



Clapton Girls' Academy is committed to safeguarding and promoting the wellbeing of young people and expects all staff and volunteers to share this commitment.

Health & Safety Policy

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Trustees	Trustees consultation by policy reviewed and agreed
Staff	Policy folders on staff SharePoint. Extracts in staff handbook and reference in induction handbook
Parents	Academy website
Students	Extracts in student planner

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1. Statement of Intent

It is the intent of the Board of Trustees to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation. We will ensure the health and safety of all our staff, students and any other people who may be affected by our work activities. We are committed to complying with the requirements of health and safety legislation and promoting best practice and striving to exceed the guidance of the Health and Safety Executive and other regulatory bodies.

This policy reflects our commitment to ensuring that health and safety at work is paramount to the academy and that effective health and safety actively contributes to our success. This policy is provided by the Board of Trustees of Clapton Girls' Academy ("the academy") in pursuance of the Health and Safety at Work etc. Act 1974. (HASAWA) and subordinate legislation. This document acknowledges the academy's legal responsibilities and outlines the objectives of the academy for the health and safety of its staff, students and visitors, and the arrangements for meeting these objectives.

All our stakeholders have an awareness and understanding of health and safety hazards and risks that affect the academy. This document is made available to all academy staff who should read and make sure they understand its contents. Relevant content of the policy is communicated to students, visitors, contractors and other stakeholders wherever appropriate. The policy will be reviewed every year and following any relevant legislative changes or to the academy or the activities carried out within it.

This policy should be read in conjunction with the Educational Visits Policy (policy number 3) that makes particular reference to risk assessments for such events. This policy should also be read in conjunction with the Fire Safety Policy (policy number 48). The Trustees and Headteacher expect all staff with supervisory responsibility to display a positive attitude to, and interest in, health and safety matters.

2. Organisational Responsibilities

2.1 Trustees

Trustees have ultimate responsibility for the health and safety of the academy. All Trustees are required to read the HSE Leading Health and Safety at Work document in order to fully understand their role and responsibilities relating to health and safety. Trustees appoint a 'health and safety link trustee. This role ensures there is a heightened awareness on the board sending a strong signal that H&S is being taken seriously and that its strategic importance is understood. Trustees are responsible for:

- agreeing the health and safety policy.
- ensuring that health and safety arrangements are adequately resourced.
- ensuring the academy obtains competent health and safety advice.
- ensuring that risk assessments are carried out.
- receiving external health & safety and other associated audit reports and monitoring the implementation of any recommendations
- ensuring that views of stakeholders are considered in decisions that affect their health and safety.
- monitoring the implementation of the policy.
- completing focused health and safety visits.

2.2 The Headteacher:



- has overall day-to-day responsibility for implementing the health and safety policy and arrangements in the academy.
- will ensure that senior staff receive adequate information to enable them to carry out their own health and safety responsibilities.
- will, where necessary, nominate a member of the Leadership Team to act on their behalf in matters of health and safety.
- will advise the Board of Trustees of any circumstance preventing this policy from being implemented.
- will in conjunction with Heads of Faculty, ensure that all relevant safety guidance is available, and that adequate training and supervision is given to enable staff to carry out their tasks safely, and in accordance with this policy.
- will ensure that the academy buildings and associated areas are subject to a formal safety inspection
- will take executive action to remove, contain or isolate as is appropriate any hazard emanating in the academy buildings or associated areas.
- will keep an up to date list of safety representatives and so far as is reasonably practicable, be available to consult with them on safety issues.
- will accept written reports from safety representatives and respond in writing within a reasonable time.
- will keep Trustees updated on Health & Safety matters via the Headteacher's report to Board of Trustees.

2.3 Deputy Headteachers

- will, as and when necessary, deputise for the Headteacher in matters of health and safety. This may be in the absence of the Headteacher, or for the purposes of specific delegated projects as directed by the Headteacher.

2.4 The School Business Leader:

- will ensure that staff they supervise understand and accept their personal responsibilities and act accordingly.
- will ensure that appropriate risk assessments are provided and available for areas of work that are line managed by them.
- will, on behalf of the Headteacher, take primary responsibility for the training and administration of safety in the academy.
- will share relevant external audit reports with the Trustee's Resources committee and keep them updated on implementation of recommendations
- will maintain efficient records of accident/incidents occurring on the academy premises or on staff supervised activities off the premises, and ensure that the academy's statutory reporting responsibilities are met.
- will, in conjunction with the Student Reception/Engagement Support Staff Team Leader, ensure first aid boxes are suitably stocked and maintained and that first aid and medical training is arranged.

will be responsible for maintaining a centralised register of formal H&S training.

2.5 Leadership Team:

- will ensure that appropriate risk assessments are provided and available for areas of work that are line managed by them ie for areas of responsibility as well as faculties/years/teams they line manage.

2.6 Heads of Faculty, Subject & Support Staff Team Leaders:

- are accountable to the Headteacher for the day to day safe supervision within their faculty/team's sphere of influence. They must advise the Headteacher of any



circumstance preventing them from carrying out their health and safety responsibilities.

- will ensure that staff they supervise understand and accept their personal responsibilities and act accordingly.
- will liaise with the Headteacher/Leadership Team to determine the health and safety training needs of themselves and of staff they supervise.
- will ensure that appropriate risk assessments are provided and available within their faculty/team boundaries.
- will ensure policy implementation within their faculty/team boundaries and assist the Headteacher/Leadership Team in monitoring its effectiveness, as regards their individual specialism.
- will ensure that the details of all accidents/dangerous occurrences, within the area or activity they are responsible for, are properly recorded and investigated, and brought to the attention of the Headteacher/Leadership Team and reported to the School Business Leader for recording.
- will liaise appropriately with staff/safety representatives and refer matters that cannot be suitably resolved to the Headteacher.
- will take primary responsibility for ensuring that all teachers, learning support assistants (LSAs) and technicians work in accordance with this policy.
- will, within their individual sphere of influence, ensure that the academy's legal responsibilities for providing risk assessments are met.
- will ensure that all appropriate authoritative guidance issued by the ESFA and Health and Safety Executive is kept available for all relevant members of staff.

In addition to the above, practical subject leaders have additional areas of consideration noted in sections 2.7-2.10.

2.7 Head of Science:

- will take primary responsibility for ensuring that all Science teachers, LSAs and technicians work in accordance with this policy and any relevant policy for Science.
- will, so far as it affects the Science faculty, ensure that the academy's legal responsibilities for providing "risk assessments" are met.
- working with the Science Technicians, will ensure that all appropriate authoritative guidance issued by the Department for Education, Health and Safety Executive, CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) and others is kept available for all relevant members of staff. These documents to include:
 - CLEAPSS Hazards
 - Risk Assessments for Science (CLEAPSS)
 - COSHH Guidance for Schools

2.8 Head of Art Design & Technology (ADT):

- will take primary responsibility for ensuring that all ADT teachers, LSAs and technicians work in accordance with this policy and other relevant policies for ADT.
- will, so far as it affects ADT, ensure that the academy's legal responsibilities for providing risk assessments are met. The responsibility for risk assessments in Art and Design Technology are divided between the two post holders.



- will ensure that all appropriate authoritative guidance issued by the Department for Education, Health and Safety Executive and CLEAPSS is kept available for all relevant members of staff and that staff are trained, inducted and reminded at least annually of relevant Health & Safety. These documents to include:
 - Risk Assessments for Technology in Secondary Schools (CLEAPSS)
 - Safety in Practical Studies (DfE)
 - BSI - Code of Practice for Health and Safety in Workshops of Schools and Similar Establishments. (BS 4163:1984)
 - COSHH Guidance for Schools
 - DATA's A Guide to Health and Safety Training in Design and Technology

All staff within the ADT faculty need to agree to adhere to the ADT Health & Safety policies and practices.

2.9 Head of PE

- will take primary responsibility for ensuring that all PE teachers, coaches and instructors work in accordance with this policy and any other relevant policy for PE.
- **will ensure that the faculty refer to the Association for Physical Education's Safe Practice in Physical Education, School Sport & Physical Activity book. There is a copy in the PE office at all times.**
- will, so far as it affects PE, ensure that the academy's legal responsibilities for providing risk assessments are met. This includes on and off site activities including the use of the off-site swimming pool and the use of on-site equipment in the PE faculty.
- will ensure that all appropriate authoritative guidance issued by Department for Education and Health and Safety Executive is kept available for all relevant members of staff and that staff are trained, inducted and reminded at least annually of relevant Health & Safety.

2.10 All Heads of Practical Subjects (Science, ADT & PE)

Risk Assessments for students with SEND Support Requirement

Where there are students with specific SEND support requirements eg visually impaired students or students with reduced physical mobility, reasonable adjustments may be needed to ensure these students can access our broad and balanced curriculum.

The 'standard' risk assessment for the lesson or Scheme of Learning will need to be reviewed and adapted/modified in order to respond to the needs of the individual student/s. The teacher & LSA must ensure they have read the Pupil Passport and, if necessary, discussed the student's needs with the SENDCo. A modified risk assessment must be written with input from all adults involved in delivering the lesson eg teacher, technician, LSA. This is to ensure all parties are aware and fully prepared to support the student.

The risk assessment may involve incorporating adjustments to practical lessons to ensure safety. This may include, but is not restricted to, modified equipment, 'scaling up' designs to support safety and handling, enhanced supervision, pre lesson safety inductions for the student concerned if there is 'high risk' equipment or resources involved. These risk assessments must be saved in the appropriate faculty area as well as the Risk Assessment folder in the Learning Support folder on SharePoint.

Where specialist equipment is being used and supervision is being provided by a LSA, the teacher and/or technician must induct the LSA into the safe use of the equipment prior to



the lesson in which it will be used. It may also be appropriate for the student to have a 1:1 pre lesson safety induction with high risk equipment. This can be facilitated in consultation with the SENDCo.

Please also refer to the Promoting Equality (including PSED) Policy (number 29) and the Accessibility Policy & Plan (number 77).

2.11 The Premises Manager

The Premises Manager is responsible for the facilities management (FM) at Clapton Girls' academy. The Deputy Premises Manager will deputise in the absence of the Premises Manager.

Liaising as necessary with other relevant staff, the Premises Manager will take primary responsibility to:

- ensure that all communal areas, particularly those associated with fire escape routes, are kept free from obstructions.
- ensure that all fire escape doors are properly identified, in a suitable state of repair and accessible when the academy is in use.
- ensure that all fire appliances are properly maintained, checked and kept in the designated locations.
- ensure that fire procedure notices are properly maintained and correctly displayed.
- make arrangements for the safe working of contractors on site ensuring so far as is reasonably practicable that works are segregated from the main academy users.
- ensure the asbestos register is maintained and updated and communicated with contractors as appropriate.
- ensure that all checks and remedial actions in relation to legionellosis are completed.
- ensure that snow and ice is cleared in order to maintain safe access and egress and safe movement within the academy grounds.
- ensure that proper investigations are undertaken and reports submitted for any accidents or potential accidents, involving personnel or plant and equipment.
- ensure that all security doors, e.g. to motor rooms, boiler rooms are identified and secured against unauthorised entry.
- ensure that the fabric, fixtures and fittings of the buildings and site are maintained in a safe and secure condition.
- ensure that all fixed and portable electrical equipment receives regular recorded inspection/maintenance in accordance with manufacturers' instructions and relevant statutory provisions.
- ensure the relevant safety inspection reports are kept up to date and are presented to the School Business Leader.
- be the main point of contact for site access with regards to any health & safety audits or inspection and provide full FM related documentation for such purposes and lead on implementing premises related audit recommendations.
- ensure that risk assessments are carried out in respect of work within departmental boundaries.
- will remove, isolate or contain any hazard and will record and notify the School Business Leader and Headteacher of any such event.



The responsibilities noted in this policy are by no means exhaustive. London Borough of Hackney have issued a responsibilities matrix identifying who (CGA/LBH) is responsible for which element of Statutory Testing and Inspection and other compliance related matter as part of the Facilities Management contract arrangement. This matrix is reviewed annually.

2.12 All Staff:

- All teaching and support staff have a duty to assist in the implementation of good health and safety practice, and be conversant with the academy's Health and Safety Policy.
- All staff must follow the Code of Safe Working Practice (Appendix D).
- The Health & Safety at Work Act (HASAWA) section 7 places a duty on all staff to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. It also requires the employee to cooperate with the employer to enable the duties of the employer to be effectively performed or complied with.
- Section 8 of the HASAWA requires that no person shall intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health, Safety or Welfare in pursuance of any relevant statutory provisions.
- Staff must take primary responsibility for the safety of any non-employees who may be visiting them on the academy premises for official reasons e.g. a parent.
- On focus days, staff and students are involved in a whole day of learning and teaching that may well take them out of the usual context of their classroom – perhaps doing practical activities that require specific knowledge of risks and safe practices involved in using equipment. In addition, staff may run out of school hours clubs that require similar knowledge and consideration. It is the responsibility of the person leading the activity to ensure that all staff and students are briefed on the specific health and safety risks and practices to minimise these. For all planned activities, the person leading the activity should complete a risk assessment and share this with students and staff. A copy of the risk assessment must be submitted to the member of Leadership Team with overall responsibility for the specific event or activity for their approval.
- All staff must complete the online training provided.

2.13 Contractors:

- contractors engaged by the academy will be required to make prior arrangements with the premises staff who will advise them as regards access and timing.
- on arrival, contractors must report to the reception to sign in and provide the required safeguarding information and documentation, then report to the premises staff and agree procedures to be followed during works, including those for signing in, works signage, segregation and storage of materials and movement of vehicles and plant. The right to work register that is held in the Premises Office will be completed prior to commencing works as well as checking the asbestos register and reading and complying with the academy works' rules.
- the premises staff will report as necessary on works in progress to the Headteacher and/or the School Business Leader who will satisfy themselves that, so far as is reasonably practicable, safety will not be affected.
- contractors will be required to work in accordance with the Education Services Code of Practice for Building works in Educational Premises as well as follow the academy's site rules.



2.14 Lettings

The academy's lettings are managed by a company called Schools Plus. Hirers enter into a hire agreement with Schools Plus who are responsible for ensuring the safe use of the premises by users hiring the academy's facilities.

3. Arrangements for Implementation

3.1 Communicating Safety

Any member of staff who becomes aware of a hazard outside of their sphere of influence, should advise (in writing/e-mail) their Line Manager and the School Business Leader. Heads of Faculty/Subject/Support Staff Team Leaders will liaise with the Premises Manager or appropriate technicians, to ensure routine maintenance and repair of equipment within the area/activities that they are responsible for. The Headteacher will, as is appropriate, circulate any relevant health and safety information to staff, and will, in conjunction with the School Business Leader, keep records of accidents. The Premises Manager is responsible for keeping records of safety inspections etc. Copies of such inspections are kept on site and are also uploaded to the Judicium document portal to facilitate audits.

3.2 Accidents, Incident and Injury Reporting

- Accidents/incidents must be recorded in accordance with relevant statutory legislation. Please refer to section 3.5 for further details.
- All injuries to persons on the academy premises, or to staff and students off the premises but engaged in academy activities, must be recorded in the DWP approved accident book kept in Student Reception. Completed reports must be given to the School Business Leader.
- If the injured person is unable to make the record personally then their immediate supervisor or relevant teacher must do so on their behalf.

3.3 Notification to the Health & Safety Executive

Incidents of a more serious nature, where subsequent absence from work or school occurs, must be notified to the Health and Safety Executive.

The School Business Leader will take primary responsibility for ensuring that the above requirements are carried out and will inform The Health & Safety Executive of all relevant incidents. Refer to Appendix B for further details.

3.4 Statutory Notification

A number of specified injuries, occurrences and diseases at work are reportable to the Health and Safety Executive. Most are reportable by telephone within 24 hours, and all are reportable in writing on a prescribed form F2508 (or equivalent) within seven working days. The specified conditions are itemised in Appendix B.

3.5 First Aid Arrangements

The following is from the DfE's First Aid in Schools Guidance: *Any member of school or college staff may be asked to undertake first aid tasks, but they cannot be required to do so. Teachers and other staff working with pupils and students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils and students in education in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.*



At Clapton Girls' Academy, any member of staff can ensure the injured person is safe until a first aider arrives to treat the injured person. As a rule, we use the following approach:

- Minor cuts – any member of staff can issue the student with a plaster to put on.
- Cuts with heavy bleeding – first aider to assess & treat
- Knocks/bumps requiring an ice pack – first aider to assess & treat as could be concussion/sprain/fracture
- Any other injury – first aider to assess & treat

- In the event of an accident where a person requires first aid, the member of staff with the student or person must make a SSOD call out.
- The Senior Staff on Duty will attend and will arrange for a qualified first aider to assess the injury and provide first aid as necessary.
- First aid must not be provided by any staff who are not qualified first aiders.
- Once first aid has been provided the first aider or Senior Staff on Duty must arrange for the parents to be called to inform them of the accident, action taken and if the student is remaining on site or needs to be collected.

If a student has sustained a head injury (no matter how small it may seem eg they have walked into a door or perhaps bumped their head in a PE lesson), the parent must always be informed of the accident and be told that they should consider taking their child to A&E to have their injury assessed as the student could have sustained concussion. The child must never be sent home on their own. They must always be collected by a parent (or person the parent gives permission to collect them). If it is nearly the end of the school day and the student insists they want to make their own way home, this is only permitted if they walk home with another student and if the parent gives permission for this to happen. For further information: [NHS head injury & concussion](#)

- If an ambulance is deemed necessary, the parent must be informed as soon as the ambulance has been called. The parent should either make their way to the academy and wait on site with this child until the ambulance arrives. If the ambulance arrives before this is possible, a member of academy staff must accompany the student in the ambulance and remain at the hospital with the student (in loco parentis) until the parent arrives at the hospital and can take over responsibility for the student.
- Once first aid has been administered the first aider must complete the accident book and pass the completed accident report form to the School Business Leader. The accident book applies to all site users including students, staff, contractors or visitors.

Arrangements for first aid on site will be provided by the academy.

First aid boxes are provided at designated locations throughout the academy (see Appendix C for details). Notices identifying these and the location of trained first aiders are prominently displayed in the Student Reception office and Treatment Room.

A current list of first aiders and facilities appears in Appendix C to this document.

Where appropriate, staff will be given the opportunity to learn first aid on approved courses. This training will be carried out by an organisation whose training and qualifications are approved by the Health and Safety Executive. The course will include the following items examined to an emergency first aid standard:

- resuscitation



- control of bleeding
- treatment of an unconscious casualty;
- identification of fractures
- contents of first aid boxes
- treatment of minor cuts, bruises, splinters etc

Refresher training must take place every three years.

The Headteacher/School Business Leader on behalf of the Board of Trustees will arrange for sufficient numbers of staff to become trained first aiders. These, as far as is possible, will be non-teaching and numbers will be informed by the H&SE guidance.

First Aiders are responsible to the Headteacher for the following:

- assessing extent of injury or condition of a casualty, and giving immediate appropriate treatment.
- advising the Senior Staff on Duty on what action should be taken.
- notifying the School Business Leader of the impending expiry of their qualifications, at least six months beforehand.
- Administering first aid on trips if they are in attendance. Refer to Appendix C for further details about qualified first aiders and first aid locations/portable first aid kits.

There is an automated external defibrillator located in Student Reception and in the Nightingale treatment room. First aiders will be given certificated training by an approved external training provider. Refresher training must take place every three years. A current list of staff trained to use the defibrillator appears in Appendix C of this document.

3.6 Casualty Care

Please read in conjunction with section 3.5.

Treatment at the academy is provided for minor injury e.g. small cuts, bumps and bruises. In the case of a serious injury, first aid is provided to stabilise a casualty until they can be taken to hospital or put in the charge of competent/professional medical care.

In the event of an injury requiring medical attention outside of the academy, the Senior Staff on Duty will, in conjunction with the first aider, decide whether the casualty is sent home, or transferred to hospital.

In the event of an injury due to chemicals in the Science Faculty, the CLEAPSS Hazcards have details of what medical first aid is required. This guidance is available from the Science Technicians and staff and should be followed in cases of all chemical injuries.

In the event of an injury caused by chemicals in the ADT faculty, the CLEAPSS and COSHH guidelines have clear details of what medical first aid is required. This guidance is detailed in the ADT Health & Safety policy and is also available from the ADT technicians and staff. This guidance must be followed in cases of all chemical injuries.

In the event of an injury due to cleaning substances used by the cleaning team, the cleaning supervisor and/or manager should be asked for COSHH details to inform what medical first aid is required.



3.7 Fire Precautions/Arrangements

The academy has a separate Fire Safety policy (policy number 48). This policy should be referred to for details of fire precautions and arrangements.

3.8 Health and Safety Representatives

The academy will accept the appointment of safety representatives elected by recognised trade unions.

The names and locations etc. of safety representatives within the academy appear in Appendix C.

3.9 Health and Safety Committee

The academy has a health and safety committee. Membership of the committee is as follows:

- The Premises Manager (or Deputy Premises Manager in their absence)
- School Business Leader (Chair)
- Trade Union appointed safety representatives
- The H&S Link Trustee
- academy staff (as agenda dictates)

In the absence of any Trade Union representatives, the School Business Leader will discuss health & safety matters with the Premises Manager.

The academy may for advisory purposes, as required request the attendance of a Health & Safety expert or an external advisor.

Timing, agenda and minutes etc are arranged by the School Business Leader. Copies of minutes are forwarded to the Headteacher who will include any relevant information in the Headteacher's Report to the Board of Trustees. The minutes are also shared with all staff via staff notices.

The committee is both a forum for staff to exchange information on health and safety, and an integral part of the academy's health and safety monitoring process. The general role of the committee includes:

- Discussing health and safety matters pertinent to the academy and staff employed by the academy, with a view to resolving difficulties, and act as a focus for employee participation in the prevention of accidents.
- To consider new or amended health and safety legislation relevant to the academy.
- Ensuring that the academy complies with safe systems of work.
- Considering inspection reports.
- To consider any accidents and/or dangerous occurrences with a view to deciding further preventive action.
- To consider reports and information provided by the Health and Safety Executive.
- To consider and appraise the effectiveness of employee safety training.
- To ensure the adequate display of health and safety communications on staff notice board.

The committee has Terms of References that are reviewed annually at the first meeting of the academic year.



3.10 Special Arrangements for Persons with Disabilities

The Special Needs Co-ordinator (SENDCo) is primarily responsible for ensuring that adequate arrangements are in place to accommodate the special needs of any student with visual impairment, motor disability or other special educational need or disability that may require special safety provision. Please refer to section 2.10 of this policy for more details.

The SENDCo will liaise as necessary with all appropriate members of staff to ensure that all reasonable steps are taken to assist students with disabilities, and will keep appropriate records of each student with disabilities across the academy and positively monitor the student's progress and continuing ability to access and egress required areas of the academy safely.

The academy's SENDCo is identified in Appendix C.

3.11 Medical Needs

Staff should make reference to the Medical/Illness Procedure and Managing Medicines Policy (number 4) for the safe administration of medication.

3.12 Lone Working

Staff should make reference to the Lone Worker Policy (number 76) for safety matters related to lone working.

3.13 Manual Handling

In accordance with the Manual Handling Operations Regulations 1992 the academy will eliminate the need for manual handling whenever possible. Where elimination is not possible, the risks from manual handling will be assessed and reduced so far as is reasonably practicable. Premises staff are required to undertake appropriate training. Please refer to Appendix D section 4 for further guidance.

3.14 Working at Height

In accordance with the Work at Height Regulations 2007 the academy will eliminate the need for working at height whenever possible. Where elimination is not possible, staff must ensure that they follow the further guidance found in Appendix D section 5.

3.15 Managing violent or abusive visitors

Staff have the right to work in a safe environment. Visitors who are either violent or abusive will be asked to leave the premises and, if necessary, the police may be called. More information on steps to take is provided in Appendix D

Day to day access to the academy is within the control of the Headteacher. If a visitor is violent or abusive then staff must report this to the Headteacher who will then consider the most appropriate action or sanction.



Appendix A – Health & Safety Documents

The following Health and Safety information is available online for the use and information of the academy's staff. Certain other documents may also be held locally by Faculties.

Hackney Services for Schools Health and Safety .

<https://www.hackneyservicesforschools.co.uk/extranet/health-and-safety-schools>

The Education (School Premises) Regulations 2012.

<https://www.gov.uk/government/publications/standards-for-school-premises>

The Health & Safety Executive have many useful documents and resources on their website: <http://www.hse.gov.uk>

Leading Sensible Health & Safety in Schools (H.S.E. Publication).

<http://www.hse.gov.uk/services/education/sensible-leadership/>

COSHH guidance (HSE Publication)

National Society for Education in Art and Design (NSEAD)

A Guide to Safe Practice in Art and Design – published by the National Society for Education in Art and Design (NSEAD). This is available online at <https://www.nsead.org>

Association for Physical Education (afPE)

The Association for Physical Education (afPE), formerly the British Association of Advisers and Lecturers in Physical Education (BAALPE), is an association for advisers, lecturers, inspectors, consultants, advisory teachers and other professionals with qualifications in physical education, sport and dance. It exists to promote and maintain high standards and safe practice on all aspects and at all levels of physical education.

More information is available on the afPE website, at <http://www.afpe.org.uk/>, from which the afPE's excellent publication *Safe Practice in Physical Education and School Sport* - which is regularly updated - can be ordered.

The PE office has a copy of the following: Association for Physical Education's Safe Practice in Physical Education, School Sport & Physical Activity book

British Standards Institution (BSI)

Health and Safety for Design and Technology in Schools, British Standard 4163

Website: <https://www.bsigroup.com/en-GB>

National Association of Advisers and Inspectors in Design and Technology

A wide range of booklets and publications on health and safety in design and technology in schools can be found on the NAAIDT website at <http://www.naaidt.org.uk/naaidt>

Design and Technology Association

Website: www.data.org.uk

A guide to health and safety training in design and technology:

<https://www.data.org.uk/training-and-events>

CLEAPSS



CLEAPSS exists to support practical science and technology in schools and colleges. All local authorities in England and Wales are members of CLEAPSS, so any teacher working for a local authority can make full use of the many services this organisation provides, including resources, helpline, conferences and courses. Teachers working for other employers will need to check whether their employer is a member of CLEAPSS before accessing services.

Website: www.cleapss.org.uk

Helpline: 01895 251496

Risk Assessments for Technology in Secondary Schools (CLEAPSS).

Risk Assessments for Science (CLEAPSS).

HAZCARDS (CLEAPSS).

Association for Science Education

The Association for Science Education is a community of teachers, technicians, and other professionals supporting science education and is the largest subject association in the UK.

Website: <http://www.ase.org.uk/home/>

Tel: 01707-283000

DfE Guidance Safe Storage & Disposal of Hazardous Materials & Chemicals:
<https://www.gov.uk/government/publications/storing-and-disposing-of-hazardous-chemicals-in-schools>

In addition to the above, Clapton Girls' Academy use the support services of Judicium for Health & Safety training via their portal. There are also support resources available from Judicium which the School Business Leader will share with relevant HOFs, etc.



Appendix B – Reportable Incidents, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR)

The contents of this appendix is taken from the H&SE website. Guidance and forms that this appendix referred to can be found on the H&SE website.

Types of reportable injury

The death of any person

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

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

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

For further guidance on specified injuries is available from the H&SE website.

Over-seven-day incapacitation of a worker

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

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. Employers must keep an accident book under the Social Security (Claims and Payments) Regulations 1979.

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

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

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

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



Occupational diseases

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

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

Further guidance on occupational diseases is available.

Specific guidance is also available for:

- occupational cancers
- diseases associated with biological agents

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

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

Further guidance on these dangerous occurrences is available.

Additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and relevant transport systems (railways etc).

Gas incidents

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

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

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

Unsafe gas appliances and fittings should be reported using the online form.

Appendix C – First Aid

Current First Aiders:

Name	First Aid Qualification	Expiry Date
Admin Staff		
James Bradbury	First Aid for Teachers	04.01.2027
Paul Ebblewhite	First Aid for Teachers	19.04.2025
Nolda Halderman	First Aid for Teachers	22.06.2026
Ane Mason-Aouf	First Aid for Teachers	22.06.2026
Nikki Storey	Emergency First Aid at Work	30.07.2026
Genni Weekes	First Aid for Teachers	01.11.2024
Engagement Support		
Lauryn Anokye	First Aid for Teachers	01.11.2024
Afra Georgiou-Matson	First Aid for Teachers	01.11.2024
Geethu Jayapal	First Aid for Teachers	19.04.2025
Molly Kitson	First Aid for Teachers	22.06.2026
Taznim Nisha	First Aid for Teachers	04.01.2027
Rory Norrington	First Aid for Teachers	01.11.2024
Annie Taylor	First Aid for Teachers	22.06.2026
Adora Tuku-Young	First Aid for Teachers	04.01.2027
Faiza Waqar	First Aid for Teachers	04.01.2027
Learning Support		
Quay Beale	First Aid for Teachers	19.04.2025
Nuray Cakmak	First Aid for Teachers	22.06.2026
Jo Grant	First Aid for Teachers	22.06.2026
Ade Odumade	First Aid for Teachers	19.04.2025
Curriculum Staff		
Tamara Chambers (PE)	First Aid for Teachers	04.01.2027
Gemma Davis (ADT)	First Aid for Teachers	04.01.2027
Petrona Donald (PE)	Emergency First Aid at Work	26.04.2024
Ming Fu (ADT)	First Aid for Teachers	04.01.2027
Rachel Kelman (PE)	First Aid for Teachers	04.01.2027
David Pepper (ADT)	First Aid for Teachers	19.04.2025
Emma Shoard (Librarian)	First Aid for Teachers	22.06.2026
Gabija Smatauskaite (PE)	Emergency First Aid at Work	03.12.2026
Sonia Starkey (Science)	First Aid for Teachers	22.06.2026
Melanie Williams (ADT)	First Aid for Teachers	04.01.2027
Premises & Cleaning Staff		
John Davies	First Aid for Teachers	22.06.2026
Geoff Power	First Aid for Teachers	22.06.2026
Richard Ryan	First Aid for Teachers	22.06.2026
Sonia Rebelo	Emergency First Aid at Work	29.02.2024
Alex Tanase	First Aid for Teachers	04.01.2027

AED (defibrillator) training is delivered as part of their First Aid for Teachers training course.

EpiPens

If someone has a severe allergic reaction their body may go into anaphylactic shock. The sufferer should be treated with an injection of adrenaline (EpiPen) and an ambulance should be called immediately. First aiders are trained in how to use EpiPens as part of their course. Spare EpiPens are kept in Student Reception; in the T52 food technology



room and the Catering kitchen. For further information on allergies, please refer to the Food Policy (policy number 50)

ACTION

Give Adrenaline - If you suspect someone is having a severe allergic reaction, give adrenaline **WITHOUT DELAY** - if available. **IF IN DOUBT, GIVE ADRENALINE!**

How to use your Adrenaline Autoinjector device

Epipen - <https://www.epipen.co.uk/en-gb/patients>

Jext - <https://adults.jext.co.uk>

Emerade - <https://www.emerade.com>

Position

Lie the person flat with legs raised, if breathing is difficult allow to sit with legs raised. **Do not stand the person up!**



Call for help

Dial 999 for an ambulance and state anaphylaxis (ana -fill- axis) to get medical help as soon as possible

Management

Stay with the person having the allergic reaction until medical help arrives.

If there is no improvement after five minutes and another adrenaline autoinjector (AAI) is available, a second dose of adrenaline can be given ideally in the other leg.

If a person has an allergic reaction that requires adrenaline, they should always go to hospital for further observation and treatment e.g. additional doses of adrenaline.

Adrenaline

Adrenaline is an emergency medicine used to treat a severe allergic reaction. It works quickly to reverse the symptoms of anaphylaxis by reducing swelling, opening up the airway and improving blood pressure.

Antihistamines should never be taken instead of adrenaline in the case of a severe allergic reaction. If asthma and symptoms of a severe allergic reaction occur at the same time then adrenaline should always be given first and the asthma relief inhaler afterwards.

AAIs are prescribed by a doctor for those at risk of a severe allergic reaction based on an individual's needs. They are designed to be user-friendly and to be used by anyone that has been trained

It is important to know how to use the type of AAI you have been prescribed.

First Aid Locations & Supplies

The first aid treatment room is located in room N01 opposite Student Reception. All staff can access the medical room by using their access control cards.

The Head of Student Reception ensures there are first aid boxes at key points around the site so fast response can be provided should it be needed. They are also responsible for ensuring that these boxes are checked and restocked regularly. First aid supplies are therefore located in the following areas:

- Treatment room opposite Student Reception
- Year 7 Office
- Year 8 Office
- Year 9 Office
- Year 10 Office
- Year 11 Office
- Sixth Form Office
- Science Prep Room
- ADT Planning Room
- PEPA Office

An automated external defibrillator is located in the Student Reception and another in the treatment room opposite Student Reception. The battery charge is monitored and replaced by the Student Reception team, led by the Team Leader.



A wheelchair is located in the treatment room. Student medication is usually kept in an unlocked cabinet in the Student Reception office (please refer to the Medical Needs Policy for more details).

First aid kits are available from the Student Reception admin team for school trips. Each first aid kit must be checked by a qualified First Aider prior to taking it for a trip and any supplies needed be obtained from Student Reception in advance of the trip. Staff must ensure the kit is returned to the Student Reception office at the end of the school trip.

Special Educational Needs & Disability

The Special Educational Needs & Disability Co-ordinator (SENDCo) is Colin Gall.

Health and Safety Representatives

Sarah Byrne (NEU)



Appendix D - Codes of safe working practice

1. Aims

The aim of these Codes of Practice is to establish and maintain a safe and healthy environment throughout the academy. This code of safe working practice forms an appendix of the Health & Safety policy. Staff should refer to the full version of the policy for further detail and information.

2. Classroom safety

Class teachers have a duty to assist in maintaining order and cleanliness within their teaching area and should ensure the avoidance of injury to users of that area. Periodic checks should be made of the contents and fabric of the area and any defective equipment, fittings and furniture reported immediately to the Premises Helpdesk (premises@clapton.hackey.sch.uk). Examples of items to be checked include:

- doors unlocked and free from obstruction, floors and floor coverings are undamaged and kept clear of obstructions. Classroom doors must be locked when not occupied.
- viewing panels in doors must not be obscured
- sinks will be kept clear to enable effective cleaning
- electrical equipment unplugged when not in use
- any damaged electrical equipment, including frayed or damaged flex or if there is evidence of burning, is removed from use and reported to the Premises Helpdesk
- edged or pointed tools (scissors, compasses) should be regularly checked for damage and safely stored when not in use
- orderly sensible movement within the teaching area should be maintained

Class teachers must always ensure students are not left unsupervised

3. Staff and Student safety

Teaching and support staff should exercise effective supervision of the students and should integrate all relevant health and safety aspects into the teaching process and, if necessary, give special lessons in safety. Staff should always follow safe working procedures personally, giving clear instruction and warnings as often as necessary.

Aspects to be considered include:

- students should observe standards of dress consistent with safety and/or hygiene and the reasons should be made clear to the students, examples include:
 - suitable footwear for PE;
 - wearing of jewellery is not permitted for PE;
 - the wearing of long and/or artificial nails is also not permitted;
- students should be taught to exercise personal responsibility for safety of self and classmates
- tools and sharp objects used as part of a lesson must be counted out and back in again.
- students should be taught to observe all academy safety rules and in particular those relating to evacuation and procedures to be observed in the case of fire or other major emergency
- dangerous items brought into school by students, such as knives/lighters, should be confiscated and handed into the Headteacher. Please refer to the Behaviour for Learning Policy (number 34) for more details.



Specific guidance, which is to be followed by all staff, is given in ESFA documents on safe working in:

- art and craft activities
- physical education
- electrical equipment
- science activities
- animals in schools
- swimming
- work at height

4. Manual Handling

Movement of heavy materials and equipment should only be undertaken by trained staff and, wherever possible, should be undertaken using some mechanical assistance e.g. a trolley. The majority of moving of heavy materials should be undertaken by the Premises staff once a request has been made to the helpdesk. Manual handling training is one of the Judicium online training modules available to staff.

However, one exception is in PE when PE equipment may need to be put up and dismantled in between lessons e.g. trampolines. This should only be undertaken by PE staff or by students under the close supervision of PE staff. Each piece of equipment should be reduced to its basic parts for ease of carriage using at least two students to transport each part. Staff should check that apparatus has been correctly assembled before use.

5. Work at height

The Work at Height Regulations 2005 extend to work at any height where there is a risk of a fall liable to cause personal injury. The vast majority of working at heights will be completed by Premises Staff. However, most staff will at some point be involved in the mounting of displays and reaching for items from a high shelf and these actions are deemed to work at height. Staff must ensure that:

- They have completed the Working at Heights Judicium online training modules.
- Only the correct equipment is used to work at height. Mobile steps are available on request from the premises team for use in putting up displays.
- . The use of chairs, desks etc. to gain height is expressly forbidden. Staff must not stand or kneel on desks to open or close windows.
- Step ladders can only be used by staff who have completed appropriate training. These can be requested from the premises staff by qualified staff. A-frame ladders are used.
- A-frame step ladders must be placed at right angles to the task to be carried out and must themselves be in a place of safety. If on a circulation route, work must not be carried out if students are passing by.
- Step ladders must be fully open and locked into position and the top step is not to be used unless the supports extend higher. They should only be used on a firm, level surface.
- Step ladders must be examined prior to use to ensure that they are safe to use. If there is any doubt the step ladders are not to be used. Step ladders must be inspected by the premises team on a 6 monthly basis. Step ladders are to be marked with a unique identifier and a record kept of inspections.

6. Staff and workplace safety



In order that the academy can maintain a safe working environment for all stakeholders, it is essential that all staff are fully aware of their responsibilities under health and safety legislation. In particular the following should be borne in mind:

- staff should know and be able to apply the emergency procedures which relate to evacuation, e.g. in a fire, and to first aid
- staff should know and apply any special safety measures and arrangements that exist in their working environment e.g. in the kiln area, use of ICT equipment, etc.
- staff should observe standards of dress consistent with their duties e.g. maintaining hygiene when teaching cooking by wearing apron and tying back hair
- staff should exercise good standards of hygiene and housekeeping
- staff must use and not interfere with any measures provided to ensure their continued health and safety e.g. staff should not remove protective covers on powered plant or electrical equipment
- staff must co-operate with each other, teaching, non-teaching and support staff as well as contractors (cleaners, etc.) in promoting improved safety measures
- staff must report any perceived health and safety failings and any defective equipment to BOTH the Premises Helpdesk and School Business Leader immediately if such defect is discovered

Staff have the right to work in a safe environment and day to day access to the academy is within the control of the Headteacher. If a visitor is either abusive or violent then staff should:

- Stay calm and ask the person to stop being abusive.
- If the visitor does not respond appropriately, ask the visitor to leave the site.
- If necessary, call for support from the Senior Staff on Duty.
- If a visitor is aggressive or violent, ask a member of staff to contact the police.

All incidents of abusive or violent visitors should be reported to the Headteacher in writing who will consider the most appropriate sanction.