

# **Forge Valley School Health and Safety Policy**

Policy development:

This policy has been developed by building on our own best practice and that of other educational networks. It has been developed in consultation with governors, parents, staff and students and is accessible through the Forge Valley School website

Governor Committee: Full Governing Committee

Ratified by governors: May 2018

Due for review: May 2018

Member of Staff responsible: School Manager

## 1 Aims

- To ensure that the school is always a safe and healthy place in which to work.
- To provide plant, equipment, resources and systems of work that are safe and without risks to health
- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees, authorised volunteers and third party users to avoid hazards and contribute positively to their own health and safety at work
- To regularly monitor and review safety procedures throughout the school.
- To create and update a central file containing relevant health and safety information

## 2 Responsibilities

Overall responsibility for the management of health and safety in the school is that of

<b>Dale Barrowclough</b> (Headteacher)
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Responsibility for the following areas is that of

<b>Area of Work – Premises, Facilities and Educational Visits</b>
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<b>Name - Ashley Snelson</b> (School Manager)
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<b>Area of Work - Science</b>
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<b>Name – Giles Holloway</b> (Director of Learning)
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<b>Area of Work - DT</b>
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<b>Name – Jonathan Taylor</b> (Subject Leader)
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<b>Area of Work - PE</b>
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<b>Name – James Kerrison</b> (Subject Leader)
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## General Responsibilities

### The Governors will:

- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Deal with any health and safety problems brought to them by the Headteacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Confirm compliance with Statutory policies and procedures and monitor health and safety management within school
- Ensure that appropriate risk assessments have been carried out
- Ensure that all members of staff receive appropriate training.
- Ensure that the Headteacher has an appropriate workload in support of a reasonable work/life balance
- Ensure adequate consultation takes place to allow everyone to contribute to safe working. This will be done in the following way:
  - Nominate a link Governor who will report back to the Finance and Resources meetings as appropriate
  - Ensure the establishment of a Health and Safety Committee comprising of :
    - Link Governor
    - Headteacher
    - Business Manager
    - Assistant Headteacher (Behaviour and Safety)
    - Directors of Learning (Science, DT and PE)
  - Take part in an annual inspection
  - Take part in a Governor in school day
  - Review the Health and Safety Policy annually
  - Ensure the Whole School Generic Risk Assessment is completed and reviewed on an annual basis

## **The Headteacher will:**

- Take overall responsibility for day to day management of health and safety issues
- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
- Ensure that suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school are carried out. Further, to act upon those assessments in order to reduce risk.
- Attend health and safety training courses as appropriate.
- Ensure the provision of adequate training, communication, instruction and supervision for all members of staff (including supply staff and volunteers).
- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities.
- Ensure staff has an appropriate workload in support of a reasonable work/life balance.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of staff and the governors.
- Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working. This will be done in the following way:
  - Facilitate the establishment of a Health and Safety Committee
  - Ensure appropriate staffing structure and roles and responsibilities are in place
  - Ensure effective communication systems are in place to safeguard staff, pupils and visitors health and wellbeing
  - Monitor reports to the Health and Safety Committee
  - Liaise with the Business Manager

## All Staff Members will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the schools policies and procedures and follow any guidance, policies and procedures.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits.
- Attend health and safety training courses as appropriate.
- Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders.
- Bring to the attention of the Headteacher information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the Headteacher any problems that they feel that they cannot deal with themselves.
- Take responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with the health and safety policy of their employer.

## School Health and Safety Representative

The Governing Body and Headteacher recognise the role of Safety Representatives. Safety Representatives will be allowed appropriate paid time off to enable them to fulfil their duties.

We communicate and consult with safety representatives on a regular basis about health and safety matters and offer facilities to enable them to investigate workplace accidents, employee complaints and to carry out periodic health and safety inspections.

Name	Trade Union
Lesley Norton	NUT

### 3 General Arrangements to Keep People Safe

#### Risk Assessment

Risk Assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

All of our Risk Assessments are recorded. We use a Generic Risk Assessment booklet as a starting point but, where there are no generic assessments we carry out our own assessments using the blank assessment form. Risks are assessed periodically (usually on an annual basis), following an accident, on the introduction of any new process/equipment and also any change in circumstances.

Risk assessments are usually kept:

Document	Location
Fire Risk Assessment	Room 2.06 (Locked Cabinet)
Generic Premises Risk Assessment	Room 2.06 (Locked Cabinet)
Educational Visits Risk Assessments/Checklists	Room G.19B
Hazardous Substances Risk Assessments	Science Prep Room (1.16) DT Prep Room G.22 Caretakers office LG.05 Room 2.06 (Overview)
Task/activity based Risk Assessments	Department Specific Locations Department specific folder on MLE

The following people assist with the assessment process for their individual area of work:

Name	Area of responsibility
Ashley Snelson	Premises
Adam Fuller	Community Sports Use
Giles Holloway	Science
Jonathan Taylor	DT
James Kerrison	PE
Janet Blackmore	IRU

It is the Headteachers responsibility to ensure that risk assessments are carried out. However, the Headteacher may delegate the function or request the assistance of competent staff in carrying out a risk assessment.

## Fire

An outbreak of fire in a school can be extremely serious. The **Regulatory Reform (Fire Safety) Order 2005** makes it a legal requirement for each building to have an up to date fire risk assessment. Our Fire Risk assessment identifies all sources of heat with the potential to cause fire e.g. gas heaters, Bunsen burners, cookers etc. and it also consider the storage of combustible materials.

When our school requires painting, only paints providing a flame retardant surface will be used in high risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc).

Ongoing monitoring is carried out to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.

Internal fire doors are kept closed to stop fire spreading. Hydraulic door closers are checked regularly and maintained as necessary to ensure correct operation (damage to these closers is very common in schools).

All documentation relating to fire safety is kept:

Document	Location
Fire Risk Assessment (including Arson Assessment)	Room 2.06
Fire Precautions Log Book	Room 2.06 and Room LG.05
Fire Safety Training Records	Room 2.06 and Room LG.05

The following people have a role to play in ensuring fire safety issues are adequately dealt with

Name	Responsible for:
Dale Barrowclough	Named Responsible Person
Ashley Snelson	Ensuring there is a current fire risk assessment in place and a process for reviewing / updating on a regular basis
Ashley Snelson (New Staff) Sharon Stone (Supply) Ashley Snelson (Contractors and hirers)	Inducting new members of staff and supply / agency staff, contractors etc
Ashley Snelson	Making sure that staff receive regular refresher training
Ashley Snelson Adam Fuller (FV Sports Centre)	Making sure relevant information is shared with other users of the premises such as lettings, breakfast and after school clubs etc
Ashley Snelson	Ensuring regular fire drills are carried out and recorded
Ashley Snelson	Keeping the Fire Precautions Log Book up to date

## Asbestos

Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings and in many products. It was used mainly because of its fire proofing and insulation qualities.

We have got an Asbestos Management survey on site and this has been shared with all members of staff. Staff are aware that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale the fibres.

All documentation relating to asbestos is kept:

Document	Location
Asbestos Register	Room 2.06 (CLC Building only) Room LG.05
Asbestos management survey and risk assessment	Room 2.06 Room LG.05
Asbestos survey review documentation	Room 2.06 Room LG.05

Name	Responsible for:
Dale Barrowclough	Overall responsibility as Named Duty Holder
Mark Addy Andy Lomas	Bringing the asbestos register to the attention of anyone likely to disturb asbestos fibres in the course of daily routines or proposing to plan or carry out work. e.g. other school / site staff, surveyors, contractors, computer technicians, visitors, helpers etc
Ashley Snelson	Making sure more detailed surveys (covering the full scope of works) are in place for invasive work e.g. wiring, refurbishment, plumbing, demolition etc
Ashley Snelson	Regularly reviewing the condition of asbestos material and recording the findings
Ashley Snelson	Regularly reviewing asbestos risk assessments and recording findings
Ashley Snelson	Making sure that floor plan changes are recorded and updated

The following people have attended Asbestos training

Name	Date of Training:
N/A*	N/A*

\* Due to the nature of the building (Opened in September 2011) there is no real need for Asbestos training at this point.



## Legionella Risk Management

Legionnaires' disease is a type of pneumonia. It is an uncommon, but serious disease.

People can catch Legionnaires disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium.

Legionnaires' disease does not spread from person to person.

We have had a full Legionella audit of the school which has been shared with all members of staff. Key members of staff have a role to play in ensuring that the findings of the audit are actioned and making sure that regular monitoring is carried out on site

Document	Location
Legionella Survey	Room 2.06
Legionella Log Book	Room 2.06

The following people have a role to play in ensuring the procedure in place for managing Legionella issues:

Name	Responsible for:
Dale Barrowclough	Overall responsibility as Named Duty Holder
Ashley Snelson	Ensuring that the recommendations of the Legionella risk assessment are carried out
Ashley Snelson	Ensuring that the Legionella risk assessment is reviewed on a regular basis
Ashley Snelson	Ensuring that all activities identified in the maintenance programme are carried out and recorded
Andy Robinson, Andy Lomas, Mark Addy	Keeping the Log Book up to date

The following people have attended Legionella training

Name	Date of Training:
Ashley Snelson	October 2017
Andy Lomas	October 2017
Mark Addy	October 2017
Andrew Robinson	October 2017

## Accidents

Even in a safety conscious school, accidents may still occur. This is how we deal with them.

All accidents involving staff, pupils or visitors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

Document	Location
Accident Report Forms	MLE – First Aid Folder First Aid Office Room G.04
RIDDOR report forms	<a href="http://www.hse.gov.uk/riddor/report.htm">http://www.hse.gov.uk/riddor/report.htm</a>

The following people have responsibilities for:

Name	Responsible for:
Katy Walker-Fretwell	Recording all accidents to staff / pupils
Ashley Snelson Katy Walker-Fretwell	Ensuring that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive (under the RIDDOR regulations), are reported to the incident call centre (0845 300 9923)
Ashley Snelson Katy Walker-Fretwell	Ensuring risk assessments are reviewed in light of lessons learned
Ashley Snelson Katy Walker-Fretwell	Reviewing accident reports on a half termly basis to identify trends
Ashley Snelson	Reporting serious incidents / accidents to Governors

## First Aid

The school will follow the statutory requirement for first aid equipment and provide suitably trained first aid staff.

Our school risk assessment identifies the actual number of first aiders required. (As a rough guide the recommendation is 1 first aider for every 100 people on site. This is usually made up of 2 fully qualified first aiders, with the remainder holding the 1 day emergency first aid certificate)

The following people hold a relevant first aid qualification.

Name	Date of Expiry	Level of qualification i.e. full/ emergency / paediatric
Katy Walker-Fretwell	March 2019	Level 3 First Aid – Diabetes, Epilepsy & Epipen trained
Sally Allen	May 2019	First Aid + Diabetes Trained
Tracey Lambert	April 2019	First Aid + Diabetes Trained
Vicky Bates	April 2019	First Aid + Diabetes Trained
Jayne Hargreaves	May 2019	Emergency First Aid
Tony Cartwright	March 2020	Emergency First Aid
Julie Roxborough	November 2018	Emergency First Aid
Natalie Humphreys	April 2019	Emergency First Aid
Helen Bowler	May 2019	Emergency First Aid
Lindsay Hawkes	April 2019	Emergency First Aid
Richard Mintoft	September 2019	Emergency First Aid
Hayley Taylor	October 2019	Emergency First Aid
James Kerrison	October 2019	Emergency First Aid
Lucy Elsmore	November 2019	Emergency First Aid
Kirsty Richards	November 2019	Emergency First Aid
Ed Twigg	December 2020	Emergency First Aid
John Crofts	March 2021	Emergency First Aid

The following people have responsibilities for:

Name	Responsible for:
Ashley Snelson	Ensuring that a risk assessment is in place to determine the appropriate level of first aid cover throughout the whole of the school day (including off site activities)
Sharon Stone / Katy Walker-Fretwell	Keeping records of First Aid Qualifications and ensuring these are re validated
Katy Walker-Fretwell	Ensuring First Aid boxes are checked and restocked on a regular basis

## Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician.

Document	Location
Inventory of Portable appliances	Room 2.06
PAT testing Certificate	Room 2.06
Fixed installation test certificate	Room 2.06

The following people have responsibilities for:

Name	Responsible for:
All Staff	Visually checking portable electrical appliances
Ashley Snelson	Arranging the testing of portable appliances
Ashley Snelson	Ensuring the five yearly checks are carried out on the fixed installation
Andy Robinson, Andy Lomas, Mark Addy	Arranging repairs / remedial work
Andy Robinson, Andy Lomas, Mark Addy	Showing key members of staff how to isolate the electrical supply in an emergency situation

## Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safe) contractor on an annual basis.

Document	Location
Gas Servicing Certificates	Room 2.06 Room LG.05

The following people have responsibilities for:

Name	Responsible for:
Ashley Snelson	Arranging the testing and maintenance of gas appliances
Andy Robinson, Andy Lomas, Mark Addy	Arranging repairs / remedial work
Ashley Snelson	Ensuring any work to gas appliances is carried out by a competent contractor (Gas safe)
Andy Robinson, Andy Lomas, Mark Addy	Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation

## Substances

The **Control of Substances Hazardous to Health Regulations** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

At our school we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes

Document	Location
Hazardous substances inventory i.e. cleaning/janitorial substances, science chemicals, glues and paints for art etc	Cleaning and caretaking – LG.05 and Cleaners Cupboards Science - Room 1.16 Art – Room 3.07A DT – Room G.27
Hazard Data Sheets	Cleaning and caretaking – LG.05 and Cleaners Cupboards Science - Room 1.16 Art – Room 3.07A DT – Room G.27
Documented risk assessments	Room 2.06 And held with departments for specific areas e.g. Science, DT and Art

The following people have responsibilities for:

Name	Responsible for:
Ashley Snelson Director of Learning (Science & DT)	Keeping the inventory up to date
Julie Young John Taylor Mal Wild	Ensuring hazard data sheets are available
Ashley Snelson	Making sure that risk assessments are documented
Ashley Snelson	Making sure Personal Protective Equipment (where necessary) is provided and worn
Mal Wild Julie Young	Training staff in the safe use and handling of substances
Julie Young John Taylor Mal Wild	Disposing of surplus substances safely

## Educational Visits and Off-site Activities

The school complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. Specific approval is given by Governors for all residential visits and visits abroad. We currently use the EVOLVE on line approval system.

We have a named Educational Visits co-ordinator who has received the Evolve training and is responsible for:

- Supporting the Headteacher when approving educational visits
- Assessing the competency of leaders and other adults on the visit
- Ensuring that all members of staff receive induction training in the schools process for educational visits
- Helping and supporting members of staff with the planning of educational visits including help with risk assessments

Document	Location
Educational Visits Documentation	Room G.19B MLE – Educational Visit Folder
Educational Visits Generic Risk Assessments/Checklists	Room G.19B – Completed MLE – Standard Templates and advice

The following people have responsibilities for:

Name	Responsible for:
Ashley Snelson	Educational Visits Co-ordinator
Ashley Snelson	Reporting Educational Visits to Governors
Ashley Snelson	Ensuring staff receive induction training in educational visits
Ashley Snelson	Ensuring post visit evaluation is completed

The following people have attended EVC training and also EVOLVE training

Name	Date / Type of Training:
Lisa Aistrop	EVC July 2013
Ashley Snelson	Evolve – July 2017

## Medical Needs

There is no legal obligation requiring school staff to administer medication. However, this school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

Document	Location
Medicines Policy	MLE – First Aid Folder G.04
Pupils individual care plans	G.04 MLE – First Aid Folder
Consent Forms	G.04

The following people can administer medicines and have received relevant training

Name	Date of Training	Type of training i.e. use of epi-pen
Katy Walker-Fretwell	November 2017	Administering Medicines
Natalie Humphreys	June 2017	Administering Medicines

## Curriculum Safety

All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use. All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education – formerly BAALPE) will be available for staff.

The Governors and Headteacher have responsibility for making sure that staff are competent and attend training as appropriate

Document	Location
CLEAPSS	Online Documents (subscription through RMBC) <a href="http://www.cleapss.org.uk">www.cleapss.org.uk</a>
AfPE	PE Department MLE – PE Folder
DATA	DT Department MLE - DT Folder

The following people have responsibilities for:

Name	Responsible for:
Giles Holloway	Science
Jonathan Taylor	DT and ART
James Kerrison	PE

The following people have attended training

Name	Date of Training	Type of training i.e. Woodworking machines; Radiation Protection Supervisor, Trampoline Coaching etc
Lee Warren	December 2016	Radiation Protection

### Staff Wellbeing and Stress

The health and wellbeing of all members of our staff is considered as part of the schools risk assessment process. All members of staff have the opportunity to contribute to the schools stress risk assessment. This is reviewed periodically and the findings shared with staff.

Document	Location
Stress Risk Assessment	To be completed
Information relating to Employee Assistance Programme	Dale Barrowclough - Teachers Ashley Snelson – Support Staff  All information stored in personnel files and discussed and agreed on An individual basis.