



Bungay High School...

Health and Safety Policy



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Opportunity and Excellence for All





Health and Safety Policy

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Appendices – available separately from the Business Manager

1. LA Guidance on Incident Reporting
2. Generic Risk Assessments
3. Technical Information (Fire & Intruder alarms, water, electricity and gas points, fire fighting equipment)
4. Educational Visits Policy (see also SCC Handbook "Educational Visits, Regulations and Guidance 2007")
5. First Aid
6. Fire Evacuation Procedures



Health and Safety Policy

Introduction

The Health and Safety at work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of persons not employed but who may be affected by work activities, such as students and visitors. Responsibility for the health and safety of pupils lies with the governing body of the school, either as the employer of school staff or because it controls school premises (or both). In the case of Bungay High School, where the governing body does not employ school staff, the Local Authority (LA) has responsibilities as the employer. The school's Policy for Health and Safety is subject to an annual formal review by the school's Governing Body.

Statement of Intent

In recognition of its statutory duties in accordance with the provisions of the Health and Safety at Work Act 1974, the Governors will take all reasonable, practicable measures to ensure the health, safety and welfare of its employees, students and visitors. The governing body (and headteacher) will comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere (The Management of Health and Safety at Work Regulations 1999).

The school will ensure, so far as it is reasonably practicable :-

- a) That all places under its control, where employees are required to work, are maintained in a condition that is safe and without risk to health, and that the access to and egress from workplaces is similarly safe and without risk;
- b) That a safe and healthy working environment is provided, with adequate facilities and arrangements for employee's welfare at work;
- c) That no hazard arises from the use, handling, storage and transportation of articles and substances used in connection with work; and
- d) That premises, equipment and systems of work are safe and without risk to health. The school undertakes to provide whatever information, instruction, training, and safety equipment and supervision is necessary to enable employees to identify and to avoid hazards and contribute positively towards their own safety and health at work and that of other employees.

The school will ensure, so far as is reasonably practicable, that the health and safety of persons not in the school's employ are not placed at risk by either the school's activities or premises or facilities made available to such people.

Arrangements for ensuring safe and healthy working conditions are a primary responsibility of the Governors, exercised through managerial and supervisory staff.

This policy statement supersedes that previously issued.

Organisation for Health and Safety

Responsibilities of the Governors

The Governors have a legal duty to ensure, so far as is reasonably practicable the health, safety and welfare at work of its employees, students and persons who are not their employees so far as it may be affected by the activities of the school's workforce and its premises. This responsibility extends to providing that :

- a) a general statement of its health and safety policy will include the organisation and arrangements for ensuring that the policy is effective;
- b) the general policy statements and such other supplementary documents as may be necessary;



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- c) the policy statement and all supplementary documents are reviewed regularly, and in any event not less than annually, and shall be revised as necessary;
- d) its policies are brought to the attention of their employees;
- e) arrangements include that the school be represented at consultation meetings;
- f) so far as is reasonably practicable ensure that workplaces, methods of work, machinery, equipment and materials used at work shall not constitute a risk to either the school's employees, students or others
- g) resources be made available for health and safety.

Responsibilities of staff

The head teacher has responsibility for day-to-day management of health and safety issues and is known as the Local Health and Safety Coordinator.

All staff should have regard to their own health and safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that hazards can be dealt with quickly.

Individual members of staff are responsible for the particular areas as follows:

Task	Job title of person responsible	Name of person responsible
H&S Policy review	SBM	Lynn Eldrett
Health and safety committee and/or governor committees	SBM Site Manager	L Eldrett, L Staff
Communication and information management	SBM	L Eldrett
Critical Incident Management	Headteacher	Sean O'Neill
H&S Induction Training	Various	Line manager of staff
Programmed updating training	SBM	L Eldrett
Personal safety procedures (also Schoolsafe)	SBM	L Eldrett
Planned checks (procedures)	SBM	L Eldrett
Planned checks (equipment)	SBM/Contractors	L Eldrett
Planned checks (premises)	SBM	L Eldrett
Incident reporting/investigation	SBM	L Eldrett
Coordination of risk assessment work	SBM	L Eldrett



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Fire procedures including personal emergency evacuation plans	Deputy Headteacher	C Wiltshire
Locally organised premises maintenance, repair and improvement	Site Manager	L Staff
First Aid (training and equipment)	Office Manager	S Barnard
Vehicle control and pedestrian safety	Site Manager	L Staff
Educational visits coordinator (EVC)	Deputy Headteacher	C Wiltshire
Stress and Wellbeing	SBM	L Eldrett
School Minibus	Site Manger	L Staff
Child Protection Co-ordinator	Deputy Headteacher	C Wiltshire
Supporting pupils with medical needs	Deputy Headteacher	C Wiltshire
Premises Security	Site Manager	L Staff
Contractors on site	Site Manager	L Staff
Outside lettings	SBM	L Eldrett
Other (specify)	-	-
Radiation Protection Supervisor	Joint Head of Science	D Paull

Responsibilities of the Headteacher :

1. Monitor progress on health and safety issues;
2. As appropriate, place health and safety on the agenda for staff meetings and ensure that the Minutes of the meeting are available to staff;
3. Ensure that reports of legally notifiable accidents are reported promptly to the appropriate authorities;
4. Ensure that actions arising from the School's annual premises health and safety visits are instigated and that the findings are communicated to staff and the Board of Governors.

Responsibilities of the Site Manager

1. The Site Manager will undertake appropriate checks of the school fire and evacuation arrangements to ensure that no fire exits are blocked and that all exit mechanisms are functioning correctly.
2. Maintaining equipment records for maintenance of fire alarm and fire extinguishers, gas appliances and inspection and testing of portable electrical equipment
3. Ensure that contractors working on site are appropriately signed in and out, work only by appointment and that all relevant health and safety implications have been reasonably covered with the contractor before work is allowed to commence.

Responsibilities of the Business Manager

1. Assisting the Headteacher in ensuring the day to day management of all health and safety matters in the school in accordance with the health and safety policy.
2. Ensuring that regular workplace inspections are carried out.
3. Ensuring that appropriate action is taken on issues arising from periodic reports.



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4. Disseminating health and safety information to appropriate persons.
5. Receiving accident and incident reports.
6. Arrange health and safety courses to meet identified staff training needs.
7. Ensuring maintenance of training records.
8. Ensure that all new staff are made aware of the school's health and safety policy.
9. Seek to evaluate risks to employees, students and/or the general public, arising from the school's activities, where such risks may result in personal injury or damage to the property;
10. Review annually and at such other times as may be necessary, the school's health and safety facilities and performance and ensure the development of a programme to maintain and improve arrangements;
11. Ensure the undertaking of safety audits (workplace inspections), the investigation of specific health and safety problems and the investigation of accidents;
12. Ensure liaison with employees or their representatives on health and safety matters
13. Ensure that arrangements for contractors working on school premises are implemented and monitored.
14. Review annually, details of the estimated costs of facilities for health and safety in respect of the forthcoming year and ensure integration into the budget process.
15. Require that contractors and others, when working on site, take all reasonable care for their own employees and others who may be affected by their work.
16. Involve staff with special responsibility or other competent persons to administer an assessment of the risks involved in order to carry out work safely.

Staff with Special Responsibility

Staff who have been delegated by the Headteacher as managers of others, having responsibility for particular aspects of the school, have a duty to take all practicable measures to ensure that those under their management, or working in the areas for which they have responsibility, maintain all relevant legal requirements. Heads of Faculty will monitor and ensure the implementation of the school health and safety policy within the sphere of their Faculty. They shall ensure that workplace inspections are appropriately completed, given to the Business Manager for recording purposes and all actions arising from the inspection duly implemented. They should contribute to the implementation and monitoring of the health and safety policies and procedures of the section. Staff with special responsibility should report all accidents, defects and dangerous occurrences to the Headteacher/Business Manager.

Employees Responsibilities

All employees have a duty to take reasonable care for the health and safety of themselves and any other person who may be affected by their work. Disregard or failure to comply with safety instructions or procedures is a breach of disciplinary rules and will be dealt with accordingly.

Employees must also make themselves familiar with the school's health and safety policy, organisation and arrangements in their own work areas and ensure they are applied. In particular they should :

- a) take reasonable care for the health and safety of themselves and others whilst at work;
- b) co-operate with the school to the extent that is necessary for them to fulfil their legal Health and Safety duties;
- c) not interfere with or misuse anything which is provided for reasons of health and safety;
- d) use any machinery, equipment, dangerous substance, transport or safety device, in accordance with any training or instruction and in compliance with the relevant statutory provisions; and
- e) inform his/her line manager of any work situation, which they consider, represents a danger to health and safety
- f) Staff are expected to exercise effective supervision of students and to know the emergency procedure for fire, first aid and other emergencies and to implement them when appropriate.



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Training

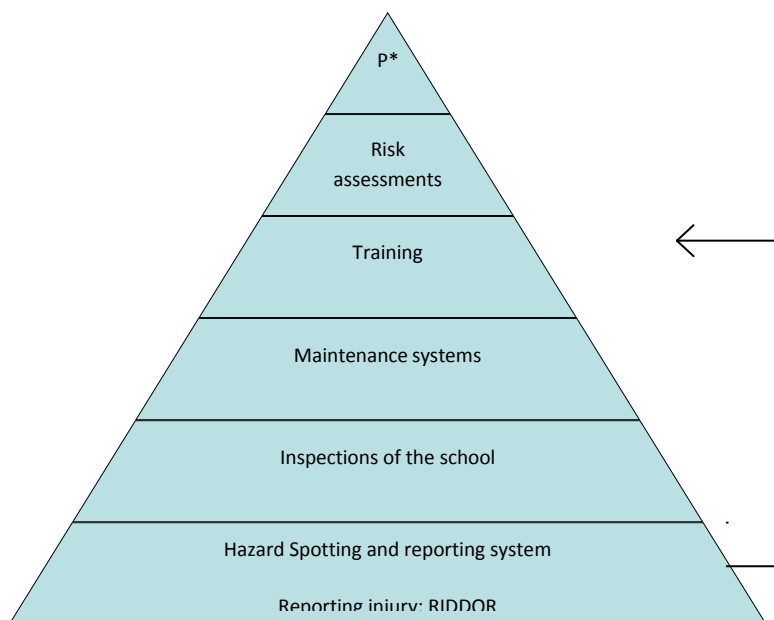
It is the school's policy to ensure all employees receive appropriate health and safety training. Training needs will be constantly reviewed with attendance at courses as required. Staff who identify a health and safety training need should inform the Headteacher/Business Manager.

Arrangements for Health and Safety

This section identifies the specific arrangements, which apply to the school's activities. Each section provides a brief description of how a specific issue affects the staff and refers them to a code of practice or guidance for more detailed information.

Risk Assessments

The Management of Health and Safety at Work Regulations 1999 places a responsibility on the Environmental Services Department to provide a comprehensive system of health and safety 'risk assessment' to be carried out by competent person(s) in every workplace. The duty has been delegated to the Headteacher/Business Manager/Site Manager to carry out those assessments and to ensure that such assessments extend beyond the health and safety of our employees to any other person who may be affected by our work (e.g. sub-contractors, visitors, clients, etc). The school follows a pro-active system as summarised below: (P* denotes Policy Alteration)



The purpose of risk assessment is to enable the school to identify risks, evaluate the degree of harm and take appropriate measures to control that risk. By doing this the school will not only comply with statutory provisions but also creates a safe working environment for employees and students.

The responsibility for carrying out risk assessments rests with Heads of Faculty or with the Business Manager for risks affecting the whole school. Completed written assessments will be maintained on site.



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Heads of Faculty and the Business Manager will be responsible for ensuring :

- a) the relevant information is provided to employees relating to the risk assessment;
- b) that appropriate training and instruction arising from any action plan resulting from assessment etc.

Control of Substances Which Are Hazardous to Health (COSHH)

The principle requirement of the Control of Substances Hazardous to Health, (COSHH) Regulations 1999 is that an assessment be made of the use at work of substances which are classified as hazardous to health, and that steps are taken to prevent or, where this is not reasonably practicable, to adequately control exposure to such substances.

The range of chemicals used on a school site is wide and varied from those in chemistry laboratories to workshops. In addition there are cleaning fluids, chemicals used for office equipment to products used for control of weeds and insects on external areas and in kitchens. Where substances are regarded as a possible hazard to health the following procedures are to be adopted by relevant Faculty Head:

1. Obtain from the manufacturer or supplier a product or hazard sheet. This information is required by law. In Science, chemicals are covered by Hazard information.
2. Assess the risk involved in using the product.
3. Determine how the risk can be reduced/eliminated possibly by the use of an alternative or by improved ventilation or improved handling/protective clothing.
4. Issue formal instructions on the use of the substance to eliminate the risk and incorporate a copy within the Health and Safety Policy.
5. Ensure that adequate training is provided to anyone using the substances.
6. Ensure that all chemicals are properly labelled indicating any risks attached to use and forbid any decanting into non-labelled containers.

Manual Handling of Loads

Manual handling means any transporting or supporting of a load, including the lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force. Any load, which is to be handled and poses a risk of injury, must be risk assessed and where appropriate records identifying the significant risks and control measures kept on file. Staff will make proper use of equipment and systems of work provided for them, in accordance with their training and the instructions given to them. Failure to wilfully comply may result in disciplinary action.

Accident Reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) require the Governors to report certain accidents, near misses, specified dangerous occurrences and diseases to the Health and Safety Executive (HSE).

To ensure the school fully complies with these duties, all accidents requiring first aid to be reported immediately to the Office Manager. She is responsible for informing all appropriate persons and organisations and keeping records.

Electrical Safety

A large and varied amount of portable electrical equipment (PEE) is used throughout the School. The Site Manager is responsible for ensuring that, where necessary, all PEE is identified, assessed, tested and inspected as necessary and that adequate records are maintained.

All portable electrical equipment brought into the school by staff is to be subjected to a formal visual inspection and/or combined testing and inspection (as necessary) and be included in the maintenance regime prior to use. Damage such as such as signs of cables being worn or splitting should be reported immediately to the Site Staff or IT Technicians.



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The Display Screen Equipment (DSE) Regulations require that all 'classified users' of DSE should have their workstations competently assessed so that risks to health from the use of this equipment are properly controlled. The Business Manager will arrange for appropriate users to receive an assessment of their workstation. Where necessary, initial and follow up eyesight tests will be recommended during the assessment.

Administration of Medicines and Prescribed Drugs

The school have a duty, acting *in loco parentis*, to take reasonable care of students and this includes the possibility of administering medicines. The only prescribed drugs and medicines that should be administered are those where clear written instructions are provided by the parent. A letter from parents/carers is required. Verbal instructions from the child should not be accepted. Records should be kept of all the drugs and medicines administered at school by the person responsible and should record all the relevant details. The appendix contains a record form. No member of staff should be asked to administer drugs or medicine unless s/he has received appropriate training. Parents and staff should be kept informed of the school's arrangements for the admission of drugs and medicine and should be informed of any changes in the arrangements.

Advice on Medication

Students suffering from short-term ailments who are clearly unwell should not be in school and a responsible member of staff should contact a parent to take them/keep them at home. The school will not accept

responsibility for administering non-prescribed medicines (e.g. cough mixtures).

Students with chronic illness or disability may need to take prescribed drugs and medicines during school hours in order to lead a normal and happy life. In these cases, the same procedures apply as for short-term medicines. A letter for such a pupil should be renewed every half term.

- Inhalers for asthma : each case should be considered separately, but older children are often able to decide for themselves when to take the inhaler and can carry it with them and self administer an appropriate dosage. The medical profession has confirmed that inhalers are very safe and unlikely to cause harm to a student using another child's inhaler.
- Antibiotics: Students taking antibiotics can recover quickly and may be well enough to attend school but it is essential that a course of treatment be completed.
- Enzyme additives: A student with cystic fibrosis may not be able to digest food without added enzymes. This is not a drug and it is important that it is taken with food.
- Maintenance drugs: A student may be on daily medication (e.g. anticonvulsants) for a condition that requires a dose during the school day.
- In cases where students' parent/carer have reported severe allergies, a record of the allergy and treatment together with their photo is displayed in the staff room and records kept with the Main Office. Treatments such as epipens are stored and trained staff available to administer them if needed.

The school cannot be expected to supervise routinely the treatment of all students who receive thrice daily medication, since the school day is usually short enough for medication to be given at home before and after school. In these cases, the merits of each case should be considered and necessary advice may be sought from the school nurse.

Storage of Medicines and Drugs

It is the responsibility of the school to ensure medicines are stored safely. Medicines must be kept in the container supplied, which must be clearly labelled with the name of the child and instructions for use. Medicines stored by the school must be locked away. Some medicines (e.g. liquid antibiotics and insulin) may need to be kept in a refrigerator. It may be impracticable for these medicines to be locked away but they should be placed in a sealed airtight container (e.g. tupperware) and clearly marked 'medicines'.



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Standard Procedure when supervising the administering of Medicines

- Check student's identity
- Refer to letter received by school
- Check expiry date
- Check prescribed frequency of medication and dose
- Supervise the student whilst he measures out and takes the medicine
- Complete and sign the record when pupil has taken medicine
- If there is uncertainty, do not give the medicine but check with the student's parent

Requirements Imposed on all Contractors Working on Site

1. Must produce identity card when requested by staff.
2. Must make an appointment with school staff.
3. On hearing a continuous alarm signal, which indicates a fire in the building, must vacate the premises and attend the Crescent Road entrance.
4. Must not park any vehicles in such a position that it obstructs either building entrances or access routes for fire brigade vehicles.
5. Must not reverse any vehicles on the site during break periods. Any vehicles crossing play areas or reversing on site should have an operative on the ground guiding the driver.
6. No electrical services may be disconnected without prior discussions with the Site Manager
7. All contractors must advise the Site Manager if they intend using any equipment or substances which could be hazardous to health,
8. All internal fire escape routes must remain free from obstruction whilst the premises are occupied and care must be taken that any trailing electrical leads do not cause a trip hazard.
9. Any accidents occurring on the school site must be fully reported to the Site Manager/Administrative Staff.
10. Contractors are warned not to leave tools or equipment unattended.
11. All internal wiring must be in conduit or trunking.
12. Special arrangements are needed if access is required before 8.00 am, after 5.00 pm, all day Saturday and Sunday, and during school holiday periods.
13. Contractors must be required to produce documentation to confirm insurance cover.
14. Contractors are responsible for the secure and safe use of their equipment.

Disposal of Hazardous Materials

The following are areas where substances, which are hazardous to health, will require particular precautions to ensure safe disposal; broken glass, unwanted Chemicals, body fluids (particularly blood).

Asbestos

A register of asbestos is within the appendices. Contractors are required to sign the asbestos register on arrival.

Fire Safety -General Requirements

1. Display prominently evacuation procedures, which must nominate an assembly point.
2. Keep all escape routes free from obstruction at all times.
3. Ensure that fire doors are kept closed but unlocked.
4. Keep heating appliances clear of inflammable material.
5. Dispose of combustible rubbish.
6. Where matches are necessary use only safety matches.
7. Take extra care with the storage of inflammable materials and use the proper storage facilities



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8. Where fuses have blown ensure that the fault is rectified before replacing the fuse. Ensure that a fuse with the correct rating is used.
9. Report defective doors to the Site Manager.
10. Do not store materials in boiler rooms.
11. In Laboratories avoid hazardous experiments or demonstrations near doors.
12. Temporary displays and decorations - great care should be taken when using flimsy materials for display. No decorations should be suspended from light fittings or tiled ceilings or located in stairwells. Cotton wool, most plastic materials, particularly foamed plastics and evergreens are particularly dangerous.

Procedures for Evacuation

The appendices identify responsibilities of specific staff to deal with an alarm activation in the event of a fire (or a false alarm). Separate notices detail the action to be taken by all staff, students and visitors in the event of an alarm activation. Fire drills should take place at least once per term, and be recorded in the log.

Fire Alarm Testing

The Site Manager is required to operate the fire alarm system outside school hours from differing points on a weekly basis to ensure that it is functioning satisfactorily and can be heard at the point of activation. This is backed up by outside contractors termly testing. Any defects which are discovered must be recorded in the logbook, retained within the alarm control cabinet and must be reported to the Site Manager for immediate attention. In the event of a failure of all or part of the system, the Headteacher (or in his/her absence a Deputy Head teacher) must be notified so that alternative arrangements can be put in hand.

Fire Extinguishers

A list of fire extinguishers and their location is maintained by the Site Manager.

Disabled Visitors

The Site Manager or Caretaker will be in attendance to assist a disabled visitor.

Health and Safety Policy for the Minibus

- Driver must check that every passenger is belted in, and that all doors are safely shut but not locked.
- All luggage must be safely stowed so that it cannot move around, and it must not be put in any position, which restricts easy exit.
- Every use must be booked in advance in the Finance Office.
- External Damage or Accident - full details must be given to the Business Manager of any external damage to the vehicle, or any accident involving the minibus. (Failure to do this is a serious disciplinary offence).
- Internal Damage by Students etc. - must be reported to the Business Manager so that a claim can be made.
- The vehicle must be left tidy and clean, and re-fuelled.
- Health and Safety of Students on Educational Visits DfEs guidelines are attached as an appendix.

Letting of Premises

These regulations are for the purpose of ensuring that all persons using the premises outside school hours can do so safely and leave the building secure. See separate Letting Policy

Maintenance of Premises and Equipment



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All main electrical services, including the fire alarm are tested at least once per annum and a selection of appliances is tested annually. It is appreciated that damage and deterioration will occur to both the premises and the wide variety of equipment used throughout the school. Any problems should be notified to the Business Manager as soon as possible. So far as is practicable the governing body will keep school land free from litter, refuse and dog excrement (Environmental Protection Act 1990: Sections 89, 91 and 92).

Use of Premises for Public Performances

The purpose of these rules is to ensure that when large numbers of staff, students and parents are accommodated within the school premises that safety procedures are not compromised. Staff arranging events must liaise with the Site Manager regarding numbers and layout of seats well in advance of the event.

Health and Safety Executive Advice on Interactive Whiteboards

Computer projectors, which are used to show presentations or to illuminate interactive whiteboards, can expose the eye to levels above one of the exposure limits which HSE uses as a guide for compliance with applicable legislation. Therefore, although such exposure limits are not statutory, the HSE issues the following advice as good practice in respect of the use of these projectors in the education sector.

Guidelines

Employers should establish work procedures for teachers/lecturers and students/students and give instruction on their adoption so that:

- Staring directly into the projector beam is avoided at all times.
- Standing facing into the beam is minimised. Users, especially students, should try to keep their backs to the beam as much as possible.
- In this regard, the use of a stick or laser pointer to avoid the need for the user to enter the beam is recommended.
- Students are adequately supervised when they are asked to point out something on the screen.
- As far as possible, ceiling mounted projectors have been fitted to ensure that when presenters look at the audience, they do not also have to stare at the projector lamp. In order to minimise the lamp power needed to project a visible presentation, employers should use room blinds to reduce ambient light levels.

February 2011