



## BURNLEY ROAD ACADEMY

### Health and Safety Policy

It is the responsibility of all adults working in the academy to take appropriate action to prevent any immediate threat and report hazards to the identified Headteacher or Premises Manager as appropriate.

Fire precautions and procedures are as detailed in the Fire Evacuation policy. First aid is administered as detailed in the First Aid policy and medicines as set out in the Administration of Medicines policy.

### Specific Areas of Responsibility

#### Governors

Governors are committed to the provision of adequate and appropriate safety training for staff and ensure that appropriate documentation is in place. They accept the right of trade union members to be represented on health and safety matters by an appointed safety representative.

Governors delegate responsibility for the annual review of this policy to the head teacher. They will appoint a health and safety governor annually in September.

#### Head of School

The Head of School has principle responsibility for

- the day to day management of Health and Safety of the academy and staff.
- the implementation of the policy.
- ensuring all staff are aware of and comply with the information and procedures contained in this document.
- reporting termly to the governors on health and safety matters.
- liaison with contractors to ensure an exchange of health and safety information.

#### Senior Leadership Team

The Senior Leadership Team is responsible for the day to day management of the Health and Safety of the academy and staff in the absence of the Headteacher.

#### Premises Manager

The premises manager is responsible for

- the Health and Safety of the academy and staff with specific responsibility to ensure all defects in the building and grounds are reported promptly and where appropriate contact listed contractors to deal with defects.
- to deal with minor physical hazards and providing adequate warning signage and report major hazards to the Headteacher.
- the maintenance of safety related equipment.

- The visual checks of ladders
- carry out a weekly check of the academy grounds.
- undertake a weekly check of the fire alarm system and record the results.

### Teachers, TLAs and Supply Staff

All staff are responsible for reporting hazards around the academy premises to the Headteacher or Premises Manager as appropriate. They have responsibility for the health and safety of children working in their classrooms and to ensure that hazards are removed or signed and reported.

The teacher is responsible for explaining and monitoring safe working practice when in PE and DT lessons.

It is the responsibility of the teacher to assess any risks and hazards on educational visits in line with the educational visits policy and to provide a risk assessment to the educational visits leader. They are also responsible for ensuring that there are an appropriate number of accompanying adults to parents as stipulated in the Calderdale (Evolve System) and DfE guidance.

All staff are responsible for their own health and safety and that of others in the academy:

- If you notice a hazard e.g. a wet spill you must ensure it is cleaned up straight away.
- If you notice a trip hazard remove it.
- If you notice an electrical item has wear e.g. a split wire, **do not use** the item and report it straight away.
- If you notice ladders have bent legs or the feet are not sitting flat on the floor **do not use them** and report this straight away.
- If you notice furniture has wear and tear causing sharp edges, create a barrier and report it straight away.

### Ladders (See Ladder Policy)

- Ladders can be used for work at height when an assessment of the risk for carrying out a task has shown that using equipment that offers a higher level of fall protection is not justified.
- Short duration is not the deciding factor in establishing whether use of a ladder is acceptable – you must have first considered risk. This is because of the low risk and short duration of use, or there are existing workplace features which cannot be altered.
- Ladders, including step ladders should be used for no more than 30 minutes at one time. If your task would require staying up a leaning ladder or stepladder for more than 30 minutes at a time, it is recommended you use alternative safety equipment.
- You should only use ladders in situations where they can be used safely, eg where the ladder will be level and stable, and can be secured (where it is reasonably practicable to do so).
- Ladders must not be used when a floor is slippery
- Ladders must not be used if the legs, rungs or platform are bent, buckled or broken, if any mechanisms are broken, or if the feet do not sit flat on the floor.

- When using ladders, including step ladders, a second person must stand beneath and 'foot' the ladder.

### **Educational Visits Leader**

It is the responsibility of the educational visits leader to ensure that the teacher leading the educational visit has fulfilled the requirements of the educational visits policy prior to the visit taking place and that the appropriate risk assessment form has been completed.

They are also responsible for ensuring that arrangements have been made for an appropriate number of accompanying adults to parents as stipulated in the Calderdale and DfE guidance, this includes swimming activities.

### **Administrator**

The administrator is responsible for ensuring that all visitors and contractors sign in the visitor's book.

### **Accident Recording, Reporting and Investigation**

- All accidents should be recorded in an accident book; regardless of person injured or type of injury. There is a book stored in the staffroom and one in the office and in every classroom.
- All accidents arising out of, or in connection to work, which meet the criteria below must be reported by phone to the Corporate Health and Safety section on 01422 293067 within 2 hours during normal office hours and within 24 hours when outside office hours (Out of hours 07734395176/07824835421)
  - a) **Illness or injury to an employee** resulting in a visit to hospital, doctor, or time off work
  - b) **Non employees taken to hospital** (including pupils, clients, contractors, public, etc.)
  - c) **Any major injury** or illness reportable to the HSE
  - d) **Any assault** causing an employee to be taken to hospital, doctor or resulting in time off work. (All other lower level reports of violence and aggression to be reported through existing procedure, from VA04)
  - e) **Fatal accidents** or accidents where there is a possibility of injuries leading to death to employees or non-employee.
- In the event of a child having a minor accident, in particular a bump on the head, he/she will be given an accident slip to alert his/her parents. In the case of significant bumps parents will be contacted or alternatively, a decision may be made to send for the child's parent or carer.
- Should a child require hospital treatment but is not in any imminent danger parents/carers will be contacted so that they can collect the child and take him/her to the doctor or hospital.
- Should the school be unable to contact the parent, medical advice should be sought, and if necessary, the ambulance service will be used. A member of staff will accompany the child.
- If a child has suffered an injury which requires immediate medical attention, an ambulance will be called, parents/carers will be informed and the child will be accompanied to the hospital by a member of staff.
- In the event of death or major injury the Health and Safety Officer must be informed immediately by telephoning (01422) 393067,393079 or 393080.

### **Supervision of Children during Playtime and Lunch Time**

#### **1. Outdoor Playtime**

All children must be out of the classroom before staff leave for break.

It is the responsibility of staff who are the rota to remain on duty throughout break and to ensure that the

children play safely. No vehicles should be allowed to enter the playground whilst the children are using the playground. If a contractor has a vehicle or equipment in the playground, the area should be marked off by the teacher, e.g. by using cones. If a contractor is working, the area may need to be fenced off.

Staff on duty must take care to see that children do not climb on the wall or railings. If a ball needs to be retrieved from the road, it must be left until the end of break or the end of the day so that it can be retrieved safely. At the end of playtime children should form orderly lines and wait for the duty teacher to send them to class. The duty teacher should not leave the yard until all children have entered the school.

## **2. Dinner times**

Teachers and support staff should ensure that all children use the toilet and wash their hands before lunch. Staff on duty in the playground should position themselves so that they can see all children in the playground. Should an accident occur at lunchtime this should be dealt with by a staff member on duty and by the Head or First-aider if necessary.

Staff will need to complete accident forms for any accidents which occur at lunch times.

## **3. Wet Playtimes/Dinnertime**

Staff on the rota will be on duty during wet playtimes:. Suitable indoor activities will be available; children must be aware of rules for behaviour and what is and is not acceptable. Children should not be allowed to carry on working if that work involves potentially dangerous equipment. Items such as glue guns must be put away during indoor break.

### **Children remaining indoors**

If a teacher decides that because of bad behaviour or failure to complete sufficient work a pupil should miss playtime then it is the responsibility of the teacher to ensure the child is supervised.

### **Entry security system and site security**

- All visitors have to enter through the main entrance into the school from Clarendon Street outside the school building; there is a 'buzz entry system'.
- The gates that lead to the car park and field are padlocked
- All staff wear identity tags and all visitors and volunteers are provided with identity tags.
- All visitors and volunteers must sign in the visitors book and any contractor must sign a VC1 (visiting contractors form).

### **High visibility in pupil areas**

- All rooms have security glass panels within them to give high visibility.
- There are no hidden areas within a classroom.

### **One to one working**

- All 1:1 working takes place in high visibility areas.
- Volunteers who are involved must have a DBS check before they are invited into school. Each volunteer will receive an induction into school and receive a leaflet to read which highlights safeguarding.

### **Well maintained school boundaries**

- The caretaker completes regular safety checks around the boundary fence (replaced April 2010) for holes and breaks.
- All weekly inspections are kept by the caretaker in a log. Any faults reported to the headteacher.

### **Fire Safety and Emergency**

Notices are displayed in every classroom informing staff and other adults of assembly points and procedures for leaving the building in the event of a fire or other emergency.

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A Fire Drill will be carried out at least once a term - to be recorded in the fire register.

The caretaker is responsible for testing the fire warning system weekly - to be recorded in the fire register.

The testing of fire fighting equipment will be undertaken by the designated contractors.

Entrances, corridors and stairs should not be obstructed and must be kept free of combustible materials.

### **Storage and use of Hazardous Substances**

Due to the cleaning specifications, chemicals are used on the premises.

The aforementioned chemicals should **NEVER** be left unattended, and **NEVER** be used whilst children are still in attendance.

The chemical containers should be clearly marked, and if they are to be transferred and diluted into spray bottles, the bottles should be clearly marked in indelible marker, stating which chemical is contained within.

When **NOT** in use all bottles and containers plus any equipment should be locked away, with preferably a warning sign attached to the front of the door stating that there are chemicals stored.

Some of the cleaning chemicals should **NEVER** be mixed as they can release **toxic fumes**, common sense is the on-going factor, but ***if in doubt ask***

The names and properties of the chemicals, used in school, are to be currently found in the **HEALTH and SAFETY File**, under COSHH Reports.

### **Disposal of Hazardous Waste**

Glass and other dangerous substances should not be disposed of in classroom waste bins. It should be handed to the Caretaker by a member of staff, with clear instructions that it is hazardous waste.

### **School Transport**

Children **should not be allowed to sit on the front seats** of coaches and all children must wear seat belts if these are available. If possible, all children should be seated on the lower deck of a double-decker bus. If it is necessary to seat some children upstairs then they must be supervised by an adult.

Health and Safety issues relating to school visits are outlined in the School Policy Statement on Educational Visits.

### **Cleaning**

Materials should be stored in the caretaker's store room. This room must be kept locked during the school day. Pupils must only enter the storeroom in exceptional circumstances and must be accompanied by an adult. It is the duty of the Caretaker to use the equipment in a safe way so that it doesn't endanger adults and children in the building.

### **Maintenance to School Buildings and Equipment**

If a member of staff is aware of any hazards, or has concerns over issues which have implications for Health and Safety, these should be reported to the member of staff with special responsibility for Health and Safety. The use and condition of electrical equipment should be carefully monitored. All portable electrical equipment must be visually inspected each term and at least once a year such equipment should have a detailed inspection. A record of these inspections will be kept.

\* Please see LEA's policy on Electrical Safety.

### **Violence towards staff and other children**

Allegations of assault or abuse by pupils against staff, or vice-versa, will be investigated following the Calderdale Guidelines.

### **Use of V.D.U**

Staff should note that there is a Calderdale "Code of Practice" for use of V.D.U. In particular attention is drawn to the need for:-

- Good seating
- A four inch gap between the computer terminal and the edge of the unit on which it is placed

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- The height of the screen should be correct relative to the user
- Adequate lighting
- Avoiding long periods of time at the screen
- All new desktop computers should have a minimum of 17" visible screen measured diagonally. Laptops may be 15" due to the distance to eye being closer.

\* Please see LA's Code of Practice for use of V.D.U.

### **Summer precautions**

As there is now an increased risk of skin cancer due to exposure to sun without protection children will be allowed to bring sun cream into school in a named bottle to self-administer; these will be kept in the classroom monitored by the class teacher.. The varieties which are long lasting are preferred, which can be applied in the morning before the children come to school. Children must not share or borrow from other children's supply as this may lead to allergic responses. Hats should be encouraged to reduce exposure to the head, preferably legionnaire style. Although outdoor lessons are valuable and are encouraged where possible, we recommend that they take place in the shade and that the above precautions are taken.

### **Review framework**

The policy should be reviewed annually (or sooner in the event of revised legislation or guidance)

**IT IS A REQUIREMENT OF THE HEALTH AND SAFETY AT WORK ACT THAT ALL STAFF SHOULD BE FAMILIAR WITH THE HEALTH AND SAFETY ARRANGEMENTS IN PLACE AND COMPLY WITH THE PROCEDURES CONTAINED IN THIS AND RELATED DOCUMENTATION**

**V Walker September 2025**