



HEALTH & SAFETY POLICY

Approved	Feb 2016		
Review Date	June 2017		
Signed (Headteacher)		Name	V. Povey
Signed (Chair of Local Governing Body)		Name	J. Brunton

Designated Governor: C Briggs
EVC: E Starkey
Deputy EVC: J Mossop

PART 1 - ORGANISATION

The Board of Directors of Chapel Street Community Schools Trust and the Local Governing Body of Burnley High School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff and a reference copy will be kept in the school office and on the shared drive.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

This policy statement supplements Chapel Street Community Schools Trust's General

PART 2 – STATEMENT OF INTENT

As the employer, Chapel Street Community Schools Trust has overall responsibility for Health and Safety in its Academy and Free Schools.

At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Local Governing Body

The Local Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to Chapel Street Community Schools Trust's health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishment's health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance;
- Providing appropriate resources within the establishment's budget to meet statutory requirements for the school's and Trust's health and safety policy, procedures and standards;
- Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to any official body as necessary any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.

Responsibilities of the Headteacher

Overall responsibility for the strategic management of health and safety in accordance with Chapel Street Community Schools Trust's health and safety policy and procedures and the Local Governing Body's health and safety policy and procedures rests with the Headteacher.

As manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Headteacher has responsibility for:

- Co-operating with Chapel Street Community Schools Trust and the Local Governing Body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the Local Governing Body and Chapel Street Community Schools Trust where necessary;

- Setting up a Health & Safety committee to meet at least termly in school to review the accident log book and other issues around the subject
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to Chapel Street Community Schools Trust and the DfE about any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- Monitoring purchasing and contracting procedures to ensure compliance with Chapel Street Community Schools Trust and DfE policy.

The Headteacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

The task of overseeing health and safety on the site will be delegated by the Headteacher to the Facilities Manager.

Responsibilities of employees holding posts of special responsibility must:

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Facilities Manager for the application of the health and safety procedures and arrangements;
- Maintain or have access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS, and ensure that all staff are aware of and make use of such guidance;
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff refer to them, and inform the Head of School or the individual with delegated authority any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of all employees

Under the Health and Safety at work Act etc 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work; (we go from using semi-colons at the end of bullets to using full stops – don't mind which but let's be consistent);
- Comply with the school's health and safety policy and procedures at all times;
- Report all accidents and incidents in line with the reporting procedures;
- Co-operate with school management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare;
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- Report immediately to their line manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery that they are competent / have been trained to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3 - ARRANGEMENTS

- Appendix 1 - Risk Assessments
- Appendix 2 - Offsite visits
- Appendix 3 - Health and Safety Monitoring and Inspections
- Appendix 4 - Fire Evacuation and other Emergency Arrangements
- Appendix 5 - Fire Prevention, Testing of Equipment
- Appendix 6 - First Aid and Medication
- Appendix 7 - Accident Reporting Procedures
- Appendix 8 - Health and Safety Information and Training
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- Appendix 12 - Moving and Handling
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- Appendix 17 - Work Experience
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APPENDIX 1

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments (for all activities, teaching and non-teaching, premises and one off activities) will be co-ordinated by the Facilities Manager and are approved by the Headteacher

These risk assessments are available for all staff to view and are held centrally within the shared drive.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff are made aware of any changes to risk assessments relating to their work.

Individual Risk Assessments

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by the relevant line manager.

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work.

Such risk assessments will be reviewed on a regular basis.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant Heads of Department and subject teachers using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in the daily use scheme of work.

The following publications can be used as sources of model risk assessments:

CLEAPSS publications¹ in science and DT

BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice

Safeguards in the school laboratory 11th edition, ASE 2006 <http://www.ase.org.uk/>
Topics in safety, 3rd Edition ASE 2001

National Society for Education in Art & Design (NSEAD)
<http://www.nsead.org/hsg/index.aspx>

Safe Practice in Physical Education and School Sport' Association of PE 'AfPE'
<http://www.afpe.org.uk/>

¹ CLEAPSS Science and D&T publications CD Rom or via www.cleapss.org.uk

APPENDIX 2

OFFSITE VISITS

All offsite visits will be planned following procedures contained in Burnley High school's **Educational Visits Policy and Procedures** document.

Chapel Street Community Schools Trust's Company Secretary must be notified of all level 3 trips, which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas. The Company reserves the right to approve **all** offsite visits

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visits Co-ordinator(s) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the Headteacher

APPENDIX 3

HEALTH & SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted termly and be undertaken / co-ordinated by the Facilities Manager Steven Walsh (Parkhill BC and on the new site when move in Easter 2017)

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff. Records of such monitoring will be kept by the Facilities Manager.

The person(s) undertaking such inspections will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with the FM.

The health & safety subcommittee of the LGB will review procedures, reports and any outcomes from investigations on an annual basis and report to the full governing body.

Pro forma inspection checklists must be developed by the school for monitoring and inspections.

APPENDIX 4

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Headteacher is responsible for ensuring a fire risk assessment is undertaken and implemented.

The fire risk assessment is located in the fire log book and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishment's induction process. Every room will have a sign clearly displayed informing users of the fire evacuation procedures.

An outline of evacuation procedures will be made available to all contractors and visitors.

Emergency exits, fire alarm call points, assembly points etc are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom.

These procedures will be reviewed at least annually.

Emergency contact details (for emergency services and press representatives) and key holder details are maintained by the PA to the Headteacher who will let all staff know of an emergency contact for them in the event of critical incidents

Fire Drills

Fire drills will be undertaken termly, and a record kept in the fire log book. A practice fire drill at a known time will be undertaken on the first day of the school opening in September of each year in order that all new pupils know what the procedures are.

Fire Marshals

- The school is responsible for ensuring that there are sufficient numbers of trained fire marshals to manage fire evacuations and deal with the protocols for fires and drills.
- A member of staff is to be appointed lead Fire Marshal to co-ordinate fire drills and training for all staff
- The lead Fire Marshal is responsible for ensuring all staff are trained in procedures for dealing with the discovery of a fire and fire evacuation drills.

Details of chemicals and flammable substances on site

An inventory of these will be kept by the Caretaker and relevant Heads of Department as appropriate, for consultation.

APPENDIX 5

INSPECTION/MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly by the Caretaker and Parkhill BC fire company and a record kept in the fire log book. Any defects on the system will be reported immediately to the alarm contractor/electrical engineer.

A fire alarm maintenance contract with an appropriate provider is in place and the system is tested by them.

INSPECTION OF FIRE FIGHTING EQUIPMENT

The caretaker must perform weekly checks that all fire fighting equipment is available for use and operational

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house by the caretaker

Test records are located in the site's fire log book.

MEANS OF ESCAPE

Daily, it is the responsibility of all staff and the caretaker to check for any obstructions on exit routes and ensure all final exit doors are operational and available for use.

APPENDIX 6

FIRST AID AND MEDICATION

Administration of First Aid and Medication will be carried out in accordance with the school's Medical Treatment of Students Policy

FIRST AID BOXES ARE LOCATED IN:

- Main school reception
- IT Technician's Office
- School canteen (blue plasters only)

The caretaker is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

The following staff are trained to First Aid at Work (3 day course):

- Lorraine Brody January 2012

The Headteacher will ensure that first aiders have a current certificate and that new persons are trained should first aiders leave.

The Facilities Manager will check that any vehicles are properly equipped with first aid boxes before they are used. When pupils walk to an off-site location a first aid box will be taken with them.

Transport to hospital

If the first aider or Headteacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or carers will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records.

Administration of medicine

All medication will be administered to pupils in accordance with the DfE document "***Managing Medicines in Schools and Early Years Settings***"

The only medications kept and administered within school are those prescribed specifically for a pupil at the request of the parent/guardian and with the consent of the Pastoral Manager. Records of administration will be kept by the Pastoral manager.

Simple analgesic and anti-inflammatory medication will not be administered unless a permission form has been completed by the parent/guardian.

All medications kept in school are securely stored with access strictly controlled. Where children need to have access to emergency medication i.e. asthma inhalers (kept in the Pastoral office) or insulin, epi-pen (kept in the fridge in the medical room) it will be clearly labelled with the pupil's name, amount and frequency of dosage. At no time will the medicine of one child be used for another.

Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (such as diabetes, epilepsy, anaphylaxis etc.)

These plans are reviewed annually by the Pastoral Manager who must make sure that all relevant staff are aware of medical conditions and what action is required.

Staff will undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

APPENDIX 7

ACCIDENT REPORTING PROCEDURES

Reporting within BHS and to the Trust

Employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant forms.

- A local accident book located in the main school reception will be used to record all incidents to pupils and staff; more significant reportable incidents must also be reported to the LGB, HSE and Chapel Street Community Schools Trust.
- School accident reports will be monitored by the Resources and Finance Committee termly for trends and a report made to the Local Governing Body, annually.
- The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Chapel Street Community Schools Trust Company Secretary and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

Incidents resulting in the following must be reported to the HSE within 10 days of the incident occurring.

- A pupil or other non-employee being taken to hospital and the accident arising as the result of a curriculum activity, the condition of the premises/ equipment, lack of supervision etc;
- Employee absence, as the result of a work-related injury, for periods of 3 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to Chapel Street Community Schools Trust and the LGB.

APPENDIX 8

HEALTH & SAFETY INFORMATION AND TRAINING

Consultation

The Health & Safety committee will meet at least termly as well as when there has been a reportable accident. The committee will be made up of the Facilities Manager (new build), lead Fire Marshall and a staff member responsible for each of science, D&T and PE and the Headteacher.

Action points from meetings are brought forward for review by the Finance and Resources subcommittee,

Communication of Information

The Health and Safety Law poster must be displayed in the staff room.

Health and Safety Training

Health and safety induction training will be provided and documented for all new employees.

The Headteacher is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy;
- Update training in response to any significant change;
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required.

Training records are held by the CPD Co-ordinator who is responsible for organisation of the delivery of health and safety training needs and for including details in the training and development plan.

Each member of staff is responsible for drawing the Headteacher's and line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

APPENDIX 9

LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. [staff undertaking home visits to obtain as much background information as possible about the child/family being visited]
- Key holders attending empty premises where there has been an incident or suspected crime should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.
- Report any incidents or situations where they may have felt "uncomfortable".

APPENDIX 10

PREMISES AND WORK EQUIPMENT

Statutory inspections

Regular inspection and testing of school equipment, e.g. PAT testing is conducted by according to appropriate timescales Records of such monitoring will be kept in the school office by the caretaker.

The caretaker is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted.

Equipment restricted to those users who are authorised/have received specific training is detailed in the school's central register of equipment and labelled on the relevant equipment.

Electrical safety

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

APPENDIX 11

FLAMMABLE AND HAZARDOUS SUBSTANCES

Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the “*Control of Substances Hazardous to Health Regulations 2002*” (COSHH Regulations)

Within curriculum areas (in particular science and DT) teachers and designated staff are responsible for COSHH and ensuring that an up-to-date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishment's nominated person(s) responsible for substances hazardous to health is the caretaker and Business Manager.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances
- All chemicals are appropriately and securely stored out of the reach of children.
- All chemicals are kept in their original packaging and labelled or decanted into **labelled** containers (no decanting into unmarked containers).
- Suitable personal protective equipment (PPE) has been identified, is available for use and regularly checked.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

RADIOACTIVE SOURCES

The school does not possess any ionising radiation sources at this moment in time. If this were to change then a risk assessment would ensue and all actions would be implemented in line with official guidance.

APPENDIX 12

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations must be undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the caretaker or Business Manager and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

APPENDIX 13

WORK AT HEIGHT

Working at height can present a significant risk. Where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

The establishment's nominated person(s) responsible for work at height is the Facilities Manager.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- any risks from fragile surfaces is properly controlled.

APPENDIX 14

DISPLAY SCREEN EQUIPMENT (DSE)

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous/near continuous spells of an hour at a time) e.g. admin staff, bursars etc. shall have a DSE assessment carried out by the ICT Systems Manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use every two years by a qualified optician (and corrective glasses if required specifically for DSE use).

APPENDIX 15

STRESS/WELLBEING

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Chapel Street Community Schools Trust's management standards.

APPENDIX 16

LEGIONELLA

The school complies with official government advice on the potential risks from Legionella. The Facilities Manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book.

This will include:

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods
- conducting necessary water temperature checks (monthly)
- disinfecting/descaling showers, or other areas where water droplets are formed (quarterly)

WORK EXPERIENCE

The Head of Careers is responsible for managing and co-ordinating work- related learning within the school following guidance contained in the Education Health and Safety Manual and in accordance with the Quality Standard for Work Experience².

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- All placements (including private placements) are subject to pre-placement checks,. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted but it is the school's responsibility to have copies of such checks/risk assessments
- Every student will receive notice of any necessary health and safety information prior to the placement which will be passed onto the parent/carer.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements will be in place (including out-of-school hours provision) in order that a member of school staff can be contacted should an incident occur.
- All incidents involving students on work placement activities will be reported to the placement organiser/Chapel Street Community Schools Trust's Company Secretary at the earliest possible opportunity.

The latest guidance from the Government will be taken into account when the work experience placement commences

² <http://www.dcsf.gov.uk/14-19/index.cfm?go=site.home&sid=49&pid=404&ctype=None&ptype=Contents>

APPENDIX 18

PREGNANT WOMEN

Within one week of the school being informed that a member of staff or a pupil is pregnant a risk assessment will take place by the Health & Safety Coordinator. Any actions that are deemed to be necessary to support the pregnant woman will be in place as soon as it is reasonably possible.

