



# BYRCHALL HIGH SCHOOL

## Health & Safety Policy

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The Headteacher and Trustees of Byrchall High School recognise they have overall responsibility for the organisation and implementation of a Health & Safety Policy and acknowledges its obligations under all current legislation. Key personnel within the management structure are identified and their health & safety roles defined within their areas of employment.

The employee's duty to co-operate with the employer is recognised. The school management accepts the responsibility for ensuring all necessary arrangements for maintaining a safe environment are implemented and monitored.

Byrchall High School recognises the importance of Health, Safety and Welfare regarding the successful operation of its activities and believes the active participation of all staff is essential in maintaining the highest standards in preventing accidents. All activities will be conducted using appropriate control measures and observe accepted codes of practice to minimise the risks to the health and safety of all staff, students and others who might be affected by our activities.

The school Health & Safety Policy detailed herein will be brought to the attention of all staff and will be subject to regular reviews to ensure it reflects the school's activities.

### **STATEMENT OF HEALTH & SAFETY**

The Headteacher and Trustees shall, so far as is reasonably practicable, take all reasonable measures to ensure the health, safety and welfare of staff, students and other persons on their school premises, in accordance with the Health & Safety at Work Act 1974.

To meet these responsibilities they will pay particular attention to the provision and maintenance of:

1. the safety equipment, buildings and systems of work;
2. safe arrangements for the use, handling, storage and transportation of articles and substances; appropriate information, instruction, training and supervision to assist all employees, students, visitors and contractors operating in school to avoid hazards and contribute positively to their own health and safety whilst on school premises;
3. a safe workplace and safe access and egress to the school;
4. a healthy working environment;
5. procedures for fire evacuation, first aid cover and other emergency situations;
6. adequate welfare facilities and suitable personal protective equipment (PPE);
7. arrangements for the safe introduction of new equipment, substances and procedures.

The Headteacher and Trustees will ensure that:

1. The HEALTH & SAFETY POLICY and Codes of Practice are fully implemented and, to ensure compliance, are monitored on a regular basis.
2. Health & Safety is included in the terms of reference of Trustees.
3. The Safety Policies will be brought to the notice of all employees.
4. The School has considered its health and safety obligations and has made provision for meeting those obligations.
5. The School's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
6. Health and Safety issues concerning the school are identified and appropriate action taken.

7. Regular safety reports are provided by the Headteacher so that safety arrangements can be monitored and evaluated.
8. Appropriate facilities and information for accredited Union Safety Representatives are provided to enable them to fulfil their duties.
9. All reasonable facilities and information are provided to officers of the Education Service, inspectors of the Health & Safety Executive and any other health and safety official.

The Headteacher and Governors will recognise:

1. The need to consult with employees on Health and Safety matters.
2. The need to consult individuals before allocating particular health and safety functions.
3. The need to take expert advice to determine and assess the risks to health and safety within school.

## **SCHOOL ORGANISATION**

The Headteacher and Trustees recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling of Health and Safety matters. Where possible, the Trustees will ensure the school budget reflects the necessary funding to provide suitable and sufficient training for those with Health and Safety responsibilities.

A summary of individual duties, including reporting arrangements, are contained in the LA's Health and Safety Manual, one copy of which is in the staff section of the school library and another held by the Headteacher.

## **MONITORING PROCEDURES**

<b>Area</b>	<b>Task</b>	<b>Frequency</b>	<b>Personnel responsible and for record keeping</b>	<b>Monitoring</b>
First Aid	Records	As arises	First Aid	Head of Bus. & Finance
	Register of First Aiders		Head of Bus. & Finance	Headteacher
Fire Procedures	Fire doors	Weekly	Site Manager	Deputy Head (Curriculum)
	Fire extinguishers maintained	Chubb	NPS (Buy back)	Deputy Head (Curriculum)
	Fire extinguishers presence check	Monthly	Site Manager	Deputy Head (Curriculum)
	Fire alarm practices	Termly	Site Manager	Deputy Head (Curriculum)
	Fire alarm checks	Weekly	Site Manager	Deputy Head (Curriculum)
	Fire alarm maintained	4 per year	NPS (Buy back)	Deputy Head (Curriculum)
	Fire risk assessments	Every 2 years	Wigan LA (Buy back)	Deputy Head (Curriculum)
Plant rooms	Check for safety	Every 6 months	Site Manager	Headteacher
Buildings	Condition	On-going	Site Manager	Deputy Head (Curriculum)
	Health and Safety reports	As concern is raised	Site Manager	Deputy Head (Curriculum)
Contractors on site	Permits issued	As necessary	Site Manager	Headteacher
PAT testing	All items checked	Every 1 and 2 years	Site Manager / SELATEST	Head of Bus & Finance
Kitchens	Cleaning of filters	As required	NPS (Buy back)	Head of Bus & Finance
Storage of flammables and chemicals	Health & Safety		Caretakers Head of Science	Site Manager

Security	Visitors to site have badges		Admin staff	Head of Bus. & Finance
	Alarm testing	Central Watch	Wigan LA (Buy back)	Site Manager
Risk assessments	Individual	As necessary	Deputy Head (Curriculum)	Headteacher
	Departmental	Yearly	Head of Science	Deputy Head (Teaching & Learning)
			Head of D & T	Deputy Head (Teaching & Learning)
			Head of PE	Deputy Head (Teaching & Learning)
			ICT Department	Deputy Head (Curriculum)
Heads of Departments	Line Manager			
Educational Visits	Risk Assessments completed	As necessary – for every visit	Educational Visits Co-ordinator	Headteacher
Health and Safety Issues	Reporting and action	As necessary	Site Manager	Deputy Head (Curriculum)

## **RESPONSIBILITIES**

### **Headteacher**

The Headteacher is responsible to the Trustees for ensuring compliance with this Safety Policy in the School.

He will continually monitor the activities of his subordinates and will ensure that all arrangements, safeguards, systems and procedures are adhered to in the interests of Health and Safety.

He will ensure, through effective supervision, that individual staff are not exposed to unnecessary risks as a result of inadequate training, experience or induction.

He will actively encourage and promote Safe Working Practices and Procedures throughout the School.

He will, as appropriate, report to the Governing Body, any unsafe practices or conditions requiring further examination.

Responsibilities will be delegated as follows:

- Co-ordination of overall Health and Safety Policy and Practice will be the responsibility of Head of Business and Finance supported by a member of the Senior Leadership Team.
- Heads of Departments will be responsible for Health and Safety issues within their curriculum areas.

### **Head of Business and Finance with responsibility for Health and Safety**

- To advise the Headteacher and Trustees on the drawing up and implementation of safe working systems and on the provision of safety equipment and personal protective equipment (PPE) as necessary.
- In agreement with the Headteacher, to carry out periodic inspections of the School in order to identify unsafe equipment, unsafe working conditions and unsafe practices.
- To advise the Headteacher and Trustees on the requirements of the School Safety Policy, and to recommend remedial actions to reduce or eliminate hazards identified in the aforementioned inspections.
- To investigate all accidents and dangerous occurrences and report findings to the Headteacher/Trustees and Local Authority where appropriate.
- To ensure that the fire alarm system and fire fighting equipment at the School is properly maintained, and to ensure a termly Fire Evacuation Drill is carried out.
- To liaise with the Staff, Heads of Department, and the nominated member of SLT when appropriate.
- To maintain records of equipment service and maintenance.

## **NOTE**

The Trustees are directly responsible for ensuring the School complies in all respects with the School's Health and Safety Policy. The role of the school Head of Business and Finance is to support the Trustees / Headteacher in these duties.

### **Caretakers**

It is the responsibility of the caretakers:

- To co-operate and assist the Site Manager in maintaining the school premises in a safe and clean condition
- To observe proper safe working procedures when carrying out work in the school
- To be aware of the current COSHH Regulations concerning the storage of hazardous materials, i.e. disinfectants, polishes and other cleaning materials.
- To ensure that hazardous materials are stored safely in accordance with the regulations
- To regularly monitor fire-fighting equipment, emergency lighting, fire doors etc. and report any defects to the Site Manager.
- To ensure that all rubbish and other combustible material is not allowed to accumulate and that it is stored in appropriate non-combustible containers pending removal from the site
- To regularly monitor the condition of the fabric of the school buildings and report any defects or necessary repairs to the Site Manager, particularly where Health and Safety issues are involved
- To carry out regular inspections of heating plant and report any defects to the Site Manager
- To regularly monitor the condition of gas, electric, water supplies and drainage systems and report any defects and repairs to the Site Manager.
- To regularly monitor the condition of the drives, pathways, steps, fences and grounds of the school and monitor any defects or necessary repairs, particularly where health and safety issues are involved, to the Site Manager.
- To remove all litter from the school grounds and building on a daily basis

### **Control of Substances hazardous to Health (COSHH)**

A School COSHH Co-ordinator will be nominated.

The COSHH Co-ordinator will:

- Carry out risk assessments on hazardous substances.
- Ensure that all staff concerned are aware of the current COSHH regulations and that Heads of Departments conform to these regulations and through them that staff comply to these practices.
- Ensure that proper procedures are established and followed concerning the storage, uses and disposal of chemicals and hazardous materials.

### **Head of Departments**

It is the responsibility of Heads of Departments and Teachers in Charge of Subjects:

- To ensure that members of staff for whom they exercise oversight and responsibility, even on a temporary basis, are aware of Health and Safety matters. This includes the need to make sure that the school premises are safe and without risk to the health of staff, students and visitors to the school
- In those subjects in which it applies, that an assessment will be made of the use of all substances that are hazardous to health
- To establish, in liaison with the Site Manager, proper procedures for the storage, use and disposal of these substances in accordance with the latest COSHH Regulations
- Where a risk is identified, to ensure that established procedures for storage, use and disposal are adhered to; an inventory of all hazardous substances is maintained and written assessments are made where necessary
- To ensure that all staff who use such substances are aware of the latest COSHH Regulations

- To ensure that proper instruction is given to staff in the use of equipment, making sure that they understand instructions for use, levels of risk involved and special precautions which must be observed, particularly when being used by students
- To undertake regular Health and Safety audits of equipment and ensure that regular servicing or necessary replacement is carried out
- To share responsibility for ensuring that all staff, students and visitors to the department are aware of the evacuation procedures and to check that appropriate notices are displayed, that fire-fighting equipment is available where necessary and any defects reported.
- To share responsibility for ensuring that all staff, students and visitors to the department are aware of the procedures for the reporting of accidents, injuries, diseases and dangerous occurrences
- To ensure that accident report forms are completed and returned to the School Office
- To ensure that proper precautions are taken in the use of all electrical equipment and gas apparatus and other departmental equipment
- To maintain records of all the department's apparatus and check that regular inspection and servicing takes place
- To report to the Site Manager / SLT, any defects in equipment or the fabric of the buildings, particularly where these might give rise to Health and Safety concerns
- To ensure that the standards set down by the school for placements of students in other institutions (e.g. work placement) or locations (visits) are met in full.

## **Employees**

Employees are required to:

- Co-operate and participate in the implementation of the School's Health & Safety Policy.
- Ensure their work is carried out in a safe manner and that all students use appropriate safety equipment as necessary
- Report all accidents, damage or dangerous occurrences to the Site Manager whether or not persons are injured.

Under Section 7 of the 1974 H 7 SAWA, it is the duty of every Teacher:

- To take responsible care for the Health and Safety of himself/herself and of other persons (students) who may be affected by his/her acts or omissions at work
- To co-operate with his/her employer as regards any duty or requirement imposed on them so far as is necessary to enable that duty or requirement to be performed or complied with
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

## **ARRANGEMENTS FOR ENSURING THE SAFE USE, HANDLING, STORAGE AND TRANSPORT OF ARTICLES AND SUBSTANCES WHICH ARE INHERENTLY OR POTENTIALLY DANGEROUS**

In accordance with the Control of Substances Hazardous to Health Regulations 1988, will assess (or have assessed) control and monitor staff/student exposure to all substances hazardous and potentially hazardous to health encountered at the School. This includes the provision, where necessary, of adequate ventilation and extraction systems and respiratory and other forms of personal protective equipment.

The School will ensure that any personal protective equipment provided for the use of protecting its staff and pupils will conform to relevant British and European standards and will be appropriate and suitable to the job.

The School will ensure that all hazardous and potentially hazardous materials and substances are stored and handled safely and in accordance with relevant guidance and instructions as may be applicable to that material or substance.

## **CONTRACTORS**

All contractors will abide by the School's Safety and Emergency Procedures. Personnel are to book in and out at the School Office when on-site, during term time and holidays.

Contractors will work in accordance with current Health and Safety legislation.

## **COMMUNICATING HEALTH AND SAFETY INFORMATION**

General safety information will be displayed in the Staff Room and made available to non-teaching staff. The statutory poster is displayed on the noticeboard located in the School Office and Staff Room. Further information is contained in the LA's Safety Manual, a copy is held by the Headteacher.

## **FIELD TRIPS AND VISITS**

A Member of staff will be identified as party leader / co-ordinator. Parents will be advised of visits, in writing, and permission sought; students will be briefed and put into groups as appropriate. Risk assessments will be carried out and recorded and all supervising adults made aware of responsibilities and procedures. The Educational Visits Co-ordinator will ensure risk assessment and all documentation is completed appropriately. A First Aid box will be taken when appropriate (see Policy)

## **FIRE AND EMERGENCY EVACUATION**

Legislation exists which is designed to protect people at work from fire and other occurrences which, by their continued presence in the building, would put them at risk.

Statutory provisions require employers to provide general fire precautions, fire warning systems, fire-fighting equipment, means of escape and adequate training in procedures.

The school will ensure that instruction in fire safety and emergency evacuation is given by competent persons to all employees and students to ensure they understand the precautions and procedures to be taken in the event of an emergency evacuation.

Notices explaining evacuation procedures will be displayed throughout the school.

Fire alarms will be tested regularly and fire drill held at least once per term and details kept in a Record Book to be maintained by the Site Manager and monitored by the SLT member responsible for Health and Safety with regard to Fire Procedures.

## **FIRST AID**

In accordance with the Health and Safety (First Aid) Regulations 1981, the School will:

- Provide a sufficient number of trained First Aid personnel, currently certified
- Provide an adequate number of First Aid boxes with appropriate contents
- Make provision for rapid and effective communication with the emergency services if required
- Provide appropriate First Aid supplies for activities conducted away from school
- Report all accidents and injuries by completion of a Wigan Council accident form. The form will then be sent to the Site Manager who will arrange completion of Part 2 and then pass the form to the Department of Education's Safety Officer.

The School will provide adequate first aid equipment, trained first aiders and facilities for employees if they are injured or become ill at work.

A list of qualified first aiders will be displayed throughout the school and included in the Staff Handbook.

A list of the sitings of first aid boxes will be included in the Staff Handbook.

All first aiders will receive training and become qualified in accordance with standards approved by the Health and Safety Executive.

Appropriate first aid equipment and materials will be located at strategic points throughout the school, made available for activities conducted away from school and be properly maintained at all times.

Notices indicating first aid arrangements will be posted throughout the school.

To avoid delay in dealing with an accident, the school office should be contacted for first aid availability.

The school has a common law responsibility to look after the students in its care and where possible, first aid arrangements for employees and students should combine so long as they do not dilute the level of provision for employees. These arrangements will also cover visitors to school.

If anyone should become ill or suffer injury as a result of an accident, this procedure should be followed:

- a) First aid should be rendered, but only as far as knowledge and skill permit. The patient should be given all possible assurances, and if absolutely necessary, removed from danger
- b) Anyone administering first aid must protect themselves from infection by ensuring that they take proper precautions, such as the wearing of rubber gloves and washing their hands after treating a casualty
- c) A complete list of first aiders is posted in various locations around the school, accompanies this statement, and in the Staff Handbook
- d) If an ambulance is required, the School Office will make that arrangement, deciding whether it is an emergency '999' call or otherwise
- e) Transporting a student for treatment by a member of staff in their own vehicle is entirely voluntary. The member of staff must ensure that the insurance cover for the vehicle includes such activities.
- f) No casualty will be allowed to travel unaccompanied to hospital by whatever means of transport.
- g) Accident forms should be completed for every case of injury or accident. The form should be completed as soon as possible after the occurrence by the person who first arrived at the scene. It must be filled in accurately and completely. Wherever possible, the names and statements of any witnesses should be taken.
- h) Completed forms should be passed immediately to the Site Manager, the incident recorded and the form sent to the LA Health and Safety Officer
- i) If the accident occurred because of defective equipment, a report should be made to the Site Manager and the piece of equipment taken out of use until further notice.
- j) Accidents which occur as a result of defective fabric of the building should be reported to the Site Manager who will take the necessary action to prevent a similar occurrence.

The Health and Safety Trustee will conduct inspections and monitor the maintenance of the premises, develop and implement appropriate safety procedures. The report written after any inspection will be referred to the Trustees.

## **INSPECTION AND MAINTENANCE**

Routine inspection and preventive maintenance are essential if accidents are to be avoided. An efficient maintenance system will be implemented to reduce delays to equipment being out of commission.

All portable apparatus, including extension leads, should be identified by a serial number which should be recorded in a register. The register should indicate how often each item should be recalled for routine inspection and maintenance.

The equipment should also be marked so that it is clear to the user when its inspection and maintenance are due. The frequency of recall will depend on the type of apparatus and its use, and will be determined in the light of experience by a qualified person, taking into account any recommendations the manufacturer may make. The inspection and maintenance of the School's electrical equipment will be carried out by a competent person.

### **Operator Safety**

All staff will be instructed in the correct and safe use of electrical apparatus and told that they must never use damaged or defective items. Users should examine the equipment before use, defective equipment must be withdrawn from use until it has been repaired and checked by a competent person.

## **LADDERS AND ACCESS EQUIPMENT**

Site Manager will check every six months and record results. Faulty equipment will be clearly labelled as such and not used until repaired. Caretakers will check as ladder and access training/procedures.

## **LIFTING AND MANUAL HANDLING**

Members of staff will, if necessary, carry out a manual handling risk assessment before lifting/moving equipment, furniture etc. Where possible, they are to work in pairs or mechanical equipment is to be used.

If pupils are to carry furniture or equipment, they will be advised of correct procedures beforehand.

## **P.E. ACTIVITIES**

All activities will be supervised and conducted, and equipment used, within the guidelines laid down in the LA manual, and BAALPE publications. Non-specialist supervisors must be made aware of the guidelines and given the option of supervising the students in activities not requiring specialist training or expertise.

## **PORTABLE ELECTRICAL APPLIANCE TESTING**

Section 2 of the Health and Safety at Work Act 1974 requires the School to provide and maintain equipment that is, so far as is reasonably practicable, safe and without risks to health. This includes electrically operated, small equipment such as:

- General working tools
- Kettles, catering appliances, heaters and fans
- Typewriters, personal computers and desk equipment
- Laboratory apparatus
- Radios

It also includes larger appliances:

- Photocopiers and office print machines
- Food and drink vending appliances and cookers
- Industrial small tools
- Lighting on display stands and Christmas decorations etc.

- Television and sound amplification equipment

Extension leads, with or without plug sockets, are also included. In one way or another, all electrical systems are covered by the E.A.W.R

Electrical equipment found, on inspection, to be defective will not be used.

*Advice on bringing in equipment – staff should be aware that portable equipment not belonging to school must be safe for use and have a Test Certificate. Such equipment can be included in our PAT Testing Programme or at a small cost at other times.*

## **PROTECTIVE CLOTHING AND EQUIPMENT**

The school will provide suitable personal protective equipment to each of its staff/students who may be exposed to any risk while at School except where and to the extent that any such risk has been adequately controlled by other means which are equally or more effective.

Before the issue of protective equipment takes place, the school will make an assessment of the risks to the staff/student to determine the suitability of the equipment. The School will also ensure that any personal protective equipment provided is maintained in relation to any manner which it is reasonably foreseeable will affect the health and safety of any person in an efficient state, in efficient working order, in good repair and in hygienic condition.

Suitable instruction, information and training will be given to all school employees/students who have cause to wear personal protective equipment.

All staff shall make full and proper use of the personal protective equipment and shall report to the Site Manager any loss of or obvious defect in that personal protective equipment.

## **PROVISION OF INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION**

Under the Health and Safety at Work Act 1974, the school will provide as much information, instruction, training and supervision as is necessary to ensure, as far as is reasonably practicable, the health and safety at work of its employees and students.

In particular:

- All new members of staff will be informed and trained as necessary with regard to the School's safety rules and procedures
- Existing staff will be informed and trained as necessary with regard to any changes or modifications to current School safety rules and procedures.
- If a member of staff is transferred or promoted from one job to another he/she will not be allowed to start that new job until and unless he/she has received training and instruction sufficient to enable him/her to perform the job without risk to his/her or others health and safety
- All staff will be made aware of the actions to be taken in an emergency, i.e. fire or serious injury

## **PROVISION AND MAINTENANCE OF EQUIPMENT AND SYSTEMS OF WORK**

Effective and suitable provision will be made by the school to ensure that all equipment in use at the School is adequate and appropriate to the job.

Effective and suitable provision will be made to ensure that all equipment in use at the school is maintained and serviced as necessary so as to minimise, as far as is reasonably practicable, the risk of injury to employees/students or others that would result if the equipment were not so maintained.

It is the duty of all employees to bring to the notice of the Headteacher, any failure of, or damage to any item of equipment which would create a hazard or risk to the health and safety of employees or students or members of the public.

## **REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES**

In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985, the school is obliged to notify the enforcing authority/LEA at the earliest opportunity of any:

- Fatal injuries to employees, students or others in an accident connected with the School
- Major injury to teachers or other people in an accident connected with the School
- Major injury to students in an accident connected with the School
- Dangerous occurrences listed in the Regulations

The School will also send a written report to the enforcing authority within seven days of any notifiable incident and also of:

- Any other injury to an employee or student which results in their absence from School or being unable to do their normal work/study for more than seven days (including days which would not normally be working days).
- Any of the cases of ill health listed in the Regulations.

## **RISK ASSESSMENTS**

All staff will carry out appropriate risk assessments of the activities they undertake, record, and where necessary, inform other colleagues and the Headteacher. Copies of risk assessments will be held centrally.

## **SECURITY**

All visitors, including students' parents, are to report to the school reception, to book in and out. Visitors will display an official school Visitor's pass. As far as is practicable, visitors will be escorted whilst on school premises.

## **SMOKING**

All smoking is prohibited on school premises and during school visits / field trips.

## **SUPERVISION OF STUDENTS DURING NON-CURRICULUM TIME**

The Headteacher is responsible for arranging the appointment and briefing of staff for supervision duties, welfare duties and responsibilities.

## **SWIMMING**

During swimming activities, the staff/student ratio will be not greater than 1:20. At least one adult will be female. Transport arrangements will be in line with LA guidance.

## **TRANSPORT**

As far as is practicable, the school will only use only LA-approved contractors. Each passenger, regardless of age, will be provided with a seat and must wear a seat belt.

### **VDU / DSE USERS**

Regular users will have a risk assessment of their workstation and appropriate measures will be taken to minimise any hazard / risk. Appropriate information and training will be provided.

### **VIOLENCE TO STAFF**

Appropriate control measures will be put in place to minimise the risk of verbal or physical violence towards members of staff. Risk assessments will be carried out when necessary. All violent incidents will be investigated and reported to the LA Health and Safety Officer on a copy of the special form in the LA Health and Safety manual.

### **THE WORKING ENVIRONMENT**

The School will:

- Whenever possible, eliminate risks through careful selection and design of facilities, equipment and processes
- Implement guards and protective devices on any equipment and in hazardous areas throughout the school to minimise risks. These guards will not be removed without proper authority.
- Issue personal protective equipment as required to Teachers/students working in areas requiring such equipment. These items will also be provided for visitors to the School as necessary.
- Develop safe methods for using, storing and transporting materials, especially hazardous substances.
- Insist on a clean and orderly work environment
- Provide a well-lit, well-ventilated work area conducive with safe study
- Take all steps that are reasonably practicable to correct any identified hazards or inadequate safeguards. These hazards may be reported directly to the Site Manager.
- Ensure that machinery and electrical equipment is examined on a timetable agreed with the LA and certified accordingly.

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Signed: \_\_\_\_\_ (*Chair of Governors*)