

GSAL HEALTH & SAFETY POLICY

<p>Rationale for the Policy:</p> <p>Policy aim:</p>	<p>The provision of a safe and healthy working environment is essential to ensure the wellbeing of staff and pupils and to the continuing success of the school.</p> <p>To ensure, so far as reasonably practicable, the health, safety and welfare of all employees, pupils, visitors and contractors and others who may be affected by the operations and activities of the school.</p>
<p>Author:</p> <p>Agreed and Authorised by:</p> <p>Date agreed:</p> <p>To be reviewed:</p>	<p>Paul Womersley, Director of Estates</p> <p>H&S & GB</p> <p>14 November 2023</p> <p>Annually</p>
<p>Date of review:</p> <p>Dates of interim amendments/updates:</p>	<p>November 2024</p> <p>As above unless any significant changes</p>
<p>Category:</p> <p>Circulation and publication:</p>	<p>Internal/External</p> <p>All staff/parents/visitors</p>

The School runs on FREDIE principles:
Fairness, Respect, Equity, Diversity, Inclusion and Engagement

GSAL Health & Safety General Policy Statement

The Board of Governors, the Principal and Senior Managers of The Grammar School at Leeds (GSAL) recognise that the provision of a safe and healthy working environment is essential to ensure the wellbeing of staff and pupils and to the continuing success of the School.

The school's COVID 19 risk assessment has been archived, however the SLT continually monitors the situation and will follow guidance if or when it is issued.

It is the policy of GSAL to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, pupils, visitors, contractors and others who may be affected by the operations and activities of the School. The effectiveness of our Health & Safety Policy will be regularly monitored and reviewed, in consultation with Staff.

The Board of Governors, Principal, Executive and Senior Management Teams (ELT & SLT) and Departmental Managers are fully committed to Health and Safety and will lead by example in demonstrating active and visible leadership relating to Health and Safety matters and will incorporate Health and Safety in the strategic and operational decision making process to ensure that:

The Board of Governors, Principal and Executive Management Team are aware that the construction of the Performing Arts Center (PAC) will be ongoing from September 2023 until May 2024. This work will be undertaken under strict CDM regulations. Responsibility for the Health and Safety of contractor staff, sub-contractors, visitors, including GSAL staff to the building site area is that of the chosen contractor (Britcon).

The Director of Estates undertakes monitoring of Britcon processes and procedures to ensure impact on school operation is minimal. Oversight of this process is that of the Health and Safety Committee.

- The organisational structure is in place that will allow management of Health and Safety to the HSG 65 model of Plan. Do. Check. Act.
- The continual development and integration of a robust Health and safety Management system which identifies, reports and enables the monitoring and management of risk.
- Health and safety advice is available to all school staff, pupils, visitors and contractors.
- The assessment of risks arising from the school's activities to staff, pupils, visitors and to ensure that the effective preventative and protective measures that follow from the risk assessment process are implemented in a timely manner.
- Line management functions are accountable for leading continuous improvement in Health and Safety performance. Health and Safety is a standard agenda item in all departmental meetings.
- Everyone has a personal responsibility for their own Health and Safety, for others in the workplace and for the environment in which they work.
- There are clear procedures for action to be taken in the event of fire, intruder, first aid requirements.
- Line managers must ensure they and any staff they have responsibility for are fully aware of their roles and

responsibilities under this policy and complete any Health and Safety training needs identified by the schools H&S auditing process.

- Appropriate systems are developed and maintained to facilitate effective communication of Health and Safety.
- Regular Health and Safety audits are carried out to assess the quality and validity of departmental, risk assessments, processes and procedures.
- All accidents, incidents and near misses are reported and investigated, with the appropriate action taken to reduce the likelihood of re-occurrence. GSAL are fully committed to undertake active monitoring and will continually aim to reduce injury and illness to any person on or within the school's premises.

he School will take steps to ensure that all staff are made aware of their responsibilities under the Health and Safety at Work etc. Act 1974, whereby they must take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts and omissions.

The Health & Safety Policy and its implementation will be reviewed annually by the Board of Governors, the Principal and Chief Executive and Senior Managers.

The policy will be brought to the attention of all staff.

Signed



Sue Woodroffe
Principal and Chief Executive

Date: 14 November 2023

Signed



Angus Martin
Chair of the Governing Body

Date 17 November 2023

GSAL Health & Safety Policy

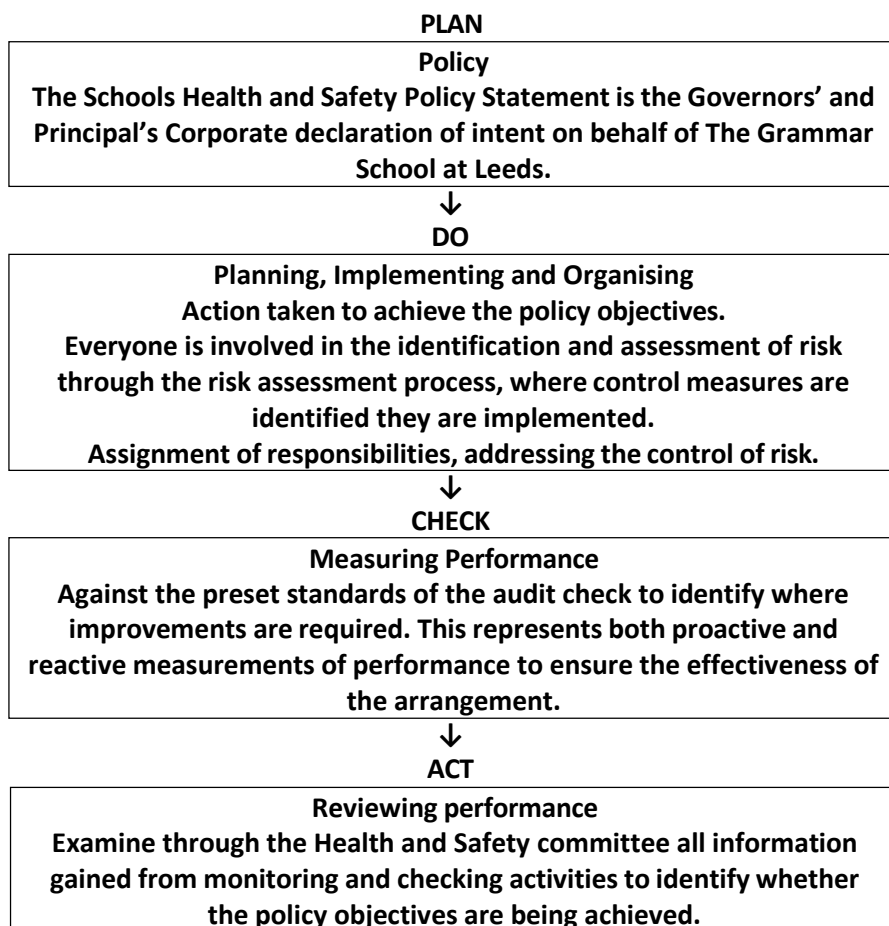
1 Introduction

- 1.1 The Health and Safety Policy describes how the School discharges its legal and moral duty. The policy explains the organisation and arrangements for the provision of health and safety. It gives details of the health and safety functions and responsibilities of individual postholders within the School.
- 1.2 The policy is supported by a range of other specific health and safety documents, procedures, guidance, audits, information and bulletins. These resources can be found on the School's Intranet site, GSAL World.
- 1.3 The policy applies to all staff and pupils of the School while working within or on School premises or while engaged in School business in or on premises other than those of the School e.g. study visits, industrial visits, etc. Staff and pupils working in or on the premises of other organisations must adhere to the policies and procedures of that organisation.
- 1.4 The policy also applies to contractors working in the School, visitors, school pupils on trips and visits, work experience, visiting lecturers, peripatetic teachers etc.
- 1.5 The policy of the School is written to meet the HSG 65 model; this standard must be maintained at all times. Any difficulties with imposing this higher standard should be addressed with the School's Health and Safety Officer.
- 1.6 The policy has the unequivocal support of the Board of Governors.

2 Operational Health and Safety Management System

The operational management of Health and safety is the responsibility of each department. This allows for issues to be resolved at a "local level" wherever possible. Although this is undertaken for practical purposes the Governors, Principal and Health and Safety officer retain overall responsibility for Health and Safety.

- 2.1 This policy is set out in accordance with Health and Safety Guidance HS (G) 65 "Managing for Health and Safety" which incorporates the following: (PLAN) - Setting the policy; (DO) - Planning, Implementing and Organising; (CHECK) – Measuring Performance, Audits; (ACT) - Reviewing Performance.



3. Organisation and Arrangements for Health and Safety

The Grammar School at Leeds is committed to achieving best practice in health and safety management and is fully committed to controlling risk and preventing harm to people.

The Governing Body has a primary objective to ensure health and safety is integrated into the School's core business management activities and that suitably resourced Occupational Health and Safety Management Systems are implemented.

The Principal is responsible to the Board of Governors through the Chair for monitoring that all departmental heads within their areas of responsibility are fulfilling their responsibilities under the School's Health and Safety Policy for the day to day management of health and safety.

The Director of Estates has been appointed as School Health and Safety Officer by the Principal as the manager for ensuring the School's Health and Safety Policy is implemented as effectively and efficiently as is reasonably practicable and for overseeing the management of health and safety within the School.

3 Responsibilities for Health and Safety Management

3.1 Board of Governors (PLAN)

The Governing body of the School as 'the employer' bears primary responsibility for ensuring the health and safety at work of staff, pupils and visitors.

To fulfill these obligations the Board will:

- a) Allocate the executive responsibility for this to the School's Principal who will appoint a Senior Manager to be responsible for the oversight of health and safety within the School.
- b) Identify a member of the Board to be a 'champion for safety' at Board level.
- c) Establish the remit of the School's Health and Safety Committee and support it in the discharge of that remit.
- d) Maintain a clear structure of accountability on health and safety performance at all levels.
- e) Have oversight that staff have competence for their health and safety duties and provide adequate resources for these duties to be met.
- f) Endorse health and safety plans with priorities identified through risk assessment.
- g) Require that health and safety performance be satisfactorily monitored at all levels.
- h) Integrate health and safety into all school management activities.
- i) Be open, transparent and fair in all health and safety management activities.
- j) Visibly support the values and vision of the health and safety programme by personal example.
- k) Have oversight of arrangements for implementing, monitoring, updating and reviewing the policy.

3.2 Principal (DO)

The School Principal has, on behalf of the Board of Governors of the School, overall responsibility for the Health and Safety of all school employees, pupils and visitors and anyone else affected by the activities of the School.

It is their specific responsibility to:

- a) Chair the school's main health and safety committee.
- b) Ensure that members of staff with specific health and safety responsibilities have a clear understanding of how to discharge these responsibilities and are competent to do so.
- c) Ensure that corporate health and safety objectives are monitored and implemented.
- d) Support the School Health and Safety Committee with the discharge of its remit and ensure appropriate action is taken to rectify any health and safety management issues discussed at the Committee.
- e) Ensure that health and safety is integrated into the School's core business management activities and that adequate resources are available for these duties.
- f) Maintain a clear structure of accountability on health and safety performance at all levels.
- g) Endorse health and safety plans with priorities identified through risk assessment.
- h) Require that health and safety performance be satisfactorily monitored at all levels.
- i) Visibly support the values and vision of the health and safety programme by personal example.
- j) Ensure that arrangements for implementing, monitoring, updating and reviewing the policy are put in place and maintained.
- k) Ensure that arrangements are in place for the safe handling, storage, use and disposal of all substances hazardous to health.

In the absence of the Principal, the Director of Finance and Operations OR an appropriately qualified senior member of staff will assume their Health and Safety responsibilities.

3.3 Executive and Senior leadership teams

The Executive and Senior leadership teams are responsible for the implementation of the School Health and Safety Policy regarding its application within their sphere of responsibility.

The ELT & SLT shall:

- a) Identify those areas of risk within their areas of responsibility and ensure that all special arrangements are put in place and health and safety procedures are written and implemented.
- b) Ensure all staff with health and safety responsibilities have a clear understanding of their duties and are competent to carry out these duties.
- c) Promote a health and safety culture.
- d) Report to the Director of Estates and Health and Safety Officer any shortcomings in health and safety.
- e) Monitor and implement the school health and safety objectives.
- f) Identify those areas of risk which require the preparation of written risk assessments or the implementation of special arrangements to ensure health and safety.
- g) Ensure no chemical or substance hazardous to health is used before a safety data sheet is obtained and a COSHH assessment is carried out.
- h) Ensure health and safety is incorporated into teaching and learning.
- i) Allocate adequate resources to ensure risks are controlled.

3.6 Middle leaders (HoDs, Hoy's, Line Managers Heads of Department)

Middle Leaders have an important role to perform in health and safety management. Each middle leader is responsible for the implementation of the School Health and Safety Policy regarding its application within their areas of responsibility.

This role includes:

- a) Ensuring they have an awareness of health and safety.
- b) Promoting a health and safety culture.
- c) Reporting to the Director of Estates and Health and Safety Officer any shortcomings in health and safety.
- d) Ensuring all staff have a clear understanding of duties delegated to them.
- e) Monitoring and implementing the school health and safety objectives.
- f) Identifying those areas of risk which require the preparation of written risk assessments or the implementation of special arrangements to ensure health and safety.
- g) Ensuring no chemical or substance hazardous to health is used before a safety data sheet is obtained and a COSHH assessment is carried out.
- h) Ensuring health and safety is incorporated into teaching and learning.
- i) Allocating adequate resources to ensure risks are controlled.
- j) Ensuring that all new starters are fully inducted and understand all of their health and safety responsibilities.

3.7 Director of Estates and Health and Safety Officer (CHECK)

The Director of Estates and Health and Safety Officer is responsible for the implementation of the School's Health and Safety Policy. They must be satisfied that the health and safety arrangements for the School are proportionate given the nature of the activities and the size.

In particular they must:

- a) Ensure that each member of staff and all pupils are aware of the school Health and Safety Policy and have access to all policies, procedures, bulletins and guidance on health and safety matters.
- b) Ensure that each member of staff is aware of the statutory requirements relating to their work activities and complies with these requirements.
- c) Advise on the suitability of risk assessments and safety guidance developed by staff.
- d) Actively monitor Risk Assessments to ensure they remain up to date and appropriate.
- e) Provide competent advice to Senior Management, Health and Safety Committees and all staff.
- f) Ensure that statutory requirements are met and identify any breach of such requirement to the appropriate manager.
- g) Ensure accident records are maintained and incident, disease and ill health data is analysed and following such analysis that recommendations are made for improvement.
- h) Report all incidents in accordance with RIDDOR.
- i) Assist managers and health and safety committee representatives with the systematic inspection of workplaces, plant, equipment and safety guidance within their areas of responsibility.
- j) Assist with the identification of health and safety deficiencies and any hazards in workplace.
- k) Ensure that all contractors operating in the School provide safe systems of work and appropriate risk assessments.
- l) Liaise with HSE, and other external bodies on health and safety.
- m) Formulate all relevant Health and Safety Policies and Procedures for Senior Management Team approval.
- n) Ensure Fire Safety Risk Assessments are up to date and provide advice on all matters relating to Fire Safety and Fire Prevention.
- o) Ensure General Building Risk Assessments are up to date and provide advice on all matters relating to Building Safety and Fire Prevention.
- p) Ensure statutory inspections and assessments are carried out and relevant registers are kept with this information.
- q) Accidents, incidents, diseases and occupational health problems are reported, assessed and action taken to prevent recurrence.
- r) All new members of staff receive adequate induction with respect to health and safety.
- s) All persons have a clear understanding of duties delegated to them.
- t) Suitable arrangements are in place for the safe use, handling, storage and disposal of substances hazardous to health.
- u) Consults with staff on health and safety matters.
- v) Preparing and maintain a register of all portable and transportable electrical equipment.

3.8 Director of Finance and Operations

- a) Deputise for the Principal in their absence.

The Director of Finance and Operations will ensure that all liabilities where there is a statutory duty to insure – e.g. Employers Liability Insurance, and all other areas of liability where The Board of Governors have determined that risk transfer is an appropriate strategy, will be covered.

They are also responsible for ensuring budget allocations for Health and Safety are reasonable and take due cognizance of the control measures identified in the risk assessments for activities in those areas.

They must also consider without delay any shortfalls in resources reported to them which would prevent duties/activities being carried out in a safe manner.

3.9 All Staff – Health and Safety Responsibilities (ACT)

It is the responsibility of all staff to have a clear understanding of their role, responsibilities and duties. Staff must maintain the relevant level of competence, training and certification to fulfil their role.

- a) Take reasonable care for their own health and safety and for that of other persons who may be affected by their acts or omissions at work.
- b) Carry out risk assessments as appropriate.
- c) Not exceed their competence and carry out only work for which they possess the necessary knowledge, skills and training to enable them to work safely.
- d) Refrain from interfering or misusing anything provided in the interests of health safety or welfare.
- e) Report any incident/accident in accordance with School Procedures.
- f) Not use any equipment which is faulty or known to be out-with its date for routine inspection.
- g) Ensure that the use of any equipment is directly linked to the work of the School.
- h) Be familiar and conform to the School's health and safety policies, local rules, guidance and relevant risk assessments at all times.
- i) Wear Personal Protective Equipment (PPE) and always use appropriate safety devices.
- j) Wear clothing appropriate for the work being carried out.
- k) Assist in the investigation of incidents involving injury or dangerous occurrence.

Arrangements

- The Governor overseeing health and safety attends the meetings of the school's health and safety committee and receives copies of all the paperwork.
- A report on Health and Safety is presented to meetings of the Governing Body, at least annually, together with any other issues on health and safety that the Governor overseeing Health and Safety and/or Principal wishes to bring to the Board's attention.
- The Medical policy also covers the school's First Aid arrangements.
- All infectious diseases listed by the HSE will be reported immediately to the HSE and guidance will be sought from them on how to deal with each disease, and epidemics or predicted epidemics, on a case-by-case basis.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected periodically and as required by qualified professionals, and their reports are considered by the Director of Estates as part of the school's routine maintenance.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the EHO. In addition, the Catering Manager arranges for frequent food sampling, regular external deep cleaning and pest control services, and reports this to the Director of Estates.
- The school has a fire risk assessment, carried out by a competent person, which is updated every three years, more frequently if significant changes are made to the interior of buildings, or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended, and make appropriate recommendations.
- The school has a professional risk assessment for legionella every year and a monthly water sampling and testing regime in place.
- The school has a comprehensive system in place for the training and induction of new staff in health and safety related issues, which includes; Manual Handling, Slips Trips and Falls Prevention, Display Screen Equipment, Fire Awareness. Health and safety training that is related to an individual member of staff's functions, such as Science Technician, will be provided in addition to the "standard" induction training.
- First aid training is provided to staff, First aid requirements are assessed departmentally with appropriate numbers trained to accommodate departmental needs. For example. All PE staff are first aid trained, whereas a proportion of English staff are trained.

Safety and Security

- Building security (including alarms, locking external doors and windows): Director of Estates, who in turn has delegated day to day management to the Senior Estates Team and Site Support Officers.
- Preventing unsupervised access by pupils to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc.: Director of Estates, working in cooperation with the HoDs and Heads of Sport (PE), Science and ADT.
- Ensuring that all visitors book in at Reception and wear visitors' badges: School Reception staff.

Vehicles

- Car parking on site and vehicles on site: Director of Estates.
- School Bus and Travel arrangements (including notifying parents of delays): Director of Estates.
- Ensuring the school minibuses and other vehicles are properly maintained and roadworthy: Director of Estates.

Accidents

- Maintaining a log of accident and near miss reports and reporting notifiable accidents to the HSE: Director of Estates, who is also responsible for keeping statistics of accidents and preparing summary reports for the Health and Safety Committee.
- All staff are responsible for filling in accident and near miss reports immediately following an incident / accident and submitting them to the Director of Estates.

- Supervision of the Medical Rooms and checking that all first aid boxes and eye washes are kept replenished: School Nurses.

Fire Prevention

- Keeping fire routes and exits clear: Director of Estates.
- Electrical Safety Testing. All the buildings at GSAL have current electrical installation certificates: Director of Estates.
- Regular portable appliance testing: Director of Estates.
- Testing all fire alarms weekly (and recording all tests). Arranging an annual service of alarms, smoke detectors, emergency lights, fire extinguishers: Director of Estates.
- Lightning protection is in place for all buildings: Director of Estates.
- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers: Director of Estates.
- Ensuring that flammable rubbish and combustible materials are stored away from buildings: Catering Manager and Director of Estates.
- Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained staff (including Fire Marshals in Senior School) help to ensure that the school can be safely evacuated in the event of a fire: Director of Estates.
- Switching off all kitchen equipment at the end of service: Catering Manager.
- Checking that all Scientific and ADT equipment is switched off at the end of the school day: Heads of Science and ADT.
- Securing flammable materials used in teaching or maintenance locked in purpose-made, flame-proof containers: Heads of Science, ADT, and Grounds and Gardens Team Leader.
- Storing weapons and ammunition used by the CCF in a securely locked, fire resistant store that is within a permanently locked room: Head of CCF.

Water, Drainage etc

The Director of Estates is responsible for:

- Maintaining water quality. A sampling regime, using external contractors, is in place.
- Ensuring that drains, gutters etc. are kept unblocked. Checking that all drain runs are clear (using external contractors).

Risk Assessments

- Ensuring that up-to-date risk assessments are maintained for:
 - Specific departmental: Departmental Heads.
 - Fire: Director of Estates.
 - Legionella: Director of Estates.
 - Generic and specific assessments for all rooms, corridors and exits: Director of Estates.
 - Catering function, (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures: Catering Manager.
 - Cleaning function (including COSHH): Director of Estates.
 - Grounds maintenance (including use of pesticides and COSHH): Grounds and Gardens Team Leader.
 - Maintenance functions, (including working at heights, manual handling, and building work, use of power tools, COSHH and flammable materials): Director of Estates and Grounds and Gardens Team Leader.
 - Asbestos Registers: Director of Estates.
 - Maintaining centralized Risk Assessment database: Director of Estates

Ensuring that up-to-date risk assessments are maintained for teaching in the following areas:

- Science (including CLEAPSS and flammable materials): Director of Science Faculty/ Head Science Technician.
- All outdoor games: Whole School Director of Sport.
- Swimming: Whole School Director of Sport.

- Gymnasium: Director of Sport.
- Duke of Edinburgh Award: Duke of Edinburgh Coordinator.
- Theatre Safety Management: Director of Estates.
- Art Design Technology (including COSHH and flammable materials): Head of ADT.
- Food Technology (Food hygiene) Head of Food Technology.
- CCF: Head of CCF.
- Scouts: Head of Scouting.
- All outdoor lessons: relevant Head of Department.
- All visits and trips: A member of SLT.

Training

Responsibility for organising (and, where appropriate, maintaining records of training) is as follows:

- Minibus training: Director of Estates
- Science-related health and safety training: Director of Science Faculty (Senior School), Science Leader (Primary School).
- Design and Technology related training: Head of ADT (Senior School), DT Leader (Primary School).
- Health and safety training for the Catering staff: Catering Manager.
- Briefing new pupils on emergency fire procedures: Head of Year.
- Briefing new staff on emergency fire procedures: induction procedures.
- Inducting new staff in health and safety: induction procedures.
- Identifying specific health and safety training needs of staff – all Heads of Department and Line Managers or Supervisors.
- General Risk assessment and manual handling training (Director of Estates) Other training identified during walk round checks (Director of Estates)
- First aid training: Compliance Officer.

School Health and Safety Officer

The Director of Estates is the School's Health and Safety Officer and is responsible for advising on any measures that may be needed to carry out maintenance work which eradicates, or controls risks to health and safety. They also co-ordinate the advice given by specialist safety advisors and produces action plans. They have overall responsibility for monitoring health and safety within the School and for reporting any breaches to the Principal. They are responsible for ensuring compliance with CDM (Construction Design and Management) Regulations, and for safe conditions of work for all at the school.

School Health and Safety Committee

The School Health and Safety Committee which meets once a term under the chairmanship of The Principal. The other members of the Committee are:

- Governor Representative
- The Principal (Chair)
- Vice Principal and Head of Senior School
- Director of Finance and Operations
- Director of Estates (School Safety Officer, Fire Safety Officer)
- Compliance and Transport Liaison Manager
- Vice Principal and Head of Primary School
- Assistant Head (Co-Curricular), Senior School
- Senior Deputy Head (Pastoral) and Primary Deputy Head, Pastoral

- HR Manager

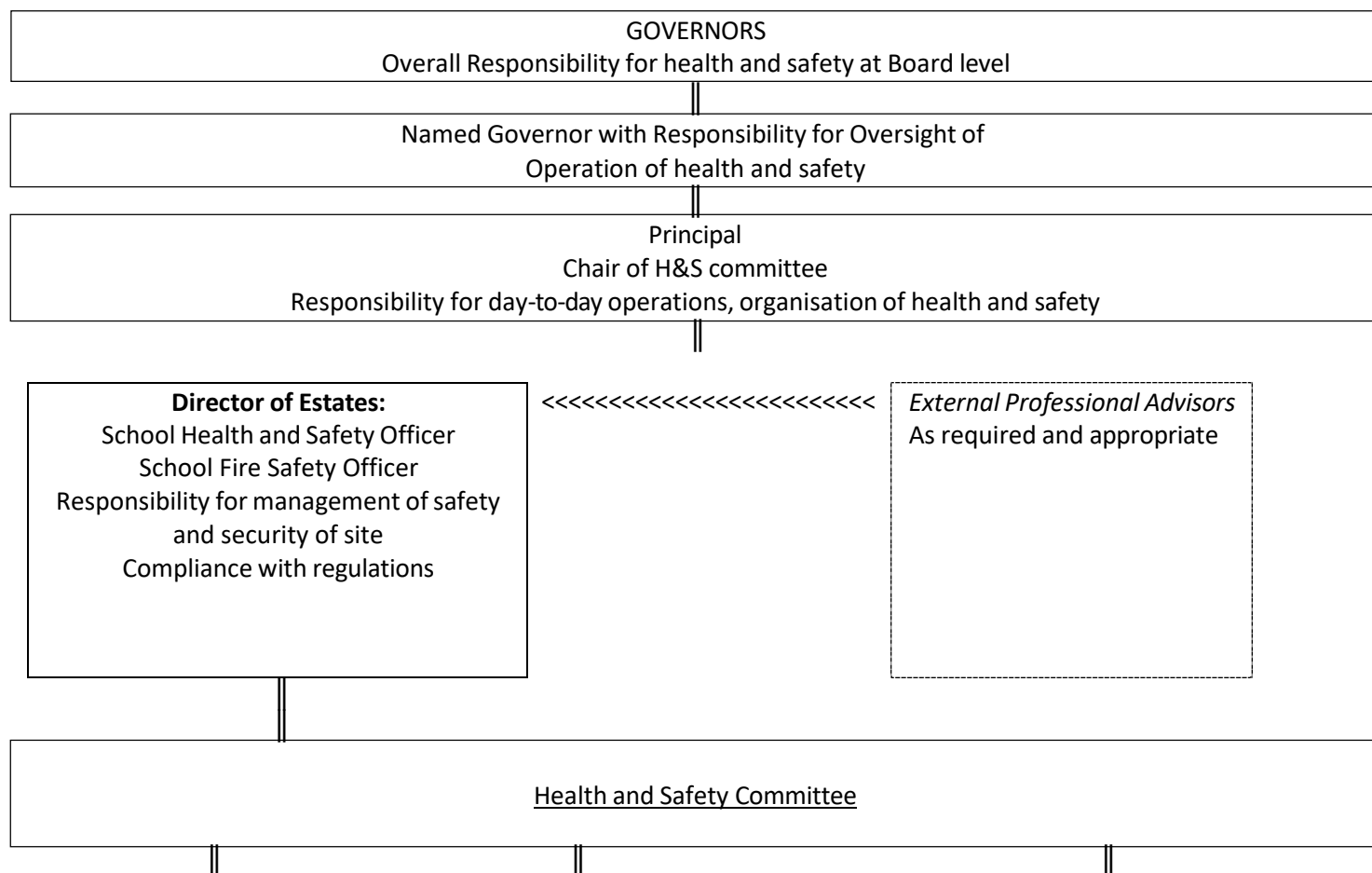
- School Nurses
- Chair of the Common Room as ex officio representative of Staff Consultative Forum.

The committee has the discretion to co-opt temporarily or permanently colleagues from among the employees of GSAL with specific expertise and knowledge of health and safety issues.

The role of the Committee is to:

- Discuss matters concerning Health and Safety, changes in regulations.
- Monitor the effectiveness of Health and Safety within the School.
- Review accidents and near misses. Discuss preventative measures.
- Review and update risk assessments.
- Discuss training requirements.
- Monitor the implementation of professional advice.
- Review the Safety Policy guidance and updating it.
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.
- Undertake and review an Annual Safety Audit.
- Receive reports from the Fire Safety Officer.

DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY



Whole School Community: Staff, Pupils, Governors, Visitors, Volunteers. Contractors working on site.

DETAILED ARRANGEMENTS FOR HEALTH AND SAFETY

The following areas/activities present identified and significant risks. Consequently, pupils are not allowed unsupervised access to:

- PE: where the Director of Sport keeps risk assessments for: all outdoor games, swimming, athletics, gymnastics and dance. Records of training and qualifications in life-guarding and other subject specific training are kept.
- CCF: where the Officer i/c of CCF keeps risk assessment for all activities and for the secure use and storage of weapons and ammunition.
- Science: where the HoD and Heads of Science keep risk assessments for all experiments, and the use and storage of equipment. COSHH assessments and CLEAPSS hazards are kept on the use and safe storage of all chemicals. The Science Department keeps records of all subject-specific training by teachers and technicians.
- The School's designated Radiation Protection Supervisor (RPS), the Deputy Head of Physics, is responsible for liaison with the Radiation Protection Advisor & Radioactive Waste Adviser (Michael O'Mahony of Radiation Protection Advice & Services Ltd) for ensuring compliance with the Ionising Radiation Regulations 1985 and Local Rules made to comply with these Regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them.
- Design and Technology: where the Head of DT keeps risk assessments for all activities, the use of all equipment and machinery and the safe storage of flammables. Records of staff training are kept.
- Food technology: Food hygiene regulations, risk assessments for the safety use of cooking equipment and utensils.
- Art: where the Head of Art keeps risk and COSHH assessments for the ceramic studio, the use and safe storage of oil-based paint and other flammables. Records of staff training are kept.
- Theatre: During the PAC construction works the Theatre will not be used. During this period drama will be taught in YG common rooms. There are parts of the Theatre Safety Policy that still apply for when Drama is being taught in YG common rooms around the school and for when performances are being carried out in the assembly hall.
- The Catering Department: where the Catering Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
- Pupils are not allowed entry to the Maintenance, Caretaking and Grounds Departments: where each department keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Records of staff training are kept.

Whole school policies, risk assessments, certificates and records supplement these departmentally based risk assessments. These are kept in either/or/and the electronic Health and Safety folder on the school's VLE, or in paper files in the offices of the appropriate members of staff.

Associated and Referenced policy or other links.

Educational trips and visits	
Critical Incident Plan	
Medical Policy	
Student Behavior Policy	
Staff Code of Conduct	
Sickness Management Policy	
Fire Safety Procedure	
Fire Drill Responsibilities	
Fire Risk Assessments (General)	
Room Risk Assessment (General)	
Contractors Control Procedures	
Lone/ Holiday Working Policy	
Legionella Risk Assessment	