

# **Aspirational Futures Multi Academy Trust**



## **Health and Safety Policy**

**Aspirational Futures Multi Academy Trust Wide Policy**

**April 2024**

### Document Control

<b>Reviewed by:</b>	<b>Aspirational Futures Multi Academy Trust Board</b>	<b>Date: April 2024</b>
<b>Approved by:</b>	<b>Name: Carol Slater, Steve Mitchell Signed by: Delegated authority given by Chair of Board, Keith Fielding</b>	<b>Date: April 2024</b>
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### Document Information

	<b>Information</b>
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### Version Control

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<b>1.0</b>	<b>April 2024</b>	<b>C Slater</b>	<b>New trust policy based on the Parklands High School policy</b>

This policy sits alongside the school specific Health & Safety Policy. Please add school specific information when adopting this policy for your school.

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## 1. Policy statement

- 1.1. This policy applies to all statutory employees of Aspirational Futures Academies Trust, contractors, placements, agency staff, visitors and students.
- 1.2. This policy incorporates the local health and safety arrangements for:
  - 1.2.1. Balshaw Lane Primary School, Bredon Avenue, Chorley PR7 6NS
  - 1.2.2. Gillibrand Primary School, Grosvenor Road, Chorley PR7 2PJ
  - 1.2.3. Highfield Community Primary School, Wright Street, Chorley PR6 0SP
  - 1.2.4. Parklands High School, Southport Road, Chorley PR7 1LL
  - 1.2.5. Walton le Dale High School, Brindle Road, Bamber Bridge, Preston PR5 6RN
- 1.3. The policy is based on the requirements of the Health and Safety at Work Act 1974 and associated Health and Safety and other Legislation.
- 1.4. This policy covers staff, students, visitors and other users of the trust's premises. The trust recognises and accepts that everyone is entitled to a safe and healthy environment.
- 1.5. It is the intention of the trust that all appropriate steps will be taken to continually meet and exceed statutory requirements in accordance with the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999), recognised codes of practice and guidance notes in establishing a safe and healthy environment.
- 1.6. The trust will strive to reduce the possible risk of accidents and injury to students, staff and visitors. We aim to:
  - 1.6.1. ensure that all reasonable steps are taken to ensure the health, safety and welfare of users of the premises, including all participants in educational visits
  - 1.6.2. establish and maintain safe working practices for staff and students
  - 1.6.3. provide and maintain safe academy buildings and safe equipment for use across the trust
  - 1.6.4. develop safety awareness, by appropriate training if necessary, amongst staff, students and others who help in school
  - 1.6.5. formulate and implement effective procedures for use in the event of fire and other emergencies
  - 1.6.6. investigate accidents and take steps to prevent a re-occurrence
- 1.7. All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. Students and visitors are expected to follow our rules and procedures. The trust Health and Safety Policy can only be successfully implemented with the full cooperation of everyone concerned.
- 1.8. The Trustees are the employer and are responsible for the use of the trust's premises. The headteacher is responsible for the day-to-day implementation and management of health, safety and welfare within their school. The LCC H & S team, Trustees, COO and the headteacher should work in partnership to meet these responsibilities.
- 1.9. As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, the employers, as far as is reasonably practicable:

- 1.9.1. provide adequate control of the health and safety risks arising from our work activities;
- 1.9.2. consult with employees on matters affecting their health and safety;
- 1.9.3. provide and maintain safe plant and equipment;
- 1.9.4. provide information, instruction and supervision for employees;
- 1.9.5. ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- 1.9.6. prevent accidents and cases of work-related ill health;
- 1.9.7. maintain safe and health working conditions;
- 1.9.8. ensure safe handling and use of substances;
- 1.9.9. comply with appropriate directions given by the trust and county council on health and safety requirements;
- 1.9.10. review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5-yearly review by the county council;
- 1.9.11. act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document”.

## 2. Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of the headteacher (HT). The authorised members of staff with day-to-day responsibility for ensuring this policy is put into practice are:</p>	<p>The headteacher  The premises manager and site team</p>
<p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits</p>	<p>Premises: PM / site team Out of Hours: Site Team Educational Visits: EVC School Kitchen: PM /SBM/ Catering Manager Fire Safety: PM / Site Team</p>
<p>The Health &amp; Safety Objectives* for improvement for the school as identified by accident/incident investigation, consultation, review of risk assessments, H&amp;S management support and audit visits; advice from the county council etc. or other sources e.g. DCSF, Teachernet, other schools, HSE. These will be tailored to meet the needs of the school by:</p>	<p>PM &amp; SBM in consultation with HT/P, SLT and H &amp; S link governors.</p>
<p>All employees within the school have a responsibility to:</p> <ul style="list-style-type: none"> <li>● Cooperate with the headteacher and their nominated representatives on all matters relating to health and safety;</li> <li>● Not interfere with anything provided to safeguard their health and safety;</li> </ul>	

- Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

The Conditions of Employment of Teachers provide that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.

**\* Health & Safety Objectives should be set each year for improvements in the management of health & safety within the school. These should be contained within the School Development Plan.**

### Health and Safety Risks Arising from Work Activities

The responsible officer(s) will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non- employees and anyone else affected by the school's activities.

Risk assessments will be undertaken by:	To be completed by individual schools
The significant findings of risk assessments will be reported to:	To be completed by individual schools
Action required to remove/control risks will be approved by:	To be completed by individual schools
The responsibility for ensuring the action required to reduce risks is implemented is that of:	To be completed by individual schools
Checking that implemented actions have removed/reduced the risks is the responsibility of:	To be completed by individual schools
Risk Assessments will be reviewed: annually or when an element of the work activity changes significantly, whichever is sooner. Risk assessments will be undertaken prior to the introduction of a new element of work activity.	To be completed by individual schools

### 3. School's commitment

To meet the requirements of the Policy Statement, the headteacher/Local Governing Body and/or his/her/their nominated representative(s) will:

- draw up and implement appropriate health & safety procedures for the school;
- share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- arrange for risk assessments to be completed for all areas of work and review them on a regular basis;

- as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;
- identify adequate resources for the implementation of the health and safety policy and arrangements with the school;
- comply with appropriate directions given by the county council on health and safety requirements act in accordance with the relevant provisions in the EFA Funding Agreement, Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document”.

The school will upon request make available for general inspection specific procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities below.

Occupational H & S Topic/ Activity	Applicable	To be completed by individual schools
Accident Reporting, Recording and Investigation	Yes	To be completed by individual schools
Bodily Fluids (urine; blood; faeces; vomit)	Yes	To be completed by individual schools
Catering	Yes	To be completed by individual schools
Cleaning/caretaking	Yes	To be completed by individual schools
Control of contractors	Yes	To be completed by individual schools
Defibrillators on site Main Office, PE Corridor, Staff Room	Yes	To be completed by individual schools
Display Screen Equipment and eye tests	Yes	To be completed by individual schools
Electrical Safety	Yes	To be completed by individual schools
Emergency Procedures other than Fire e.g. flood, services failure	Yes	To be completed by individual schools
Extended school and community use	Yes	To be completed by individual schools
Fire Policy	Yes	To be completed by individual schools

First Aid	Yes	To be completed by individual schools
Gas Safety	Yes	To be completed by individual schools
Induction	Yes	To be completed by individual schools
Information communication	Yes	To be completed by individual schools
Lettings to non-school groups	Yes	To be completed by individual schools
Management and other Health and Safety responsibilities	Yes	To be completed by individual schools
Manual handling	Yes	To be completed by individual schools
Minibuses	Yes	To be completed by individual schools
Mobile phones - use of	Yes	To be completed by individual schools
Needles and needle stick injuries	Yes	To be completed by individual schools
Personal safety including lone working	Yes	To be completed by individual schools
Play Equipment installations inspections	Yes	To be completed by individual schools
Premises Management	Yes	To be completed by individual schools
Pupil moving and handling (Special needs) - SENCO	Yes	
Pregnant employees and nursing mothers - SBM	Yes	
Reporting of H&S concerns/faults	Yes	
Risk Assessment and hazard identification	Yes	
Security of premises	Yes	
Slips and trips – Whole school RA	Yes	
Substances – COSHH – Science	Yes	
Temporary and supply staff	Yes	



Training	Yes	
Transporting and storing chemicals - Science	Yes	
Visitor and volunteers' safety	Yes	
Waste storage and disposal	Yes	
Water hygiene (Legionella, lead etc.)	Yes	
Work equipment and machinery - Technology	Yes	
Working at height – ladders, access equipment etc.	Yes	
Workplace Inspection - Technology	Yes	
Administration of medication	Yes	To be completed by individual schools
Educational visits	Yes	To be completed by individual schools
Food safety and hygiene	Yes	To be completed by individual schools
Outdoor activities	Yes	To be completed by individual schools
PE Equipment	Yes	To be completed by individual schools
Pupil handling and restraint	Yes	To be completed by individual schools
Grounds maintenance	Yes	To be completed by individual schools
School transport	Yes	To be completed by individual schools
Science (where not covered by curriculum safety procedures set down in CLEAPS)	Yes	To be completed by individual schools
Smoking	Yes	To be completed by individual schools
Special needs of pupils Health & Safety issues	Yes	To be completed by individual schools
Stage and drama activities	Yes	To be completed by individual schools
Supervision of pupils	Yes	To be completed by individual

		schools
Technology rooms and equipment	Yes	To be completed by individual schools
Wearing of jewellery	Yes	To be completed by individual schools
Work experience	Yes	To be completed by individual schools

The school will also take into account the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special school and community events such as school fetes, etc. The school may employ an external contractor to deal with the day to day running of lettings.

Note: Educational Visits are dealt with through the EVC Co-ordinator.

#### 4. Consultation with employees

The trust recognises and accepts its duty to consult with employees and will do so.

Employee representative(s) for the school are:	To be completed by individual schools
Consultation with employees is provided via:	To be completed by individual schools

#### 5. Safety representatives

- 5.1. The trust recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.
- 5.2. Safety Representatives functions are to:-
  - 5.2.1. Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
  - 5.2.2. Make representations to the headteacher/LGB on the above investigations, and on general matters affecting the health and safety of the employees they represent.
  - 5.2.3. Inspect the workplace.
  - 5.2.4. Represent employees in dealings with health and safety inspectors.
  - 5.2.5. Attend health and safety committee meetings.

## 6. Safe plant and equipment

The trust will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased. (Maintenance Certificates held by relevant departments. General site certificates held by PM).

Is responsible for identifying all equipment/ plant needing maintenance	To be completed by individual schools
Is responsible for ensuring effective maintenance procedures are drawn up	To be completed by individual schools
Is responsible for ensuring that all identified maintenance is carried out	To be completed by individual schools
Any problems found with equipment should be reported to	To be completed by individual schools
Will check that new equipment meets any required health and safety standards before it is purchased	To be completed by individual schools

## Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	To be completed by individual schools
Health and safety advice is available from:	To be completed by individual schools
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	To be completed by individual schools
Health & Safety in shared premises (where applicable)	To be completed by individual schools

It is a legal requirement to display the Health & Safety Law poster in a prominent position in each workplace.

## 7. Competency for tasks and training

The trust has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid, lockdown and fire safety. Specific on the job and job specific health and safety training will also be provided. Training provision will include regular refresher training.

Induction training will be provided for all employees by:	To be completed by individual schools
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Job specific training will be provided by:	To be completed by individual schools
Specific jobs requiring special training are:	To be completed by individual schools
Training records are kept at/by:	To be completed by individual schools
Training will be identified, arranged and monitored by:	To be completed by individual schools

## 8. Accidents, first aid and work-related ill health

8.1. The trust acknowledges the legal requirement to:

- 8.1.1. Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- 8.1.2. Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- 8.1.3. Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- 8.1.4. Provide health surveillance for any employees who may be at risk of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid boxes are available:	To be completed by individual schools
The first aider(s) and appointed person(s) is/are:	To be completed by individual schools
All accidents and cases of work-related ill health are to be reported to:	To be completed by individual schools
Health surveillance* is required for employees doing specific roles	To be completed by individual schools
Health surveillance will be arranged by:	To be completed by individual schools
Health surveillance/records will be kept by	To be completed by individual schools

\* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems.

## 9. Monitoring

The trust acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement.

To check our working conditions, and ensure our safe working practices are being followed,	To be completed by individual schools
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we will: Conduct workplace inspections. These are carried out by: Review all risk assessments annually or in the event of any significant changes. This function is carried out by:	
Is/are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary.	To be completed by individual schools
Is/are responsible for investigating work related causes of sickness absences.	To be completed by individual schools
Is/are responsible for acting on investigation findings to prevent recurrences.	To be completed by individual schools

#### 10. Emergency procedures - fire and evacuation

The trust acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	To be completed by individual schools
Escape routes are checked by/every:	To be completed by individual schools
Fire extinguishers are maintained and checked by/every:	To be completed by individual schools
Alarms are tested by/every	To be completed by individual schools
The emergency evacuation procedure is tested every:	To be completed by individual schools
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	To be completed by individual schools

#### 11. Roles and responsibilities

- 11.1. All senior roles and those with explicit health and safety functions are expected to act as health and safety leaders creating a positive health and safety culture. They are responsible for the effective implementation of the Health and Safety Policy.
- 11.2. The Trust Board has ultimate control of the trust. They will:
  - 11.2.1. provide strategic guidance
  - 11.2.2. monitor and review health and safety issues

- 11.2.3. ensure that adequate resources for health and safety are available
- 11.2.4. ensure, as far as is reasonably practicable, a safe environment for all users of the trust's sites to work.
- 11.2.5. maintain an interest in all health and safety matters
- 11.3. The Chief Executive Officer and/or Chief Operations Officer will:
  - 11.3.1. review and monitor the effectiveness of the policy
  - 11.3.2. ensure they are familiar with the requirements of the appropriate legislation and codes of practice
  - 11.3.3. create and monitor a management structure for health and safety
  - 11.3.4. ensure that there is an effective and enforceable policy for the provision of health and safety throughout the trust and that it is implemented
  - 11.3.5. keep up to date with new developments in health and safety issues for schools
  - 11.3.6. periodically assess the effectiveness of the policy and ensure that any necessary changes are made
  - 11.3.7. identify and evaluate risks relating to possible accidents and incidents connected with trust sponsored activities, including work experience
  - 11.3.8. provide adequate resources (both personnel and finance) to fully deliver the policy
  - 11.3.9. take steps to ensure plant, equipment and systems of work are safe
  - 11.3.10. ensure safe arrangements for handling, storage and transportation of articles and substances
  - 11.3.11. ensure safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance
  - 11.3.12. ensure that academies provide adequate training, information, instruction, induction and supervision to enable everyone in the academy to be safe
  - 11.3.13. maintain the premises in a condition that is safe and without significant risk
  - 11.3.14. provide a working environment that is safe and healthy
  - 11.3.15. provide adequate welfare facilities for staff and students
- 11.4. The headteacher of each school is responsible for the day-to-day running of the academy. They will:
  - 11.4.1. be responsible for the day-to-day implementation of the Health and Safety Policy and will be the designated contact with the health and safety executive lead
  - 11.4.2. promote a positive, open health and safety culture in school
  - 11.4.3. report to local governors on key health and safety issues including outcomes from the Academy H&S Group meetings
  - 11.4.4. seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisors, Chief Operations Officer etc. as and when necessary
  - 11.4.5. ensure all staff cooperate with the policy
  - 11.4.6. devise and implement safety procedures
  - 11.4.7. ensure there is a programme of inspections and that monitoring exists
  - 11.4.8. ensure a risk assessment schedule is in place and that it is monitored and reviewed

- 11.4.9. ensure effective procedures are in place in case of fire and evacuation
- 11.4.10. ensure accident and emergency procedures are in place
- 11.4.11. ensure practice emergency evacuation and / or invacuation procedures are undertaken two times per academic year, with recorded results
- 11.4.12. ensure working conditions take account of statutory and advisory requirements and codes of practice
- 11.4.13. ensure relevant staff have access to appropriate training
- 11.5. The Business Manager/Delegated H & S Lead (or equivalent) will support the headteacher in their role. They will:
  - 11.5.1. ensure regular health and safety inspections are undertaken by appropriate personnel and recommendations are acted upon as soon as possible
  - 11.5.2. complete termly health and safety compliance audits relating to curriculum areas for DT, Science, Art and PE and provide detailed action plans to the Head of Department with a maximum time frame of three months for remedial actions to be addressed
  - 11.5.3. ensure regular inspections are carried out
  - 11.5.4. ensure risk assessments are accurate, suitable and reviewed annually and recorded on the risk assessment register
  - 11.5.5. deal with any hazardous practices, equipment or building issues and report to the headteacher if they remain unresolved
  - 11.5.6. provide a good example, guidance and support to staff on health and safety issues
  - 11.5.7. carry out a health and safety induction for all staff and keep records of that induction
  - 11.5.8. carry out investigations into accidents and produce reports / statements for any civil or criminal action which may arise
  - 11.5.9. ensure any contractors on site are competent in health and safety matters
  - 11.5.10. meet with the Premises/Site Manager weekly to ensure any building / grounds issues are addressed in a timely manner
  - 11.5.11. ensure appropriate provision is made for first aid
- 11.6. The Premises/Site Manager is responsible for day-to-day maintenance and other buildings / grounds issues. They will:
  - 11.6.1. ensure that the premises are inspected and maintained and that equipment is inspected, tested and maintained so that they remain in a safe condition
  - 11.6.2. manage the keeping of records of all health and safety activities including maintenance of the building fabric and services
  - 11.6.3. ensure that any work that has health and safety implications is prioritised
  - 11.6.4. report any concerns regarding unresolved hazards in school to the headteacher immediately
  - 11.6.5. ensure that all work under their control is undertaken in a safe manner
  - 11.6.6. ensure that daily checks are carried out of the grounds and buildings to spot any disrepair or other hazards such as broken glass etc.
  - 11.6.7. deliver toolbox talks across the Campus relating to COSHH, Safe Use of Stepladders etc.

- 11.6.8. ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- 11.6.9. provide safety and protective equipment and clothing, with associated guidance, instruction and supervision
- 11.6.10. ensure weekly testing of the fire alarm is undertaken
- 11.6.11. ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working. Contractors must be given the appropriate level of supervision whilst on site
- 11.6.12. fully cooperate with health and safety arrangements during larger building projects
- 11.6.13. lead on capital projects on behalf of the headteacher
- 11.7. Staff with management / supervisory responsibilities:
  - 11.7.1. all management / supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility
  - 11.7.2. in addition the general duties that all members of staff have, they will be directly responsible to the headteacher for the implementation and operation of the trust Health and Safety Policy within their relevant departments and areas of responsibility
  - 11.7.3. ensure that staff and contractors are applying health and safety regulations, rules, routines and procedures effectively
  - 11.7.4. responsibilities for aspects of health and safety where, appropriate are written into the job descriptions of the trust managers
  - 11.7.5. carry out risk assessments of teaching areas and practices / activities including equipment and substances
  - 11.7.6. ensure appropriate protective clothing and equipment, including fire equipment and first aid, are provided and readily available in all areas of the school
  - 11.7.7. perform regular visual health and safety inspections within their area of responsibility
  - 11.7.8. management / supervisory staff will take a direct interest in the Health and Safety Policy and in ensuring that staff, students and others comply with its requirements
- 11.8. All school staff will:
  - 11.8.1. apply the trust's Health and Safety Policy to their own department or area of work and be directly responsible to the headteacher or member of SLT for the application of the health and safety procedures and arrangements
  - 11.8.2. ensure that all plant, machinery and equipment within their areas of responsibility are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment
  - 11.8.3. use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied



- 11.8.4. ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- 11.8.5. report any defects in the premises, plant, equipment and facilities that they observe to the site manager/supervisor
- 11.8.6. follow the accident reporting procedure
- 11.8.7. take an active interest in promoting health and safety and suggest ways of reducing risks
- 11.8.8. leave the classroom / areas of work in a reasonably tidy and safe condition
- 11.8.9. ensure that students are supervised and advise them on how to use equipment safely
- 11.9. In accordance with the school rules and procedures on discipline, students will:
  - 11.9.1. follow safety and hygiene rules intended to protect the health and safety of themselves and others
  - 11.9.2. follow safety instructions of teaching and support staff, especially in an emergency

