Longridge High School

Health and Safety Policy

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THE BAY LEARNING TRUST

Longridge High School

HEALTHY AND SAFETY POLICY

1. **Compliance**

1.1. This policy has been prepared with due regard to the following statutory provisions and guidance:

1.1.1. Health and Safety at Work Act 1974

1.1.2. Management of Health and Safety at Work Regulations 1999

1.1.3. The Department for Education's, "Health and safety: responsibilities and duties for schools", April 2022.

2. **About this policy**

2.1. Longridge High School ("the **Academy**") is committed to ensuring the health and safety of employees, pupils and to providing a safe and suitable environment for all those attending the Academy's site.

2.2. The purpose of this policy is to confirm the Academy's commitment to:

2.2.1. the assessment and control of health and safety risks arising from work and learning activities in order to provide a safe and healthy working and learning environment;

2.2.2. preventing accidents and work-related ill health;

2.2.3. consultation with employees and their representatives on matters affecting their health and safety;

2.2.4. compliance with statutory requirements as a minimum;

2.2.5. the provision and maintenance of a safe workplace and equipment;

2.2.6. providing effective information, instruction, training and supervision in safe working methods and procedures;

2.2.7. providing clear emergency procedures in cases of fire or other major incident;

2.2.8. monitoring and reviewing internal systems and prevention measures to ensure they are effective;

2.2.9. assessing and controlling risks that may arise from curriculum and non-curriculum work activities;

2.2.10. ensuring adequate welfare facilities exists throughout the Academy; and,

2.2.11. recognising that Trade Union Safety Representatives play a valuable role and the Academy recognises the mutual benefit that arises from supporting their work.

2.3. This policy does not form part of any employee's contract of employment and the Academy may amend it at any time.

2.4. This policy applies to all pupils, employees, supply staff, consultants, contractors and visitors.

3. Roles and responsibilities

3.1. The Academy has overall responsibility for the effective operation of this policy and for ensuring compliance with any statutory framework.

3.2. The Trust Board has the responsibility to ensure that:

3.2.1. it develops and regularly updates an appropriate health and safety policy which promotes the correct attitude towards the safety of its employees and pupils;

3.2.2. responsibilities for health, safety and welfare are allocated to specific people and that those persons are informed of their responsibilities;

3.2.3. persons have sufficient experience, knowledge and training to perform the tasks required of them;

3.2.4. clear procedures are created which assess the risk from hazards and produce safe systems of work;

3.2.5. sufficient funds and resources are set aside with which to operate safe systems of work;

3.2.6. health and safety performance is appropriately measured; and,

3.2.7. this policy and related performance is reviewed annually.

3.3. The Trust Board has delegated responsibility to the Headteacher of the Academy for ensuring that:

3.3.1. this policy is communicated adequately to all relevant persons;

3.3.2. appropriate information on significant risks is given to visitors and contractors;

3.3.3. appropriate consultation arrangements are in place for employees and their Trade Union Safety Representatives;

3.3.4. all employees are provided with adequate information, instruction and training on health and safety issues;

3.3.5. risk assessments of the premises and work practices are undertaken;

3.3.6. safety systems of work are in place and identified from risk assessments;

3.3.7. appropriate health and safety notices are displayed on site;

3.3.8. emergency procedures are in place;

3.3.9. machinery and equipment is inspected and tested to ensure it remains in safe condition;

3.3.10. records are kept of all relevant health and safety activities such as assessments, inspections and accidents;

3.3.11. appropriate arrangements are in place to monitor the health and safety on the premises and performance of health and safety responsibilities;

3.3.12. reported accidents are investigated and any remedial actions required are taken or requested;

3.3.13. a report to the Trust Board on the health and safety of the Academy is completed annually.

3.4. The Academy has appointed Compliance Education as their Health and Safety Advisor and source of competent advice, to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

3.5. The Academy Health and Safety Officer is Mr D Walton. The Health and Safety Officer is responsible for:

3.5.1. co-ordinating and managing the risk assessment process for the Academy:

3.5.2. co-ordinating the termly general workplace monitoring inspections and performance monitoring process;

3.5.3. making provision for the inspection and maintenance of work equipment on site;

3.5.4. advising the Headteacher of the Academy of situations or activities which are potentially hazardous to the health and safety of employees, pupils and visitors;

3.5.5. ensuring that all managers and supervisors have a thorough understanding of health and safety and how to maintain control measures in their work area.

3.5.6. ensuring that all employees are adequately instructed in safety and welfare matters in connection with their specific work place and the Academy generally;

3.5.7. carrying out any other function devolved to him/her by the Headteacher or Trust Board; and,

3.5.8. unsafe conditions being reported and dealt with to agreed timetables.

3.6. Teaching/Non-Teaching employees holding posts of special responsibility (this includes the Acting Deputy Headteacher, Deputy Headteacher, Assistant Headteachers, School Business Manager, Associate Assistant Headteacher, and Site Supervisor) are required to:

3.6.1. apply this Health and Safety Policy to their own phase/department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;

3.6.2. carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Headteacher or Health and Safety Officer any problems to which they cannot achieve a satisfactory solution within the resources available to them;

3.6.3. ensure that all employees under their management are familiar with the health and safety procedures for their area of work;

3.6.4. resolve health, safety and welfare problems that members of employees refer to them, or refer to the Headteacher or Health and Safety Officer any problems to which they cannot achieve a satisfactory solution within the resources available to them;

3.6.5. carry out regular inspections of their area of responsibility to ensure that equipment, furniture and activities are safe and record these inspections as required;

3.6.6. ensure, as far as 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;

3.6.7. ensure all accidents are investigated in an appropriate manner;

3.6.8. on request contribute information for the annual health and safety report to the Governors and Trustees.

3.7. The nature of the role of classroom teachers is such that classroom teachers are expected to:

3.7.1. exercise effective supervision of the pupils for whom they are responsible and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out as and when required;

3.7.2. follow the health and safety procedures applicable to their work;

3.7.3. give clear oral and written health and safety instructions and warnings to pupils as often as necessary;

3.7.4. ensure the use of personal protective equipment and guards where necessary;

3.7.5. make recommendations to their Headteacher or Health and Safety Officer on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;

3.7.6. integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education;

3.7.7. ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought on site without prior authorisation; and,

3.7.8. report all accidents, defects and dangerous occurrences to their Headteacher or Health and Safety Officer.

3.8. Apart from any specific responsibilities that may be delegated to an individual employee, all employees must:

3.8.1. act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, pupils and other persons;

3.8.2. observe all instructions on health and safety issued by Headteacher or any other person with delegated responsibility for health and safety matters;

3.8.3. act in accordance with and health and safety training received;

3.8.4. report all accidents and near misses in accordance with current procedures;

3.8.5. inform their line manager of all potential hazards to health and safety and of any other potential health and safety issues they identify;

3.8.6. exercise good standards of housekeeping and cleanliness; and;

3.8.7. know and apply the procedures in respect of fire, first aid and other emergencies.

3.9. All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure the health and safety implications of such work or purchases are considered and relevant standards met.

3.10. Employees entrusted with responsibilities for specific aspects of health and safety or welfare must satisfy themselves that those responsibilities are re-assigned in an appropriate manner in their absence. Such re-assignments must be approved by the Health and Safety Officer.

3.11. Pupils in accordance with their age and aptitude, are expected to:

3.11.1. exercise personal responsibility for the health and safety of themselves and others;

3.11.2. observe standards of dress consistent with safety and/or hygiene;

3.11.3. observe all of the health and safety rules of the Academy; and in particular comply with the instructions provided to them by employees in the event of an emergency; and,

3.11.4. use and not wilfully misuse, neglect or interfere with items provided for their health and safety.

3.12. Failure to comply with this policy may be treated as misconduct and dealt with under the Academy's Disciplinary Procedure (or Behaviour Policy for pupils).

3.13. The Trustees and the Headteacher recognise the role of Health and Safety Representatives appointed by a recognised Trade Union. Health and Safety Representatives are permitted by law

to investigate accidents and potential hazard, pursue employee complaints and carry out inspections when directed wherever practicable. However, they are not part of the management of the Academy and are not carrying out health and safety duties on behalf of the Trust Board or the Headteacher.

3.14. Health and Safety Representatives are also entitled to paid time off to train for and carry out their health and safety functions. Time off for training Health and Safety Representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety which they have the right to have under the Health and Safety at Work Act 1974.

4. Health and safety arrangements and procedures

4.1. Training

4.1.1. The Academy will ensure that all employees are given adequate training and supervision to perform their work competently and safely.

4.1.2. Employees will be given a health and safety induction and provided with appropriate safety training, which may include manual handling, control of substances hazardous to health (COSHH), working at height, asbestos awareness, gas safety, electrical safety and the use of personal protective equipment (PPE) as required depending upon the nature and requirements of their individual role.

4.2. Equipment

4.2.1. Employees must use equipment in accordance with any instructions given to them. Any equipment fault or damage must immediately be reported to the relevant Headteacher.

4.2.2. No employee should attempt to repair equipment unless trained to do so.

4.2.3. The Health and Safety Officer is responsible for ensuring equipment safety and maintenance.

4.2.4. Pupils must also be given guidance on safely using any equipment used during their time at the Academy.

4.3. Accidents, first aid and Incident reporting

4.3.1. Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.

4.3.2. All accidents, injuries and near misses, however minor, should be reported to a direct Supervisor or Line Manager and recorded in the Accident Book which is kept at the Academy premises.

4.3.3. All after Academy clubs/activities should adhere to the accident reporting and first aid procedures in place. Any accidents, injuries or near misses that take place at such clubs or activities should be recorded in the accident book and reported to Headteacher as soon as possible on the next working day.

4.3.4. The Headteacher is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

4.3.5. An accident report identifying trends in accidents/incidents is provided to the Trustees, on a termly basis.

4.4. Administration of medicines

4.4.1. The administration of medicine must be done in accordance with the Academy's Medical Conditions Policy.

4.5. Asbestos

4.5.1. The Health and Safety Officer is responsible for the Asbestos log book which is held at the Academy premises.

4.5.2. Under the arrangements for contractors all contractors working on site are required to sign the asbestos log prior to starting any work on the premises.

4.5.3. Employees are not permitted to drill or affix anything to walls, ceilings etc, without first obtaining approval from the Site Agent or Health and Safety Officer.

4.5.4. All employees will be made aware of the existence of asbestos documents and management plans and will have appropriate training.

4.5.5. Employees should report any damage to the fabric of the building to the Site Supervisor or Health and Safety Officer. If they suspect that such damage involves asbestos they should remove children from the vicinity pending investigation.

4.6. Contractors

4.6.1. Contractors are selected following effective procurement and tendering with due regard to Health and Safety. The Headteacher is responsible for liaison with contractors to exchange health and safety information, agree safe working practices and exchange risk assessments.

4.6.2. All contractors must sign in and out using the sign in book and review the contractor hazard information.

4.6.3. Employees must report any concerns regarding contractors to the Health and Safety Officer or Headteacher immediately.

4.7. Curriculum Safety

4.7.1. Within the Academy, employees are required to have appropriate training in order to teach all areas of the primary curriculum.

4.7.2. A number of generic risk assessments for routine Academy activities are provided by Compliance Education and are held at the Academy premises. Teachers are responsible for

considering the risks associated with activities undertaken within the Academy and should complete a written risk assessment for unusual activities or those undertaken for the first time. These assessments should be submitted to the Health and Safety Officer for inclusion in the Academy's risk assessment file.

4.7.3. Employees teaching PE are guided by the Association of Physical Education guidance.

4.8. Computers and display screen equipment

4.8.1. If an employee uses a computer screen or other display screen equipment (DSE) habitually as a significant part of his/her work he/she should:

4.8.1.1. try to organise his/her activity so that he/she takes frequent short breaks from looking at the screen;

4.8.1.2. be entitled to a workstation assessment;

4.8.1.3. be entitled to an eyesight test by an optician at the Academy's expense; and,

4.8.1.4. should contact his/her manager or the School Business Manger to request a workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if the employee develops eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) he/she can request a further eye test at any time.

4.9. Electrical Equipment and Testing

4.9.1. The inspection and testing of portable electrical equipment is carried out on an annual basis by a qualified person, who provides records of inspection and testing. This record is kept at the Academy premises.

4.9.2. Defective equipment should be reported to the Headteacher.

4.9.3. Personal electrical equipment should not be used in school.

4.10. First Aid

4.10.1. The names of the Academy's first aiders are displayed around site in prominent positions.

4.10.2. First aid boxes are located in through the Academy premises. The Health & Safety Officer is responsible for checking and restocking the boxes at required and at least once a term. In an emergency, office employees will summon an ambulance.

4.10.3. Where a parent is unable to accompany a child to hospital an employee, preferably one known to the child, will accompany them. In the case of an emergency in a before or after school setting the manager of the relevant club or activity will be responsible for calling an ambulance, contacting parents and arranging for someone appropriate to accompany the child.

4.11. National health alerts

4.11.1. In the event of an epidemic or pandemic alert the Academy will organise its business operations and provide advice on steps to be taken by employees, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to the Headteacher.

4.11.2. It is important for the health and safety of all the Academy's employees and pupils that instructions issued in these circumstances are complied with.

4.11.3. The Academy may issue a new policy to deal with any procedures to be followed in the event of a pandemic or epidemic.

4.12. Fire safety

4.12.1. All employees and pupils must familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in classrooms and offices as appropriate. All fire exits have appropriate signage.

4.12.2. If a fire alarm is heard, the building must be immediately evacuated by the nearest fire exit and everybody in the building must go to the fire assembly point shown on the fire safety notices. Belongings should not be collected during an evacuation. Lifts must not be used during this time, if any. Fire wardens will assist in the evacuation of the building, and their instructions must be followed. The building should not be re-entered until clearance has been given.

4.12.3. If a fire is discovered attempts should not be taken to tackle it unless it is safe or the person attempting to tackle the fire has been trained or feels competent to do so. The nearest fire alarm should be operated and, if there is sufficient time, reception contacted, and the location of the fire reported.

4.12.4. Nominated individuals will be trained in the correct use of fire extinguishers. Fire extinguishers are checked annually by the Site Supervisor.

4.12.5. Managers or the Headteacher should be notified if there is anything (for example, impaired mobility) that might impede the evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of the relevant fire wardens and colleagues working in the vicinity.

4.12.6. Fire drills will be held at least every term and must be taken seriously. Evacuation times and any issues which arise are reported to Trustees.

4.12.7. The fire alarm is tested weekly by the Site Supervisor.

4.12.8. The Health & Safety Officer is responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

4.13. **Outdoor Play Equipment**

4.13.1. Outdoor play equipment is checked annually. The Site Manager is responsible for undertaking additional regular visual check. The relevant risk assessment attached to such equipment is also reviewed annually and updated as appropriate.

4.13.2. Employees on duty during breaks and when outdoor equipment is otherwise in use are responsible for ensuring pupils are properly supervised or for making the decision to 'close' the equipment should there be insufficient supervision or if inclement weather (damp/icy conditions) means that equipment becomes unsafe to use on a particular day.

4.13.3. All employees are responsible for reporting concerns about the equipment, items for repair, or potential hazards to the Site Manager or Health & Safety Officer.

4.14. **PE Equipment**

4.14.1. PE equipment is checked annually.

4.14.2. It is the responsibility of the PE employees to undertake risk assessments and visual checks on such equipment. PE employees are also responsible for reporting any concerns about the equipment, items for repair, or potential hazards to the Site Manager or Health & Safety Officer.

4.15. **School Transport**

4.15.1. Employees should not routinely transport pupils in their own vehicles. Where this has been agreed, the adult transporting a child is required to have relevant permission, to hold a current driving licence, have appropriate insurance to cover the transportation of children under business use and a roadworthy car with an appropriate MOT certificate in place.

4.16. **Security**

4.16.1. The Academy is open to employees from 7:00 am – 6:30 pm Monday to Friday during term time.

4.16.2. Gates are opened to allow parental access to the site between 8:15 am – 9:00 am and 3:00 pm – 4:00 pm. Outside these times gates to the site are locked and access is via the main entrance. It is the responsibility of the Site Manager to ensure gates are locked.

4.16.3. The Site Manager, or person designated key holder by the Headteacher is responsible for securing the Academy site at the end of each Academy day, at weekends or during the end of term holidays.

4.16.4. The Academy site is alarmed.

4.17. **Site Maintenance**

4.17.1. The Site Manager is responsible for ensuring the day to day maintenance of the Academy building(s) and site.

4.17.2. A planned preventative maintenance schedule is in place for all sites. It is the responsibility of the Site Manager to ensure that the schedule is adhered to and to inform the Headteacher of any delays or issues.

4.17.3. All employees are responsible for reporting hazards or maintenance issues to the Site Manager or Health & Safety Officer. Any issues of significant concern/danger should be reported to the Site Manager, Health & Safety Officer or other member of the SLT immediately.

4.17.4. Safety signage is used on site in line with statutory requirements. All employees have responsibility for reporting any missing signage or any concerns about the signage to the Site Manager or Health & Safety Officer.

4.18. **Visitors, Volunteers and Work Experience**

4.18.1. All visitors, volunteers and work experience students are required to sign in on arrival. Visitors and volunteers will be given a badge which they must wear/display at all times whilst on Academy premises.

4.18.2. On a first visit to the Academy volunteers are given a copy of the Academy's safeguarding information and made aware of the fire evacuation arrangements. Visitors to the Academy are allowed to park in the car park. It is the responsibility of the employee who is supervising the visitor to ensure that they are aware of any particular health and safety matters related to their visit and to ensure that the visitor receives appropriate supervision, guidance and chaperoning.

4.18.3. Volunteers are subject to enhanced DBS checks. It is the responsibility of the class teacher to ensure that the Headteacher is given details of all volunteers in order that the checks can be carried out.

4.18.4. Volunteers and work experience students are inducted in line with the Academy's induction arrangements.

4.19. **Working at Height**

4.19.1. All employees should use the appropriate equipment e.g. kickstools to affix displays etc above head height and have due regard to their own health and safety and that of others. Employees should never use chairs or tables in place of the appropriate equipment.

4.19.2. Employees undertaking work at height should have undertaken the appropriate training. A risk assessment should be undertaken prior to such work being carried out.

4.19.3. Contractors working at height are required to complete appropriate paperwork and are dealt with under the Academy's contractor management arrangements.

5. **Risk assessments and measures to control risk**

5.1. The Academy carries out general workplace risk assessments periodically. It is the responsibility of the Health & Safety Officer to ensure that risk assessments are carried out, recorded and reviewed

annually. Class teachers are responsible for ensuring that the appropriate risk assessments are undertaken for specific or new activities relating to the curriculum and activities inside and outside the classroom while the pupils are in their care. Risk assessments linked to SEND pupils are the responsibility of the SENco. Risk assessments linked to pupils with individual Healthcare Plans are the responsibility of the Class teacher. Risk assessments for pregnant employees are the responsibility of the individual's line manager.

5.2. The purpose of risk assessments is to assess the risks to health and safety of employees, pupils, visitors and other third parties as a result of the Academy's activities, and to identify any measures that need to be taken to control those risks.

5.3. All risk assessments are reviewed on an annual basis(except risk assessments for Academy trips or internal event days which should be reviewed each time the trip or event takes place).

5.4. Measures will be taken to avoid or reduce the need to lift or carry items which could cause injury (manual handling) and to provide training on manual handling as necessary.

5.5. All lifts and hoists for use by disabled employees and/or pupils are inspected by a competent engineer on a six monthly basis. Lifting equipment not used to lift people is inspected on an annual basis.

5.6. When working alone in the premises a suitable lone working risk assessment should be carried out for the task being undertaken. This assessment should give particular attention to contact information and how to deal with emergency situations. Suitable arrangements must be made for potentially hazardous tasks.

5.7. The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided as necessary. The Site Manager is responsible for ensuring that hazard data sheets are completed and retained on site. With reference to cleaning products the Site Manager should undertake the necessary risk assessments and ensure employees are properly trained in the use and storage of hazardous substances and on the use of protective equipment. In Science and Design Technology CLEAPSS guidance is applied.

5.8. All off site trips and educational visits will be subject to risk assessment. Parental permission is required before pupils participate in off-site visits in most cases. During trips medication can only be administered by designated employees as identified in the risk assessment pertinent to that trip. A standard consent form can be found at Appendix 1.

5.9. Personal protective equipment (PPE) is provided where there are risks that cannot be adequately controlled by other means e.g. gloves, goggles, ear defenders and suitable attire for working during winter. It is the responsibility of the Site Supervisor to ensure that there is suitable protective equipment for site employees and that it is used. All employees have responsibility for ensuring that they have and use the appropriate PPE. Any concerns or queries regarding PPE should be drawn to the attention of the Health & Safety Officer.

THE BAY LEARNING TRUST

Longridge High School

HEALTHY AND SAFETY POLICY

Appendix 1

Consent form for Academy trips and other off-site activities

Please sign and date the form below if you are happy for your child, *<name of the child>*:

a) To take part in school trips and other activities that take place off Academy premises; and

b) To be given first aid or urgent medical treatment during any Academy trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
  - all visits (including residential trips) which take place during the holidays or a weekend
  - adventure activities at any time
  - off-site sporting fixtures outside the school day,
  - all off-site activities for nursery schools.
- The Academy will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the Academy that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the Academy – for example, year-group visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal Academy day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child [**insert name of child**] suffers from and any medication my child should take during off-site visits:

……
……
……..

Signed……..

Date……