



HEALTH and SAFETY POLICY

St John Fisher Catholic High School

School/Academy:	St John Fisher Catholic High School
Date adopted by Governing Body:	November 2018
Signed (Chair):	Mr D Mallin
Signed (Headteacher):	Mrs A Rigby

Produced by:	Mr P Atherton
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Date reviewed:	Comments:
Updated to comply with GDPR	

At St John Fisher High School we will ensure that at every level, in all our work and throughout all aspects of School community and its life, all will be treated equally, with respect and dignity, free from discrimination and harassment. Each person will be given fair and equal opportunities to develop their full potential regardless of their age, disability, gender, gender-identity, race, religion or belief, appearance, health conditions, home or personal situation, sexual orientation, pregnancy and maternity (refers to staff / employment), socio-economic background and special educational needs. Our School will tackle the barriers, which could lead to unequal outcomes for these protected groups, ensuring there is equality of access and that we celebrate and value the diversity within our School community. The School will work actively to promote equality and foster positive attitudes and commitment to an education for equality.

This School Health and Safety Policy should be read in conjunction with:

- The Health & Safety at Work etc Act 1974 and other Statutory Regulations

The policy comprises of five sections:

1. Governors' Statement of Intent
2. General Statement of Health & Safety
3. Organisation for Managing Health and Safety within the School
4. Arrangements for Health and Safety
5. Monitoring Arrangements

SECTION ONE

GOVERNING BODY OF THE ST JOHN FISHER CATHOLIC HIGH SCHOOL STATEMENT OF INTENT

Statement of Intent

The Governing Body and Headteacher of the School, will so far as is reasonably practicable, ensure that all activities under their control are carried out in accordance with the Health and Safety at Work etc Act 1974, relevant regulations, approved codes of practice and guidance notes.

We therefore, will do what is reasonably practicable to exceed the minimum requirements within the resources that are available. The Headteacher will also ensure that systems are in place, which will allow us to maintain, monitor and, where necessary, carry out risk assessments, which will allow us to improve our safety performance.

The Governing Body and Headteacher will ensure appropriate health and safety arrangements for lettings are in place.

The Governing Body and Headteacher expect all employees to exceed their minimum legal duties, which are stipulated later in the Health and Safety Policy. Included in this is the co-operation of all employees to assist the Headteacher in carrying out their obligations as required.

This policy will be reviewed annually or when necessary in order to meet changes in circumstances.

Any necessary changes will be brought to the attention of all employees to assist in improving safety performance.

The Governors will ensure that:

- the School's HEALTH AND SAFETY POLICIES and Codes of Practice are fully implemented and, to ensure compliance, are monitored on a regular basis;
- the School produces its own safety policy and that the policy is annually reviewed;
- an School Health & Safety Committee is established;
- the Safety Policies will be brought to the notice of all employees;
- the School has considered its health and safety obligations and has made provision for meeting those obligations;
- the School's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety;
- health and safety issues concerning the School are identified and appropriate action taken;
- regular safety reports are provided by the Headteacher so that safety arrangements can be monitored and evaluated;
- appropriate facilities and information for accredited Union Safety Representatives are provided to enable them to fulfil their duties;
- all reasonable facilities and information are provided to inspectors of the Health and Safety Executive and any other health and safety official as appropriate.

The policy should be signed by the Chair of the Governing Body and Headteacher.

SECTION TWO

GENERAL STATEMENT OF HEALTH AND SAFETY

HEALTH AND SAFETY DUTIES

STATUTORY DUTIES

- 1 The Health and Safety at Work etc. Act 1974 places duties on EMPLOYERS to safeguard, so far as it is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities such as students and visitors. Employers also have additional duties under other health and safety legislation such as the Control of Substances Hazardous to Health Regulations.
- 2 Persons who have CONTROL OF PREMISES have duties to take reasonable measures to ensure, so far as is reasonably practicable, that premises and equipment are safe for people using them who are not their employees, e.g. students and visitors.
- 3 EMPLOYEES have duties to take reasonable care to ensure that they work in ways which are safe and without risk to health both to themselves and other staff, students and visitors. They must also co-operate so that employers can comply with their statutory duties.

GOVERNORS' RESPONSIBILITIES

Governors have duties in controlling the School premises and running the School. Therefore, both Headteacher and Governors continue to have statutory responsibility for health and safety. In view of this it is particularly important that the Governing Body and individual employees work together to establish health and safety objectives and to ensure that each is aware of their own responsibilities, with the aim of running the School without risk to health and safety.

EMPLOYEES RESPONSIBILITIES

All employees have a general duty under the Health and Safety at Work etc Act 1974 to:-

- take reasonable care of their own safety and that of other persons;
- co-operate with the employer on health and safety matters to enable the employer to carry out their own responsibilities successfully;

- to use correctly any equipment provided for their safety;
- report any defective equipment to their supervisor or other appropriate person, i.e. Safety Representative;
- report accidents or dangerous occurrences at the earliest possible opportunity;
- be familiar with and observe at all times all safety policies and procedures;
- take reasonable precautions to ensure the safety of all persons in their charge.

SECTION THREE

ORGANISATION FOR MANAGING

HEALTH AND SAFETY

WITHIN THE

SCHOOL

ORGANISATION FOR MANAGING HEALTH AND SAFETY WITHIN THE SCHOOL

The Headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within the School.

Teaching and non-teaching staff holding posts/positions of responsibility have a general responsibility for the application of the School Safety Policy within their own area of work and are directly responsible to the Headteacher for the application of all health, safety and welfare measures and procedures within their own area of work.

Class teachers have responsibilities for the safety of students in their charge.

All employees have a responsibility to take reasonable care of their own health, safety and welfare and that of other persons who may be affected by their acts or omissions while at work. They also have a responsibility to co-operate so that employers can comply with their statutory duties.

More detailed lists of the responsibilities of the Headteacher, teaching and non-teaching staff holding posts of special responsibility, are set out below.

The Headteacher may wish to delegate some functions to other staff or to re-allocate duties to match the staffing structure of the School, but this will not affect the Headteacher's overall responsibility for health, safety and welfare within the School.

HEADTEACHER

The Headteacher will ensure that:-

- policies and procedures with regard to health, safety and welfare matters within the School are established in writing, approved by the Governing Body, where appropriate, and that the policies and procedures are known, and followed by all members of staff, including temporary/supply staff;
- any health and safety matters raised are brought to the attention of the Governing Body;
- regular reviews of the safe performance of all departments of the School are undertaken with appropriate action when necessary, and are reported to the Governing Body;
- accidents, incidents and dangerous occurrences are reported, investigated, and, where appropriate, preventive measures are taken.
- adequate first aid provision is made for staff and students and other persons, whilst on School premises and when working away from the School
- training needs are identified and arranged for those needs to be met;
- necessary arrangements are made to ensure that officially appointed Trade Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives;
- all parts of the premises, plant and equipment for which the governors have responsibility, are regularly inspected and maintained in safe working order;
- goods purchased comply with necessary safety standards and that all equipment purchased is safely installed.
- any unsafe items which are reported to the Site Manager and any item which constitutes a health and safety hazard is taken out of use;

- staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they are aware of, and have made arrangements to deal with, any risks involved; (Using Evolve Health and Safety System)

- working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that working practices do not endanger the health and/or safety of employees, students or other persons working on the premises;

- where contractors on site give rise to a health and safety incident e.g. the discovery of exposed asbestos, then proper supervision and control procedures are followed by the School.

- awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.

TEACHING AND NON-TEACHING STAFF HOLDING POSTS OF RESPONSIBILITY

Staff holding posts of responsibility, i.e., Snr Leadership, Business Manager, Fire Officer, Site Manager and Heads of Department are responsible to the Headteacher for the adoption of the School's health and safety policy within their department/area of work. To fulfil their responsibilities they will assist the Headteacher by:-

- monitoring of health and safety by inspecting their area on a regular basis to ensure that safety measures are being maintained and that safety instructions and safe working practices are being followed by staff and students, and for making any necessary changes in practices and procedures;
- informing their staff of any hazards to health and safety they are likely to meet in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety;
- ensuring that staff and students are aware of emergency procedures, which should be regularly reviewed;
- ensuring that personal protective clothing and equipment is provided, worn/used and maintained as necessary;
- ensuring that adequate supervision is maintained at all times;
- ensuring that all plant and equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use immediately.
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The Site Manager will assist the Headteacher to ensure that health and safety implications are considered in connection with the security and cleaning and maintenance of the building and for monitoring contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, students and visitors.

The Business Manager will assist the Headteacher by advising on the health and safety implications of the purchase and maintenance of furniture and equipment and for ensuring that the health and safety aspects of the letting of premises arrangements are complied with.

CLASS TEACHERS

Teaching staff timetabled to be in charge of classes are responsible for assisting the Headteacher to:-

- ensure the safety of students in their charge;
- be aware of and adopt safety measures within their own teaching areas;
- follow safe working procedures personally;
- request protective clothing, guards, special safe working procedures etc where necessary and ensure they are used;
- make recommendations to the The Business Manager on safety equipment or additions or improvements to plant, tools, equipment or machinery which is dangerous or potentially so;
- be aware of School and emergency procedures in respect of fire, intruder alert, accident, first aid, etc and to carry them out.

SCHOOL SAFETY COMMITTEE

The School Safety Committee comprises:

Headteacher

Business Manager

Site Manager

Staff Representative

The terms of reference of the Committee are to:-

- ensure that the School Health and Safety Policies and safety procedures are implemented throughout the School;
- review safety measures and to advise the Headteacher and Governing Body of any necessary changes to these measures;
- ensure that there are arrangements for dissemination of information on health and safety matters to all staff and students;
- receive reports of accidents and dangerous occurrences and to draw the attention of the Headteacher and Governors to any necessary preventative/remedial action;
- receive reports from safety representatives and external health and safety agencies;
- ensure that arrangements are in place to protect the health, safety and welfare of staff, students and visitors to the School, and to review these as necessary;
- receive audit and monitoring reports and advise the Governors and Headteacher of any necessary preventive and/or remedial action arising from these reports;
- assist in reviewing the School Health and Safety Policy and Risk Assessments annually or as required,

SECTION FOUR

ARRANGEMENTS

FOR

HEALTH AND SAFETY

ARRANGEMENTS FOR HEALTH AND SAFETY

The following areas will have clear procedures and responsibilities outlined in the School Health and Safety documentation explaining the arrangements for such areas of health and safety (see individual policies):

- Accident/incident reporting procedures
- First Aid for student and adults / administration of medicines
- Procedures in the event of a fire alarm and nominated fire wardens
- Emergency procedures / Crisis Management: arrangements for evacuation of buildings, assembly points, use of fire extinguishers
- Security of premises / Intruder Alert
- Car parking procedures
- Contractors on site
- Electrical safety and the use of portable electrical appliances, including PAT Level testing, local exhaust identification and fume extractors / Hazardous Substances and COSHH
- Buildings, grounds and playground safety
- Educational Visits
- Smoking policy
- Uniform and the wearing of jewellery by students

SECTION FIVE

MONITORING

ARRANGEMENTS

MONITORING ARRANGEMENTS

Health and Safety Monitoring will take place on a regular basis and a Monitoring Report will be submitted to the Governing Body annually

Part of the monitoring process will be inspections by contractors to ensure the safety of goods or equipment, for example, the annual inspection of all portable electrical equipment. A service level agreement is in place with Wigan Council.

SAFETY REPRESENTATIVES

1. APPOINTMENT OF SAFETY REPRESENTATIVES

The School encourages representation from teaching and associate staff.

2. PROVISION OF FACILITIES FOR SAFETY REPRESENTATIVES

The employer will allow Safety Representatives such time off work with pay as is necessary to perform their functions and for undergoing training in respect of those functions as may be reasonable in all the circumstances.

3. RIGHTS AND FUNCTIONS OF SAFETY REPRESENTATIVES

Representing Employees in Consultations with the Employer or With the Health and Safety Executive.

The Health and Safety at Work Act requires employers to consult Safety Representatives with regard to the making and maintenance of arrangements for effective co-operation in promoting and developing measures to ensure Health and Safety at Work and in regard to monitoring those measures. Those arrangements shall include:

- the introduction of any measures at the workplace which may substantially affect the health and safety of the employees the Safety Representatives concerned represent;
- the arrangements for appointing or nominating competent persons in accordance with the Management of Health and Safety at Work Regulations 1992;
- any health and safety information he/she is required to provide to the employees the Safety Representatives concerned represents by or under the relevant statutory provisions;
- the planning and organisation of any health and safety training they are required to provide to the employees by or under relevant statutory provisions;
- the health and safety consequences for the employees of the introduction of new technology into the workplace.

Hazards, Dangerous Occurrences and Accidents.

Safety Representatives may investigate potential hazards and dangerous occurrences and examine the causes of accidents at the work place and make appropriate representations to the Governing Body.

Safety representatives may carry out investigations following notification of accidents provided it is safe to do so.

Complaints

Investigation of complaints by any employee he/she represents relating to that employee's health, safety and welfare at work and make representations to the employer. (see School Complaints Policy)

Inspection

Safety Representatives can inspect the workplace on a regular, providing that the employer is given reasonable notice of their intention to do so; and when there has been a substantial change in conditions of work regardless of whether an inspection has been carried out in the preceding three months.

The employer shall provide reasonable facilities and assistance for these inspections and for private discussion between Safety Representatives and employee about the inspections. The employer is entitled to have a representative present during the inspection.

(b) Receiving Information

Safety Representatives are entitled to receive information and reports from Health and Safety Inspectors when these are provided.

St John Fisher High School Procedures for Health and Safety

1. Accidents and Incidents Reporting and Procedures

Accident/incident reporting procedures

The Headteacher & School H & S Committee will ensure that the statutory requirements of health and safety reporting are adopted, and amended as appropriate, to reflect any changes in legislation.

All accidents and incidents must be reported to the Headteacher or Business Manager. They are required to complete the appropriate forms that maybe required by the LEA and/or Health & Safety Executive. The Business Manager or nominated representative, will investigate accidents as required.

A record of all accidents and incidents is maintained by the Business Manager in the 'Accident Book'. This document provides information to be presented at meetings of the Health & Safety Committee.

Forms for reporting "Near Miss" incidents are available from the Business Manager. Completed forms should be returned to the Business Manager for monitoring purposes.

Procedures

Minor injuries/accidents/students feeling unwell

- The student is sent to the nearest first aider
- First Aider will assess the student
- Appropriate action is taken
- Details are logged on Sims

Less serious injuries/accidents/unwell students

- Student sent to nearest first aider
- First Aider assesses student
- Appropriate Action taken eg. Parental contact
- Details logged on SIMs and reported if necessary

Emergency situations

- First Aider deployed to assess situation
- Contact office to notify and request emergency services
- Parental contact made (where a parent is unavailable a member of staff will accompany the student in the ambulance)
- Details logged on relevant HSE F2508 .

2. First Aid for Students and Staff / Administration of Medicines

Administration of Medicines

Medicines will only be administered where parental permission has been given in advance. Please refer to policy 'Supporting Pupils with Medical Conditions (new for 2018), for further guidance.

First Aiders, the location of first aid boxes, etc

Accidents vary in their nature and severity and it is not possible therefore, to lay down rules to be followed in all cases. Common sense and speedy action should be applied. If the injury is minor and a First Aid box convenient, carry out treatment in situ. All relevant details **must** be logged on SIMs.

In more serious cases the first action should be to summon help, another member of staff or a first aider. As a general rule, the casualty should not be moved. If there is danger of a further hazard then the casualty can be moved. **(If the accident involves electric shock then you must not touch the casualty until the supply has been isolated)**

If an ambulance is required contact General Office who will co-ordinate the request.

The School has 30 First Aiders. lists of Qualified First Aiders are displayed around school.

First Aiders are responsible for their First Aid boxes located in their departments and they should ensure that the contents are checked at regular intervals. Requests for replacement or additional supplies of first aid materials should be made to the General Office

Additional First Aid boxes to be taken to specific events can be obtained from General Office.

If a student feels ill during a lesson they should be sent to their Head of Year and they will determine the action to be taken.

If a student is deemed temporarily unwell they will be placed near the General Office for observation. After an appropriate passage of time the student will be re-assessed and returned to lessons the HOY will determine if the student is to be sent home. If the student is sent home details will be recorded and the Attendance Manager will be informed.

Students will only be sent home after consultation with the parent or other named contact. Adults should collect sick students from the School unless extraordinary circumstances prevent this. In such cases transport by a member of the teaching staff or a Taxi can be arranged.

In all instances, a record of the student's illness will be recorded in the First Aid Log book and on SIMs.

FIRST AID REVIEW DATE

Name	Location	Start date	Expiry Date
Angela Bryant	Music		01/01/2018
Sue Newton	Science Prep	16/03/2015	16/03/2018
Lisa Heyes	Nurture	07/07/2015	07/07/2018
Michelle Feeney	Nurture	07/07/2015	07/07/2018
Vicky Rowley	Technology	07/07/2015	07/07/2018
Tina Platt	Learning Support	25/08/2015	24/08/2018
Ann Burley	Reprographics	14/09/2015	14/09/2018
Peter Connelly	PE	20/04/2016	20/04/2019
Beth Millman	PE	29/06/2016	29/06/2019
Sue Atherton	Cover Supervisor	05/10/2016	05/10/2019
Chris Mangham	Maths	05/10/2016	05/10/2019
Danny Blunsum	Cover Supervisor	05/10/2016	05/10/2019
Jo Carter	IT	05/10/2016	05/10/2019
Anne-Marie Sherwin	IT	05/10/2016	05/10/2019
Claire Togher	Maths	05/10/2016	05/10/2019
Amanda Jackson	Drama/Dance	07/03/2017	07/03/2020
Laura Lewis	Main Office	20/03/2017	20/03/2020
Kathryn Fairhurst	Main Office	20/03/2017	20/03/2020
Sue Ronan	Science Prep	20/03/2017	20/03/2020
Pauline Millin	Main Office	20/03/2017	20/03/2020
Paul Seddon	Technology	20/03/2017	20/03/2020
Jo Dibben	History	13/06/2017	13/06/2020
Andrew Hynes	Geography	13/06/2017	13/06/2020
Andrew Unsworth	PE	11/12/2017	11/12/2020
Johan Burger	Learning Support	11/12/2017	11/12/2020
David Marsh	Geography	11/12/2017	11/12/2020
Jenny Oakley	Learning Support	11/12/2017	11/12/2020
Helen Tomlinson	Canteen	11/12/2017	11/12/2020
Christine Gaskell	Canteen	11/12/2017	11/12/2020
Tina McKinstry	Canteen	11/12/2017	11/12/2020

Security of Premises / Intruder Alert

Security of Premises

The successful operation of this policy lies with the co-operation of all staff, ensuring that they remain vigilant and aware of potential dangers. Each employee is therefore charged with a responsibility for ensuring that all steps are taken to maximise security and to assist in ensuring that, so far as is reasonably practicable all steps are taken to ensure that the safety of staff and the security and contents of the buildings are not compromised.

Visitors

All visitors to the School, including contractors, parents, ex students etc., MUST report to reception upon arrival and contractors must log in and out at reception. They will be issued with a Visitors badge which should be worn throughout the duration of their stay. Visitors will wait in reception for the appropriate member of staff to 'collect' them. Visitors who bypass reception and arrive directly in a department should be escorted to reception and booked in. When visitors leave the premises they will be required to log out.

No personnel should be on School premises without adequate visible identification. Persons with no such apparent ID should be offered direction to reception, and escorted. If the situation is potentially dangerous, the office should be informed immediately rather than an approach made. No approach should endanger the welfare of the staff member.

Alarms

Buildings will be alarmed out of School hours. Staff wishing to return to a building must first inform Site Supervisory staff who will disable the necessary alarm. As soon as practicable after the School day external doors will be locked. In such instances the main entrance will be left open until last. If an exit is locked staff should seek an alternative exit. Do not open locked doors to facilitate leaving at the end of the day.

Holiday Access

With the exception of Bank Holidays and the days between Christmas and New Year, School will be open for staff from Monday to Friday. Hours available for staff are between 0600 and 1700 Monday to Friday. However, during holiday periods, staff will then be required to book in and out. Buildings will be alarmed during the holidays.

Windows

Staff should ensure that windows are securely closed at the end of the School day. Any difficulty in closing windows should be notified to the Site Maintenance team.

Keys

Then site manager keeps a copy of all keys. Additional copies of keys will only be issued where it is essential for the smooth running of the department. Each person is responsible for those keys issued to them. Lost or misplaced keys must be notified to the Site Manager immediately.

Meetings

Wherever possible meetings with parents or other external agencies should be arranged during the normal School day. If possible, it is advised that another member of staff be within the vicinity at that time. If a meeting is expected to be difficult then the meeting should not be held in an isolated area. Another member of staff should be made aware that the meeting is taking place and its expected duration.

Equipment

Each department holds a stock record of all equipment. Any additions should be noted as appropriate. Disposal of assets cannot be made without the prior approval of the Headteacher, and subject to the appropriate procedures having been followed.

Car Parking Procedures

Car Parking, Deliveries & Buses

Only authorised vehicles are permitted to park on School grounds.

All visitors to School are requested to report to Reception on arrival.

Staff vehicles must be parked in the designated car parking areas. Car parks are out of bounds to students.

Deliveries are made to reception or kitchens.

Adequate space is reserved to ensure buses are able to exit and enter the space safely, this is at the front of the School. Staff and visitors are asked to respect this. Arrival of buses is timed prior to the dispersal of students. Buses have designated parking. Boarding is supervised by members of the duty team.

Appendix 13 Safety checklists

The Senior technician holds records on the safety checks which are carried out on a regular basis together with records relating to laboratory audits.

(Suggested lists are in the following:

ASE, Education in Science, 75, Nov 1977

ASE, Topics in Safety, ASE, 1988 (2nd Edition) pp 4 & 5

ASE, School Science Review, 277, June 1995 or Safety Reprints b11)

The procedures used for monitoring the implementation of this policy are as follows.

Departmental meetings: safety is a regular item on the agenda for meetings of the science department.

Checklists are used for detailed monitoring.

Informal talk: both colleagues and pupils draw attention to failings informally.

Records: the Safety Check List and resource requisitions reveal inadequacies.

Safety audit: once every year health and safety adviser is asked to make an audit of the arrangements for safety in the science department.

School D & T Department

Health and Safety

The department will provide a safe and healthy environment for students and staff [as far as possible within the limitations imposed by other external constraints and pressures] and endeavour to take all reasonable steps and precautions to achieve this.

The cooperation of staff and students at all levels is expected in order to provide a safe-as-possible working environment.

To sustain a safe and healthy working environment consultation with staff and through a two-way exchange of information with senior staff and other relevant agencies is essential and will take place as and when the need arises.

The Head of Department will draw upon the knowledge of appropriate individuals to ensure that he/she is able to effectively and expediently evaluate risks to health and safety and determine the appropriate precautions or other steps necessary to deal with them.

An awareness to monitor standards in the learning environment is crucial and in addition advice given and necessary precautions are regularly re-assessed and reviewed in the light of changing legislation or increased awareness of hazards.

Policy into practice for Health and Safety

All appropriate safety notices are located in the correct positions and can be clearly seen. All students are made aware of all safety precautions relevant to the working environment.

All students and staff must wear the agreed and appropriate protective clothing and equipment as and when required.

No student should throw any item across the room or behave in a dangerous manner. If in the event of such an occurrence, the student should be reprimanded and appropriate action taken.

All first aid boxes to be easily accessible and the contents checked regularly and frequently and to be replenished if there are any shortages.

All information relating to health and safety issues received from external agencies to be communicated to all staff [and students, if appropriate].

All dangerous items of equipment and apparatus must be reported to the appropriate person and must not be used until either repairs have made it safe or it has been replaced.

It should be part of any curriculum that health and safety considerations should be taught effectively and their implementation both by staff and students constantly reinforced when appropriate during the lessons. The rules are laid down for the protection of the group at all times. Several common themes run through both subjects. Most notably these are:

- all sharp tools and implements must be handled with care as instructed.
- no student is to enter the practical room without a member of staff present.
- no students are to be left unsupervised during practical lessons unless an emergency occurs when all steps must be taken to ensure the safety of the remaining students.
- there should be no running in a practical lesson and all coats, bags and stools removed from walkways.
- all electrical and gas apparatus should be switched off after use and at the mains or unplugged before any cleaning of electrical equipment takes place.
- any cuts must be covered with a blue waterproof metal detectable plaster in food and a waterproof plaster only in resistant materials.

There are in addition many subject specific rules, which will be emphasised when and where appropriate.

School Art and Design Department

Health and Safety

The department will provide a safe and healthy environment for students and staff [as far as possible within the limitations imposed by other external constraints and pressures] and endeavour to take all reasonable steps and precautions to achieve this.

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