators and staff members is on the Prep School Playing field in front of the Rec centre.

See map below for aerial view. Note – Exit B is the swimming pool fire exit area.
FIRE EXIT LOCATIONS and direction to MUSTER POINT - Aerial view of the Recreation Centre and surrounds.

A. Front doors Fire Exit
B. Back Poolside Fire exit
C. Side Changing Corridor fire Exit
D1/D2 Sports Hall East/West Fire Exits respectively
E. Gym North Fire Exit
F. Sports Hall Balcony Fire Exit

**Registration:** Once everyone has evacuated the building a registration should be carried out. This should also account for all spectators and staff as well as all the swimmers.

On further instruction from staff members nearby shelter can be found.

Nearby Shelters: 1) **Dining hall foyer** – This is a good place for a large number of people as it has adequate shelter and is enclosed (1C1 key required). Providing there is no danger of any potential fire from the Rec-centre or elsewhere this is a good place to shelter people (if cold outside).
2) **Boarding Houses – Prep School (Eagle House).** As an alternative choice to the dining hall foyer should this building be assessable then staff members should direct all swimmers and spectators towards this building.

During school academic time communication with security or appropriate areas of the school (e.g. bell room/main school) should determine the best rest place for swimmers to stay after the registration has taken place on the grass prep school field (muster point area).

Outside of school academic time the recreation centre duty office should radio through or phone security to arrange a temporary resting place once the registration has taken place. If for any reason security may not be present or attainable the duty officer should consider to move the group themselves once registration has been completed to a safe ideally sheltered areas - see suggested areas above.

The movement of swimmers/users of the recreation centre is only necessary in the event of it being very cold outside or if they are in any other danger located within the muster point area.

**Power Failure: cut/surge**

In the event we lose electric power it is normally due to one of two reasons. A power surge which usually only lasts for a few seconds or less. The other common cause for power failure is a power cut. This can last for any period of time usually from minutes to hours. In both eventualities there is adequate emergency/back up lighting in place around the swimming pool to ensure evacuation of the pool is carried out safely.

In the event of power failure all swimmers should exit the pool and sit/stand by the side. Before carrying out a register the pool should be thoroughly checked from the poolside to ensure everyone has exited the water. Once the registration is complete it can then be assessed what further action to take. Note in the event of a power cut (lasting just a few seconds) it would take about 10/15 minutes before adequate lighting returns. This is due to the special composition of the swimming pool lighting tubes. As a safety measure they must cool down when they are turned off (or power cut) and therefore cannot be turned on again immediately. So in the event of Power surge lasting just a second or less it would only be possible to resume swimming at least 10/15 minutes later as lighting would not be at a sufficient level.

In the event of a power cut for any reasonable (i.e. for 20 minutes or longer) length of time it may be necessary for all swimmers to get changed and for the session to be cancelled. The lighting poolside under these circumstances would mean it would not be possible for any swimming to take place. If Power/Lighting has not returned within 20 minutes of the end of the session it would then be strongly advised that the session be cancelled.
<table>
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<tr>
<th>Important Telephone Numbers:</th>
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<tbody>
<tr>
<td>Emergency Services</td>
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<tr>
<td>Medical Centre (School Hours)</td>
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<td>Bell Room (School Hours)</td>
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<tr>
<td>Security (Day)</td>
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<td>Security (Night)</td>
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Other Pool Specific Hazards

1. The Emission of Toxic Gases - this can be identified by the swimmers’ coughing as the gas moves along the surface of the water - follow the emergency ‘Fire Action’ procedures.

2. Lack of water clarity – if the pool water is sufficiently obscured to create an unacceptable risk to swimmers’ safety, the responsible person will sound one long blast of the whistle and all swimmers must quickly and sensibly leave the water. Swimmers will only be allowed to return to the water when given permission by the responsible person. If for any reason the water clarity is not of a good standard the pool caretaker/manager should be informed immediately.

3. Overcrowding – If in the judgment of the responsible person there are more swimmers in the water than can be monitored safely then all swimming must cease until swimmer numbers are reduced to an acceptable level.
4. Bomb threat - the responsible person will ensure that the ‘Fire Action’ procedures are followed.


**Blood** – any blood found on poolside whether small or large in quantity needs to be contained and subsequently cleaned. Informing the pool caretaker or centre manager/duty officer as soon as possible. Using the correct personal protective equipment the blood can be cleaned either with paper towels or with use of biohazard kit. After clearing the blood disinfectant should be used on the area (pool water is fine). All clinical waste to be disposed of in yellow biohazard bags which are to be left in a safe place (locked away) in the centre and then taken to the medical centre biohazard bins when possible.

**Large Blood spillages in the pool water** - In the event of a major spillage of blood in the swimming pool, the pool will be evacuated while the blood disperses via the normal pool water circulation system. The pool will be closed and only reopened after chemical level tests are taken to confirm that disinfectant residuals and pH values are within the recommended ranges. In this event the pool caretaker or centre manager needs to be informed straight away to carry out the aforementioned actions.

**Vomit** – if substantial amounts of vomit are spilled into the pool it will be closed to bathers in order to allow for its removal. On this occurrence the pool caretaker/centre manager/duty officer needs to be made aware as soon as possible. The vomit will be removed from the water using a scoop and placed in a bucket, the contents of which will be flushed down the toilet. A minimum of “three turnover periods” of the pool will elapse to ensure the removal of any bacteria. For Bedford School pool three turnover periods equates to 24hours. When clearing the vomit correct personal protective equipment needs to be worn. For spills of vomit on poolside – this must be contained, covered in paper towels to soak up the vomit as much as possible and wiped up immediately. Instead of using paper to clear the spillage biohazard kits can also be used. Vomit is not be washed into the pool or poolside drains. Once the vomit is cleared disinfectant should be used on the area. Pool water is fine for this purpose. All paper towels/biohazard kit used is to be disposed in yellow biohazard bags and taken to the medical centre biohazard bins as soon as it possible.

**Diarrhoea** – Please inform the pool caretaker/centre manager/duty officer as soon as possible. If diarrhoea is discovered in the pool it is to be closed immediately in order to allow for its removal and to allow for “six turnover periods” of the pool to take place before the possibility of any re-opening of the pool. Six turnover periods equates to 48hrs of Bedford School pool. Any boy who has recently had diarrhoea (i.e. within 24hours) should not swim as a cautionary measure.

**Solid Stools** – If a solid stool is reported to be in the pool it must be immediately retrieved from the pool using a net. The stool is to be placed into a bucket and flushed down the toilet. The decision to close the pool for a short period e.g. to maintain customer care standards rests with the pool caretaker/centre manager. A careful visual check will be undertaken to ensure that no particles remain and a water test is carried out to ensure that the quality of the water is within the defined parameters.
Any equipment that has been used to scoop up the stool must be thoroughly disinfected before it is stored away.

6. **Orange warning light (above spectators seating)** - if this flashes on and off it is a signal there is a problem with the automatic dosing unit in the pool plant room. The Centre staff on duty (Pool caretaker, centre manager or Duty Officer) should be made aware as soon as is possible in order for the appropriate remedial action to be taken.

Other potential emergencies:

**Epileptic Fit**

Should a child suffer an epileptic fit whilst in the pool a staff member should enter the water and support the child holding their face clear of the water until the fit ends. They should not attempt to remove the child from the water. Once the fit has finished the child should be removed from the pool and appropriate first aid administered. The remainder of the class should be made to exit the pool and enter the changing rooms as soon as is possible.

**Asthma Attack**

If a child suffers an asthma attack they should be removed from the pool, take their inhaler and then treated as normal.

**Defibrillator**

Bedford School Recreation Centre now has a Defibrillator which is located in the Front Entrance area. This is alongside the Fire extinguisher and emergency telephone just inside the front entrance area.

To access this defibrillator the there is a break glass panel. Once this is broken you are to pull the handle down which will then open up the box.

**Definitions:**

“Turnover period” – time taken for a volume of water equivalent to the entire water volume to pass through the treatment plant and back to the pool.
RECREATION CENTRE
(Excludes Swimming Pool EAP)

EMERGENCY ACTION PLAN
(During School Time and Non School Time)

**Accident in Recreation Centre**

1) In the event of an accident alert a member of staff.
2) The medical Centre(362261) should be contacted during school hours (8.30am-6pm term time only).
3) In the event of a serious accident an ambulance should be called(999).
3a) There are emergency phones around the centre which can be used for 999 calls.

Locations of emergency phones:
- Front entrance foyer
- Upstairs Fitness suite
- Swimming Pool

Location of First Aid Boxes:
- Fitness Suite
- Sportshall entrance
- Swimming Pool
- Front office (access only by Centre Duty Officer)

4) Please ensure you instruct the ambulance to enter through the “**main entrance of the school** half way up/down De Parys Avenue”. They should be directed to the nearest possible location of the recreation centre where the accident has occurred, see below for recommended parking areas for the emergency services.

<table>
<thead>
<tr>
<th>Location</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sportshall</td>
<td>Ambulance to park near to the library as close as possible to the sportshall fire exit doors</td>
</tr>
<tr>
<td>Fitness suite</td>
<td>Ambulance to park near to the library. If possible to get as close as possible to the Fitness Suite/rear fire exit by reversing up as close to the rear fire exit as possible.</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>Ambulance to park near to the library. If possible to reverse up as close to the ground floor rear fire exit as possible.</td>
</tr>
<tr>
<td>Entrance foyer</td>
<td>In the event of a serious incident in this area it maybe deemed more appropriate for an ambulance to be guided to the front of the rec-centre. If access to the front is not possible then the ideal alternatives should be used such as the locations mentioned above for the Swimming pool/Fitness Suite or Sports hall.</td>
</tr>
</tbody>
</table>

Straight after the call to the emergency services security should be made aware of what has happened to help assist the ambulance to the correct area. In the event security may not be available a responsible person should be sent to help direct the emergency services to the correct area.
Emergency telephone numbers are posted next to all emergency phones in the centre which are located in the swimming pool, fitness suite and front entrance lobby area. Accident report books are to be filled in when appropriate. All serious accidents (requiring hospital treatment) are to be reported to the Bursary.

**Fire**

If you notice a fire anywhere in the building make your way to the nearest fire exits. If the alarm has not already been raised activate the fire alarm by breaking the glass panel box located near every fire exit door. This is essential to ensure all users in the centre are made aware of the fire.

**FIRE ALARM** – If the fire alarm goes off (a continuous ringing tone) *immediately exit the building in an orderly fashion via the nearest fire exit doors.*

Once out of the building it is essential you convene in the designated meeting area. For the recreation centre this area is *outside on the grass inky pitch away from the building.* The grass inky pitch is otherwise known as the prep school playing fields. This is in front of the main Recreation Centre entrance.

**Power Failure:**

In the event of a power cut emergency lighting around the centre will come on. All activities should stop. You should then congregate next to the nearest emergency lighting ensuring emergency exit paths are kept clear. If electricity is restored the activity can be resumed providing there is sufficient lighting. Activities may need to be cancelled in the event power does not come back on during the allocated session.

**Swimming Pool Alarm:**

The swimming pool alarm is a different sound from the monotone Fire alarm. The sound goes from high to low. It will sound off in three areas – the sports hall, outside the front entrance to the recreation centre and in the main corridor foyer. It can be heard throughout the centre. Should this go off staff members in charge of their current session should go to the swimming pool and assist the emergency situation where possible. The activity they are in charge of should stop and boys should be asked to sit down and wait until further instruction.

**Important Telephone Numbers:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Services</td>
<td>999</td>
</tr>
<tr>
<td>Medical Centre (School Hours)</td>
<td>01234 362261</td>
</tr>
<tr>
<td>Bell Room (School Hours)</td>
<td>01234 362200</td>
</tr>
<tr>
<td>Security (Day)</td>
<td>07111 110257</td>
</tr>
<tr>
<td>Security (Night)</td>
<td>07860 855002</td>
</tr>
</tbody>
</table>
FIRE EXIT LOCATIONS and direction to MUSTER POINT - Aerial view of the Recreation Centre and surrounds.

A. Front doors Fire Exit
B. Back Poolside Fire exit
C. Side Changing Corridor fire Exit
D1/D2 Sports Hall East/West Fire Exits respectively
E. Gym North Fire Exit
F. Sports Hall Balcony Fire Exit

Defibrillator

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Structural Damage

In the event of any structural damaged in the centre which is deemed unsafe or potentially hazardous the concerned area should be cordoned off. If possible leading doors to this area should be locked and appropriate safety signs placed on these doors. In such an event the Deputy Bursar should be contacted as soon as possible. No one should enter this area until authorised to do so. In the event there is structural damage to the sports hall ceiling the procedures forementioned should be carried out.
The Harpur Trust
Health & Safety Policy

1 Statement of Intent

1.1 The Trustees of the Harpur Trust recognise that under the Health and Safety at Work Act 1974 they have a legal duty to ensure, so far as is reasonably practicable the health, safety and welfare of all employees of the Harpur Trust and the pupils at the Trust’s schools. They also recognise the duties required by the Act towards the public, contractors and any other visitors to its premises.

1.2 The Trustees accept these duties and it will continue to be their policy to promote standards of health, safety and welfare that comply fully with the terms and requirements of the above Act, Regulations made under that Act and approved Codes of Practice. It is considered by the Trustees that health and safety is an important responsibility.

2 Organisation

The Trustees accept full responsibility for health and safety within Trust premises and associated with Trust activities. They will constantly monitor the effectiveness of the implementation of this Policy and will review the Policy on an annual basis. The Trustees will ensure that any changes in this Policy will be drawn to the attention of all employees.

For administrative purposes the responsibilities of the Trustees are devolved to specific committees accountable to the Trustees for the implementation of their policies.

**School Committees** - These committees oversee the operation of each of the Schools within the Trust.

**Endowment Committee** – This committee oversees endowment activities. It also has responsibility for oversight of the Trust’s London Estate and the Pilgrim Centre site.

**Grants Committee** – The Grants Committee has oversight of the administration of Grants and the operation of Almshouses and Randall Cottage Homes.

**Administration & Audit Committee** – This committee has oversight of the administration and day-to-day conduct of Trust activities, including the operation of the Harpur Trust office.
In order to achieve the objectives of the Trust’s Health and Safety Policy, the Harpur Trust Office, each of the Trust Schools and each of the Trust’s Almshouses have prepared and will maintain their own Health and Safety Policy documents. A Health and Safety Policy has been prepared for the Pilgrim Centre, Bedford. The London Estate is let on full repairing and insuring terms and health and safety is therefore the responsibility of each respective tenant.

The relevant committee of the Trust will ensure that these policies exist, are up to date and that appropriate organisational arrangements are implemented. Each committee will report to Governing Body on an annual basis, in the autumn term, on health and safety matters.

The school committees delegate the day to day implementation of health and safety policy to a health and safety sub committee. The sub committee reports on a termly basis to the school committee and also on any occasion when, for whatever reason, professional advice has not been followed.

3 General Duties

The Trustees will ensure that they take all such steps as are reasonably practicable to:

3.1 provide a safe place for employees and pupils to work and conditions, which take account of all appropriate statutory requirements, codes of practice whether statutory or advisory and guidance together with safe means of entry and exit and to protect all employees, pupils and visitors in so far as they come into contact with foreseeable hazards;

3.2 provide and maintain a safe and healthy working environment for all employees and pupils with adequate facilities and arrangements for their welfare;

3.3 provide supervision, training and instruction so that all employees and pupils can perform their work activities in a healthy and safe manner. All employees will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities;

3.4 develop safety awareness amongst all employees and pupils and as a result of this create individual responsibility for health and safety at all levels;

3.5 provide a safe environment for all visitors and users of the Trust’s premises bearing in mind that such visitors may not necessarily be familiar with certain aspects of the Trust’s activities;

3.6 ensure safe arrangements for the handling, storage and transport of articles and substances, necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;

3.7 arrange and review systems of risk assessment to allow the prompt identifications of potential hazards;

3.8 collate accident and incident information and when necessary, carry out investigations;
3.9 ensure that any defects in the premises, its plant, equipment or facilities that relate to or may affect the health and safety of staff, pupils and others are made safe without delay;

3.10 control the activities of all contractors on the Trust’s premises. This will be achieved in part by demanding copies of the Contractor’s own Health and Safety Policy at the tender stage, appointment of a Principal Designer in writing and, at an appropriate time, the appointment of a Principal Contractor when required and the implementation of a Permit to Work scheme;

3.11 encourage full and effective two-way consultation on health and safety matters by using the management structure within the Trust and its subordinate organisations;

3.12 ensure that this Policy is used as a practical working document and that its contents are publicised fully;

3.13 review annually the details of this Policy and to keep it in line with changes in current legislation.

4 Competent Advice

To these ends the Trust will obtain the necessary legal technical and practical safety assistance and information from independent safety consultants or a retained Health and Safety Advisor as appropriate.

Signed ……………………………………………………………………………………………………….. (For the Trustees)
Chairman of the Trust

Date …………………………….21 January 2017………………………………..
BEDFORD SCHOOL        ANNEX J

WORKING AT HEIGHT POLICY

There will be times when employees of Bedford School or visiting contractors will be required to work at height. Working at height is any place where a person could fall and thus result in an accident or near miss.

Working at height could involve working from stepladders, ladders, lifts, hoists, scaffolding, working on roofs, tower scaffolds or other mobile elevated work platforms.

All access equipment to be used by School staff within the School Estate and Boarding Houses should be purchased through the Deputy Bursar or Foreman of Trades. Access equipment includes stepladders, ladders, lifts, hoists, and scaffolding.

If at all possible, working at height will be avoided.

If working at height is absolutely necessary, the school will ensure:

• All work at height is properly planned and organized
• All work at height takes account of weather conditions
• Those involved are trained and competent
• The site for working at height is safe
• Equipment used is appropriately inspected before work commences
• Appropriate means of access are used for the task
• The risks from fragile surfaces are properly controlled
• The risks from falling objects are properly controlled

In principle ladders should be used as a means of access only and not as a working platform. Ladders should be used only if the requirements of Schedule 6 of the Working at Height Regulations are met. These Regulations state:

Schedule 6 Requirements for Ladders:

1. Every employer shall ensure that a ladder is used for work at height only if a risk assessment under Regulation 3 of the Management Regulations has demonstrated that the use of more suitable work equipment is not justified because of the low risk and -
• the short duration of use; or
• existing features on site which he cannot alter.
2. Any surface upon which a ladder rests shall be stable, firm, of sufficient strength and of suitable composition safely to support the ladder so that its rungs or steps remain horizontal, and any loading intended to be placed on it.
3. A ladder shall be so positioned as to ensure its stability during use.
4. A suspended ladder shall be attached in a secure manner and so that, with the exception of a flexible ladder, it cannot be displaced and swinging is prevented.
5. A portable ladder shall be prevented from slipping during use by - • securing the stiles at or near their upper or lower ends; • an effective anti-slip or other effective stability device; or • any other arrangement of equivalent effectiveness.
6. A ladder used for access shall be long enough to protrude sufficiently above the place of landing to which it provides access unless other measures have been taken to ensure a firm handhold.
7. No interlocking or extension ladder shall be used unless its sections are prevented from moving relative to each other while in use.
8. A mobile ladder shall be prevented from moving before it is stepped on.
9. Where a ladder or run of ladders rises a vertical distance of 9 metres or more above its base there shall, where reasonably practicable, be provided at suitable intervals sufficient safe landing areas or rest platforms.
10. Every ladder shall be used in such a way that - • a secure handhold and secure support are always available to the user; and • the user can maintain a safe handhold when carrying a load unless, in the case of a step ladder, the maintenance of a handhold is not practicable when a load is carried, and a risk assessment under Regulation 3 of the Management Regulations has demonstrated that the use of a stepladder is justified because of
   1. the low risk; and
   2. the short duration of use

Any employee of Bedford School who uses a ladder, stepladder, tower scaffold or other mobile elevated platform should be suitably trained and competent to do so.

The Heads of Department/ Boarding House Masters should first approve proposals from their staff before any working at height from ladders, tower scaffolds and any other mobile elevated work platforms is undertaken.
The Foreman of Trades or the Deputy Bursar should first approve any working at height from ladders, tower scaffolds and any other mobile elevated work platforms proposed by contractors or external suppliers with the exception of the Theatre where approval should be obtained from the Theatre Manager.

Employees of Bedford School should not work on roofs without the approval of the Foreman of Trades or the Deputy Bursar. Work on or near fragile roofs should be suitably controlled e.g. covering any roof lights.

The Heads of Department/Boarding Housemasters will be responsible for ensuring that risk assessments are prepared for all their staff prior to working at height in their departments or Boarding House sites.

The Foreman of Trades or the Deputy Bursar will be responsible for ensuring that risk assessments are prepared for all contractors working at height on the school site.

The Foreman of Trades is responsible for checking and maintaining the school ladder register.

Employees of Bedford School should not work on lifts. A competent contractor will carry out this work.

A competent contractor will maintain hoists and other lifting equipment.

Reviewed January 2018
Next review January 2020

H&SWorkingatHeightPolicy
Health & Safety Policy

This health and safety policy seeks to promote safe working conditions, behaviours and procedures.

The design and technology department regards health and safety as a very important aspect of teaching. Each member of staff must refer to the Health & Safety Policy at all times, know its constraints, and apply it in full.

Workshop supervision

Boys are not allowed in a workshop without a member of staff.

Boys are only allowed to use machines under the supervision of a qualified teacher who is H&S trained.

Under no circumstances should boys be left unsupervised in a workshop. If it is necessary for a teacher to leave the workshop then the boys must be instructed not to use the machines and a supervising adult left in charge until the teacher returns. In a situation where one teacher is left supervising two classes, then the boys under the supervision of the teacher that leaves the workshop should be instructed to stop using the machines until he/she returns.

Note: the supervising adult must be inside the workshop and not an ‘accompanying/side room’.

To ensure boys are not able to access the workshop unsupervised, Staff must lock workshops at the end of each lesson and isolate the high risk machines using the key operated switch. Fire cupboards containing chemical must also be left locked.

Protective wear

Staff must wear the appropriate protective clothing whilst in the workshop environment. This includes: an apron, stout shoes with loose clothing/jewellery removed or made safe. Eye protection must be worn when using machines or and at any times where they may be in danger.

Risk assessment

All staff must understand and make themselves aware of the location of risk assessments which are carried out to identify potential hazards and risks that could cause harm. Control measures are in place to minimise or eliminate identified risks. All risk assessments are printed and staff asked to read and sign.
Staff must also ensure they are familiar and work in accordance with the codes of practice as set out in the BS163 document (Health and Safety for Design and Technology in Educational and Similar Establishments).

**COSHH**

All staff must understand and make themselves aware of the location of COSHH assessments (Control of Substances Hazardous to Health) which are compiled out by the department technician in accordance with manufacturers data sheets, and are used to control exposure to hazardous substances to prevent ill health. Control measures in place to minimise or eliminate identified risks. See hard copy folder T7

**Safe maintenance of equipment**

Whilst much of the department’s maintenance work is done on a day-to-day basis, a detailed maintenance programme and schedule is followed by the department technician and monitored by the HOD. This takes place during each school holiday and is recorded in the ‘Workshop Maintenance Document’.

**Electrical safety**

All portable electrical appliances should be PAT tested on a yearly basis by the department technician. All fixed electrical equipment should be tested on a 5 yearly basis (scheduled and organised by the school maintenance department).

**Safety training**

All departmental staff must hold up-to-date certificates for the safe use of machines. Certificates that have expired or that are required by new staff must be renewed or obtained through an accredited safety training organisation. It is the responsibility of the staff to ensure their safety certificates are up-to-date and for them to organise their own training should they require it.

Before allowing a boy to use a machine, teachers must first train boys in then safe use of machines in accordance with the 'Safe Operating Procedures' and ensure the boy has signed the Health & Safety Training Register.

**Fire practices**

In the event of a fire a constant bell will sound. All pupils should evacuate the building immediately. The assembly point for design and technology is on the tarmac area directly outside the main door. A register should then be taken of all pupils. Under no circumstances should anyone re-enter the building unless instructed to do so by the fire officer.

Each term fire practices are carried out according to a published schedule which is normally posted on the dept. notice board.

**First aid**
All staff are encouraged to hold first aid certificates and at least one must be 'First Aider at Work' qualified, which is at present the department technician.
**Safety code**

Boys should be instructed to report all accidents to the teacher. Minor cuts and burns can be dealt with by the teacher and all workshops are equipped with first aid boxes. In the event of a more serious accident, a boy can be seen by the on-site trained medical staff in the medical centre.

In an emergency the medical centre should be contacted immediately. In all instances boys should be accompanied to the medical centre. All accidents should be recorded in the accident book.

**Clearing-up**

All benches and sinks, etc. must be left in a clean and tidy condition at the end of each lesson. It is responsibility of staff to ensure that boys clear up any mess they make and store their work.

The department is cleaned on a daily basis (8 hours/day) by cleaning staff and there is a ‘high level’ cleaning rota that operates on a term-by-term basis.

**Planning of safe lessons**

Staff are responsible for the safety of boys in workshops and should:

- ensure that the teaching environment is conducive to maintaining a high level of health and safety;
- refer to the risk assessments and safe operating procedures when teaching boys in the safe use of all machines and their application to each project.

**Personal use of the workshops**

In order to effectively prepare the workshops for the start of each term/half-term, personal use of the workshops is restricted to the following:

- work to be carried out in T3 workshop only;
- no work to be carried out one week prior* to the start of a new term;
- no work to be carried out 3 days prior* to start of the second half of term;
- tools borrowed to be signed out and power tools returned to technician before going back into circulation;
- workshop to be thoroughly cleaned and tools put back in racks/cupboards at the end of each day.

* Dependent on the Technician’s holiday. For example, if the Technician takes holiday in the last week of the school holiday then no work is to be carried out prior to that week.
Lone Working

Staff must not the following machines, processes or materials when working alone:

- Mitre saw
- Table saw
- Planer thicknesser
- Heat treatment (gas)
- Lathe (wood and metal)
- Use of solvents and flammables
- Use of ladders and any high level work
- Heavy lifting
- No work to be done after 9:00pm

If access to the department is required outside normal working hours, staff must have a mobile phone with them at all times, and either:

- be accompanied by another adult;
- or inform another person on the School site what you are doing and start and finish times. Staff must then inform that person when they leave.
Workshop Rules

The department safety code is as follows:

- Boys are not allowed into the workshop without a teacher present.
- Boys must wear an apron, stout shoes and have their ties tucked in.
- Boys should not run in the workshop and must behave sensibly at all times.
- Eye protection must be worn when using machines, soldering and at times when eyes may be in danger.
- Boys may not use a machine without the permission of the teacher.
- Boys must use machines in accordance with the 'Safe Working Procedures'.
- If boys are in doubt about the operation of a machine or a process of manufacture they should ask the teacher before proceeding.
- Machine guards must be used.
- All boys must consider the safety of others at all times.
- Boys may only use tools in the way they have been shown and should carry them safely at all times.
- Boys must always report an accident or breakage immediately. If they spill anything on themselves, they must wash it off with water immediately and call for the teacher’s help.
- Boys must never put anything in their mouths or eat, drink or chew.
- Boys must never remove a safety guard.
- Boys must ensure dust extraction blast gates are open before using machines and closed after use.
- No boy may use the circular saw or planer thicknesser.
- Boys in the 4th Year (Yr. 9) upwards may use the band saws only after specialist training in how to stop and start the machine, use of push sticks and how to adjust guards and fences, etc.
- Boys may only use the router under close supervision.

At the end of the lesson pupils must:

- Always wash their hands.
- Always wipe the tables and sink areas if they are wet.
- Always leave the room/workshop clean and tidy.

Discipline

All boys are expected to follow the workshop safety rules. Minor breaches should be punished by using the conduct warning and detention system.

Serious breach of rules or an incident of theft should be reported to the HoD.