



THE VALLEY SCHOOL

POLICY – HEALTH AND SAFETY

DATE

KEY PRINCIPLES

“Learn to Believe – Learn to Achieve”

“Different for Different”

We aim to provide a safe, healthy and comfortable environment for our pupils and our staff. This includes ensuring that everyone is aware of the responsibilities they have to behave in a way which remains mindful of risk. The Board of Governors for The Valley 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.

KEY STATUTORY REGULATIONS AND SIGNIFICANT LINKS

- <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>
- <http://www.hse.gov.uk/>
- <http://www.hse.gov.uk/legislation/hswa.htm>

KEY RESPONSIBILITIES

- The Headteacher will ensure that the Site Manager holds responsibility for monitoring and assessing safety aspects of the school and for creating a safe and healthy environment for the school.
- The Board of Governors will appoint a H&S Governor to work closely with the Site Manager and Business Manager
- Staff are responsible for monitoring and reporting any H&S issues
- Site Manager and Business Manager work together to make appropriate, and sometimes emergency, decisions when issue are brought to their attention
- The Site Manager is responsible for ensuring that there is an accurate record of all harmful substances (especially asbestos) and that all contractors gain approval for work on the site.
- If asbestos has, or may have been, disturbed, the area will be immediately isolated and no-one may enter until expert approval has been given.
- If any area of the school becomes unsafe for any other reason, the area must be isolated and made safe.

KEY PRACTICES

At a school level duties and responsibilities have been assigned to staff and governors as detailed below.

Responsibilities of the Governing Body

The Governing Body are responsible for ensuring health and safety management systems are in place and effective.

As a minimum these systems should adhere to the LA's health and safety policy, procedures and standards as detailed in the [Education Health and Safety Manual](#).

A Health & Safety Governor has been appointed to receive relevant information, monitor the implementation of policies and procedures and to feedback health and safety issues and identified actions to the Governing Body.

The Governing body will receive regular reports from the Headteacher or other nominated member of staff in order to enable them to provide and prioritise resources for health and safety issues.

Where required the Governing body will seek specialist advice on health and safety which the establishment may not feel competent to deal with. The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for Community, Community Special and VC schools.

Responsibilities of the Headteacher

Overall responsibility for the day to day management of health and safety in accordance with this policy rests with the Headteacher. The Site Manager and Business Manager are delegated to work operationally to achieve this overall aim.

The Headteacher has responsibility for:

Co-operating with the LA and Governing Body to enable health and safety policy and procedures to be implemented and complied with.

Communicating the policy and other appropriate health and safety information to all relevant people including contractors.

Ensuring effective arrangements are in place to pro-actively manage health and safety by conducting and reviewing inspections and risk assessments and implementing required actions.

Reporting to the Governing body on health and safety performance and any safety concerns/ issues which may need to be addressed by the allocation of funds.

Ensuring that the premises, plant and equipment are maintained in a safe and serviceable condition.

Reporting to the LA any significant risks which cannot be rectified within the establishment's budget.

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.

The Site Manager and Business Manager will:

Monitor purchasing and contracting procedures to ensure health and safety is included in specifications & contract conditions.

Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.

Take appropriate action on health, safety and welfare issues referred to them, informing the Headteacher of any problems they are unable to resolve within the resources available to them.

Carry out regular inspections of their areas of responsibility and report/record these inspections.

Ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.

Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

Responsibilities of employees

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities. All employees 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.

- Comply with the school's health and safety policy and procedures at all times.

- Report all accidents and incidents in line with the reporting procedure.

- 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.

- 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.

HEALTH AND SAFETY MONITORING AND INSPECTION

A general inspection of the site will be conducted on an annual basis and be undertaken/co-ordinated by the Business Manager and H&S Governor.

The person(s) undertaking inspection 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 Business Manager**.

A named governor will undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full governing body meetings.

Advice and pro forma inspection checklists can be found in the [Education Health and Safety Manual](#).

Fire and Evacuation Procedures

INSERT

Fire Drills

Fire drills will be undertaken termly and results recorded in the fire log book.

Fire Fighting

Staff must ensure the alarm is raised BEFORE attempting to tackle a fire.

The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, **if it is safe to do so without putting themselves at risk**, using portable fire fighting equipment.

Details of service isolation points (i.e. gas, water, electricity) [insert locations]

Details of chemicals and flammable substances on site.

An inventory of these will be kept by [Caretaker/site manager] / [Heads of Department] as appropriate, for consultation.

Site Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in [insert location].

FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation. This test will occur on [day/time]

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer [insert name and telephone number].

A fire alarm maintenance contract is in place with Chubb and the system tested annually by them.

FIRE FIGHTING EQUIPMENT

Weekly in-house checks that all fire fighting equipment remains available for use and operational.

Chubb undertakes an annual maintenance service of all fire fighting equipment (last check conducted August 2016).

Defective equipment or extinguishers that need recharging should be taken out of service and reported directly to Site Manager, who will arrange replacement.

EMERGENCY LIGHTING SYSTEMS

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by [insert name and telephone number of contractor]

MEANS OF ESCAPE

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

FIRST AID AND MEDICATION

The school has assessed the need for first aid provision and identified the following staff to provide first aid (both on site and where required for trips/visits and extra curricular activities)

TRAINED TO FIRST AID AT WORK LEVEL (18 hr):

[Insert Names/ date of training /Extension Numbers]

TRAINED TO EMERGENCY AID LEVEL (6 hr):

[Insert Names/ date of training /Extension Numbers]

TRAINED TO EYFS STANDARD (PAEDIATRIC FIRST AID, 12 hr):

[Insert Names/ date of training /Extension Numbers]

First aid qualifications remain valid for 3 years. The Business Manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

[Insert location (s)]

The Pastoral Welfare Officer is responsible for regularly checking (termly) that the contents of first aid boxes [including travel kits/ those in vehicles] are complete and replenished as necessary.

Transport to hospital: Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

Where there is any doubt about the appropriate course of action, the first aider will consult with the Health Service helpline (NHS Direct 111) and, in the case of pupil with the parents/carers.

ACCIDENT REPORTING PROCEDURES

Accidents to employees

Where the LA is the employer then **all** employee accidents, no matter how minor, must be reported to them using the online accident reporting system hosted on Solero.

Accidents to pupils and other non-employees (members of public / visitors to site etc.)

A local accident book is used to record all minor incidents to non-employees, more significant incidents as detailed below must also reported to HCC using the online accident reporting system hosted on Solero.

Major injuries.

Accidents where significant first aid treatment has been provided.

Accidents which result in the injured person being taken from the scene of the accident directly to hospital.

Accidents arising from premises / equipment defects.

All major incidents will be reported to the headteacher and [the Governing Body/ Health and Safety Governor]. Parents / carers will be notified immediately of all major injuries.

Accidents will be monitored for trends and a report made to the Governing Body as necessary.

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 Health and Safety Executive (HSE) on 0845 300 9923 and the Education Health and Safety team on 01992 556478.

Incidents resulting in the following outcomes must be reported to the HSE via their online reporting system <http://www.hse.gov.uk/riddor/> within 15 days of the incident occurring.

A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as the result of the condition of the premises / equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation etc.

Employee absence or inability to carry out their normal duties as the result of a work related accident, for periods of 7 days or more (including W/E's and holidays).

Any incident notified to the HSE must also be reported to the LA's Health and Safety Team.

Health and Safety Training

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 will be kept by the Deputy Headteacher and Business Manager. They will work together and hold responsibility for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Headteacher's/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.

PERSONAL SAFETY / LONE WORKING

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff.

Staff will report any such incidents to the headteacher. The school will work in partnership with the LA and police where inappropriate behaviour/ individual conduct compromises the school's aims in providing an environment in which the pupils and staff feel safe.

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) must not be undertaken whilst working alone.

LONE WORKING

- Always sign in and out
- Re-lock any doors you unlock
- Ensure that someone in your family knows where you are and how long you expect to stay
- Keep a mobile phone with you
- Do not take unnecessary risks if you are alone in the building (ladders, steps etc.)

School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

PREMISES AND WORK EQUIPMENT

All staff are required to report to the Site Manager any problems found with equipment. Defective equipment must be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

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

Planned maintenance / inspection

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the school office by the Business Manager.

Curriculum Areas

Learning Leaders are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site Manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by [insert contractor name] / [insert name of a

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

A fixed electrical installation test (fixed wire test) will be conducted by [insert contractor name] [on a 5 year cycle]/[an annual inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period].

External play equipment

External play equipment will only be used when appropriately supervised. This equipment will be checked daily before use for any apparent defects, and the Site Manager will conduct a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by [insert contractor name]

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). All cleaning products are exempt from COSHH as they have been chosen to be biologically safe.

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

In all other areas the school's nominated person responsible for substances hazardous to health is the Site Manager.

He/She shall ensure that:

- 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.

- If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.

- all chemicals are appropriately and securely stored out of the reach of children and .

- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers).

suitable personal protective equipment (PPE) has been identified and available for use. PPE is to be provided free of charge where the need is identified as part of the risk assessment.

Where persons may be affected by their use on site, the Site Manager is responsible for ensuring that COSHH assessments are available from contractors (*this applies to both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc*).

ASBESTOS

An asbestos survey and management plan is in place for the school in accordance with [HCC's asbestos policy](#). The school's most recent asbestos management survey was conducted on **[insert date]**.

The school's asbestos log (including school plans, asbestos survey data and site specific management plan) is held in the school office.

The Headteacher will ensure that all school staff (including those such as catering and cleaning staff who may be employed by others) are made aware of the location of asbestos containing materials (ACM) within their work areas.

Under no circumstances must staff drill or affix anything to walls without first obtaining approval from an Asbestos Authorising Officer. (Even stapling / pushing a drawing pin into ACM may result in the release of fibres into the air.)

Any damage to materials known or suspected to contain asbestos should be reported to **the Site Manager** who will contact HCC's asbestos team asbestos@hertfordshire.gov.uk.

The school's asbestos authorising officers are **Chris Lee and Corina Fosster** and refresher training is required 3 yearly.

Prior to **any** work commencing on the fabric of the building or fixed equipment (e.g. boilers, kilns etc.), either by contractors or school staff, one of the asbestos authorising officers **must** check the asbestos log and establish whether permission to work can be given.

The Headteacher / asbestos authorising officers shall ensure:

That the asbestos log is consulted at the earliest possible opportunity and that **all** work affecting the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.

A visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum).

The limitations of the management survey and areas of the building that have **not** been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m in height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc

All records pertaining to asbestos are effectively maintained and retained (legal requirement to do so for a period of 40 years)

The school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc.) are notified to the LA via asbestos@hertfordshire.gov.uk

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are 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 Site and/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.

CONTRACTORS

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to **reception** where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on emergency procedures, relevant risks, and local management arrangements.

The Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls are in place and working effectively.

WORKING 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.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders

<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individual's role.

The Site Manager shall ensure that:

- 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.

DISPLAY SCREEN USERS

All staff who use computers daily, as a significant part of their normal work (*significant is taken to be continuous / near continuous spells of an hour or more at a time*) e.g. admin / office staff shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician (and corrective glasses if required specifically for DSE use).

Advice on the use of DSE is available in the [Education Health and Safety Manual](#)

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors, PARENTS AND CARERS.

Access to the school must be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for pedestrian access.

The one-way system must be adhered to at all times.

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the [Education Health and Safety Manual](#).

A water risk assessment of the school has been completed by [insert name of contractor] and the Site Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school's water log book.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

The risks from legionella are mitigated by basic operational controls and thus the following checks are recorded.

Water is heated and stored to 60 deg C at calorifiers (any vessel that generates heat within a mass of stored water)

Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods)

Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifier(s))

Quarterly disinfection / descaling of showers

Stored cold water tanks are inspected for compliance and safety on an annual basis [insert contractors name]

This policy statement supplements the following other policies:

Educational Visits

Supporting pupils with medical needs

Behaviour for Learning

Restrictive Physical intervention

Fire and Evacuation