



Valley College

# HEALTH AND SAFETY POLICY

**Incorporating the Local Health and Safety Arrangements as part of the SLA for Valley College for:**



- **Name of School: Tor View Specialist Learning Community**
- **Category of School: Special**
- **School Number: 14130**
- **School Address: Clod Lane, Haslingden, Lancashire BB4 6LR**

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

As an Academy the Governing Body is the employer and is responsible for the use of the premises. The Executive Principal is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The Governing Body and the Senior Leadership Team should work in partnership to meet these responsibilities, with the support and advice of the Local Authority.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- provide and maintain safe plant and equipment;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- maintain safe and health working conditions;
- ensure safe handling and use of substances;
- review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review by the county council;
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;
- prevent accidents and cases of work-related ill health;
- comply with appropriate directions given by the county council on health and safety requirements;
- act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document".

Signed: 	Signed:  On behalf of the Governing Body
Executive Principal's name: Ms A Y Holdsworth	Chair of Governors name: Mrs E Lorenzo
Date: 15 <sup>th</sup> January 2019	Proposed Review date: 15 <sup>th</sup> January 2020

## Responsibilities

The responsibility for implementation and management of proper health and safety controls within the school is that of:	<i>Name &amp; Designation</i> A Holdsworth Executive Principal
The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is (e.g. Health & Safety Co-ordinator):	<i>Name &amp; Designation</i> A Holdsworth Executive Principal
To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits:	<i>Names &amp; Designations</i> Fire Safety: Carl Greenwood Out of Hours arrangements: A Holdsworth (Executive Principal) EVC: S Dillon
The Health & Safety objectives * for the school (as identified by accident/incident investigation, consultation, review of risk assessments, health & safety management support and audit visits; advice from the county council etc. or other sources e.g. DfE, Teachers.Net, other schools, the HSE) will be developed and monitored by:	<i>Name &amp; Designation</i> A Holdsworth – Executive Principal C Greenwood – Premises Manager E Lorenzo – Chair of Governors S Orme – Teacher Governor
<p>All employees within the school/college have a responsibility to:</p> <ol style="list-style-type: none"> <li>1. Co-operate with the Executive Principal and his/her nominated representatives on all matters relating to health and safety;</li> <li>2. Not interfere with anything provided to safeguard their health and safety;</li> <li>3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and</li> <li>4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement).</li> <li>5. Adhere to the School Teachers Pay and Conditions Document which state that teachers' professional duties include maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.</li> </ol>	

\* Health & Safety objectives should be set for improvements in the management of health & safety within the school. These can be formal or informal objectives e.g. within the School Development Plan or in the minutes of Governors or Staff meetings respectively. Any actions arising from those objectives should be documented e.g. as an action plan, and monitored to ensure they are achieved.

**Examples** of objectives might be:

- a % reduction in accidents will be achieved by changes to playground supervision;
- a revised procedure for dealing with contractors on site will be devised and implemented;
- revised arrival and departure arrangements will be put in place to separate vehicles and pedestrians on school grounds;
- raising health & safety awareness by using the County Council's e-learning courses.

**Health and Safety Risks Arising from Work Activities**

I/we will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

<p>Risk assessments will be undertaken by:</p> <p>Risk assessments will be undertaken prior to the introduction of any new work tasks / activities that pose a significant risk to health and safety.</p>	<p><i>Name &amp; Designation</i>                      EVC Co-ordinator – S Dillon (school)                      EVC Co-ordinator – S Johnson (Valley College)                      Pupil M &amp; H – E Pemberton                      Pupil Positive Handling: Completed by HoD and Class Teacher then signed off by LAP                      Pregnancy – K Morgan                      Return to Work Arrangements – K Morgan                      Overall Departments – HoD's                      Shared &amp; non teaching areas – C Greenwood</p>
<p>The significant findings of risk assessments will be reported to:</p>	<p><i>Name &amp; Designation</i>                      A Holdsworth – Executive Principal                      Head of Departments                      C Greenwood</p>
<p>Action required to remove/control risks will be approved by:</p>	<p><i>Name &amp; Designation</i>                      A Holdsworth – Executive Principal</p>
<p>The responsibility for ensuring the action required to reduce risks is implemented is that of:</p>	<p><i>Name &amp; Designation</i>                      A Holdsworth – Executive Principal                      Head of Departments                      C Greenwood</p>
<p>Checking that implemented actions have removed/reduced the risks is the responsibility of:</p>	<p><i>Name &amp; Designation</i>                      A Holdsworth – Executive Principal</p>
<p>Risk Assessments will be reviewed regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes. Responsibility for this rests with:</p>	<p><i>Name &amp; Designation</i>                      EVC Co-ordinator – S Dillon                      EVC Co-ordinator – S Johnson (Valley College)                      Pupil M &amp; H – E Pemberton                      Pupil Positive Handling: Completed by HoD and Class Teacher then signed off by LAP                      Pregnancy – K Morgan                      Return to Work Arrangements – K Morgan                      Overall Departments – HoD's                      Shared &amp; non teaching areas – C Greenwood</p>

**School's Commitment**

To meet the requirements of this Policy Statement, the Headteacher/Governing Body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health & safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring;
- e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school;
- f) comply with appropriate directions given by the county council on health and safety requirements; and,
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document.

The school will, upon request, make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities listed in the table at the end of this Policy document.

**Consultation with employees**

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	<i>Names &amp; Designations</i> S Gallagher – NASUWT
Consultation with employees is provided via:	Individual staff appraisals, review of documents, team meetings, circulation of draft documents for consultation, whole school staff meetings, staff memos

**Safety Representatives**

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:-

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.

- Make representations to the Headteacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors.
- Attend health and safety committee meetings.

## Safe Plant and Equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Responsible person(s) for identifying all equipment/plant needing maintenance:	<i>Names &amp; Designation</i> C Greenwood Operations Manager
Responsible person(s) for ensuring effective maintenance procedures are drawn up:	<i>Names &amp; Designation</i> C Greenwood Operations Manager
Responsible person(s) for ensuring that all identified maintenance is carried out:	<i>Names &amp; Designation</i> A Holdsworth Executive Principal
Any problems found with equipment should be reported to:	<i>Name &amp; Designation</i> C Greenwood Operations Manager
Responsible person(s) to check that new equipment meets any required health and safety standards before it is purchased:	<i>Name &amp; Designation</i> C Greenwood Operations Manager

## Information, Instruction and Supervision

The Health and Safety Law poster* is displayed at:	<i>Location(s)</i> Staff Room (Main School) Ewood foyer EYFS corridor (by main office)
Health and safety advice is available from:	<i>Name &amp; Designation</i> A Holdsworth Exec Principal C Greenwood Operations Manager L Parrish Headteacher E Melling Head of College Staff e Handbook
Induction, supervision of trainees/work placements etc. will be arranged/undertaken/monitored by:	<i>Name &amp; Designation</i> K Morgan (Deputy Principal) HoD's

\* It is a legal requirement to display the Health & Safety Law Poster in a prominent position in each workplace e.g. in the school's Reception area, or to give employees a copy of the Health & Safety Law leaflet.

## Competency for Tasks and Training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate. Write down your arrangements for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	<i>Name &amp; Designation</i> K Morgan - Deputy Principal
Job specific training will be provided by:	<i>Name &amp; Designation</i> Relevant Line Manager
Jobs requiring specific health & safety training are:	D & T – Subject leader Swimming teacher Operations Manager Moving & Handling – E Pemberton Team Teach – S Dillon
Training records are kept at/by:	<i>Name &amp; Designation</i> O McDermott – Administrator Main School – database S Johnson – Valley College Business Lead - database
Training will be identified, arranged and monitored by:	<i>Name &amp; Designation</i> K Morgan – Deputy Principal

## Accidents, First Aid and Work-related Ill Health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- Provide health surveillance for any employees who may be **at risk** of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid box(es) is/are available:	<i>Detail location(s)</i> Classrooms, hall, staffroom, school office, kitchen Valley College Business
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	Enterprise Room, Office
The first aider(s) and appointed person(s) is/are:	<i>See First Aid staff list</i>
All accidents and cases of work-related ill health are to be reported to:	<i>Name &amp; Designation</i> L Parrish (Head of School) S Dillon (Deputy Principal)
*Health surveillance is required for employees doing the following jobs within the school:	<i>Any pregnant employee will require a specific Risk Assessment to be completed and their duties may be modified to take account of their changing capabilities.</i>
Health surveillance will be arranged by:	S Dillon – Deputy Principal
Health surveillance/records will be kept by/at:	S Dillon – Deputy Principal

## Performance Monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement and to keep records.

To check our working conditions and ensure our safe working practices are being followed, we will: - Conduct workplace inspections. These are carried out by:	<i>Name &amp; Designation</i>  A Holdsworth – Executive Principal C Greenwood – Operations Manager
Review all risk assessments regularly (at least every 3 years for task risk assessments and the technical aspects of a fire risk assessment; annually for the non-technical aspects of a fire risk assessment and every 5 years for COSHH assessments) or in the event of any significant changes.	See Section: Health and Safety Risks Arising from Work Activities for responsibility details
Responsible person(s) for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the Health, Safety and Quality Team if necessary:	<i>Name &amp; Designation</i> A Holdsworth – Exec Principal L Parrish – Head of School S Dillon – Deputy Principal
Responsible person(s) for investigating work-related causes of sickness absences:	<i>Name &amp; Designation</i> A Holdsworth – Exec Principal L Parrish – Head of School K Morgan – Deputy Principal
Responsible person(s) for acting on	<i>Name &amp; Designation</i>

investigation findings to prevent recurrences:	A Holdsworth – Exec Principal L Parrish – Head of School
Responsible person(s) for the monitoring of any trends in accidents, incidents and sickness absence:	<i>Name &amp; Designation</i> K Morgan – Deputy Principal

## Emergency Procedures - Fire and Evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:	<i>Name &amp; Designation</i> C Greenwood – Operations Manager
Escape routes are checked by/every:	<i>Name, Designation and frequency:</i> C Greenwood, Site Team, Fire Marshalls
Fire extinguishers are maintained and checked by/every:	<i>Name, Designation and frequency:</i> Fire Service Annually (April)
Alarms are tested by/every:	<i>Name, Designation and frequency</i> C Greenwood/Site team Termly
The emergency evacuation procedure is tested by/every:	<i>Name, Designation and frequency</i> C Greenwood/Site team Termly
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood, etc. rests with:	<i>Name &amp; Designation</i> A Holdsworth – Executive Principal



**Table of Occupational Health & Safety Topics/Activities that apply (Tor View School)**

<b>Occupational Health &amp; Safety Topic/Activity</b> (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Accident Reporting, Recording and Investigation	✓	eHandbook Safeguarding
Bodily Fluids (urine; blood; faeces; vomit) & Biological Agents	✓	eHandbook Safeguarding
Catering	✓	eHandbook Safeguarding, Food Technology Risk Assessments, see School Kitchen Manager
Cleaning/caretaking	✓	eHandbook Safeguarding and see Site Supervisor
Control of contractors	✓	eHandbook Safeguarding and see Operations Manager
Disability access (health & safety implications)	✓	eHandbook Safeguarding
Display Screen Equipment and Eye Tests	✓	eHandbook Safeguarding
Driving at Work	✓	eHandbook Safeguarding
Electrical Safety	✓	eHandbook Safeguarding
Emergency Procedures other than Fire e.g. flood, services failure	✓	eHandbook Safeguarding
Extended school and community use	✓	eHandbook Safeguarding
Falling Objects/Safe storage	✓	eHandbook Safeguarding
Fire Safety	✓	eHandbook Safeguarding
First Aid	✓	eHandbook Safeguarding
Gas safety e.g. installations, servicing, tests, visual checks, local policy on use of gas items in school etc.	✓	eHandbook Safeguarding
Hot surfaces, scalds and burns	✓	
Health & Safety Induction (checklist available on web site)	✓	eHandbook, see e-safety policy & Privacy notices
Lettings to non-school groups	✓	eHandbook Financial information
Manual Handling	✓	See Principal/ Operations Manager

<b>Occupational Health &amp; Safety Topic/Activity</b> (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Minibuses	✓	eHandbook Safeguarding, see Deputy Head and MiDAS trainer
Mobile phones (the use of)	✓	eHandbook - staff information-staff conduct policy.
Needles and needle stick injuries	✓	eHandbook – also see School Nurse
Personal safety including lone working and violence and aggression	✓	eHandbook Safeguarding & Pupil Team Teach Risk Assessments.
Play Equipment installations inspections	✓	Operations Manager
Playgrounds and external areas	✓	See Operations Manager and Risk Assessments
Ponds and Water features	✓	eHandbook Safeguarding
Premises Management (see Premises Management Guidance & Records on Health & Safety web site)	✓	See Principal / Operations Manager
Pupil moving and handling (special needs)	✓	eHandbook – also see Moving & Handling Trainer
Pregnant employees and nursing mothers	✓	See Deputy Head- Responsible for Pregnant employees Risk Assessment
Reporting of health & safety concerns/faults	✓	See Operations Manager- online Site Management
Shared use of buildings	N/A	
Sharps e.g. broken glass either in school building or external grounds	✓	see Operations Manager
Slips and trips	✓	eHandbook Safeguarding
Stress	✓	eHandbook - staff information-staff conduct policy.
Substances – COSHH	✓	See Operations Manager
Swimming pools	✓	Se Operations Manager/Swimming Teacher
Training	✓	See CPD Log, See school nurse, See Deputy

<b>Occupational Health &amp; Safety Topic/Activity</b> (This is not a comprehensive list. Please add any further topics/activities relevant to the school). Information and Guidance is available on the web site, link below: <a href="#">Health, Safety &amp; Quality web site</a>	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
		Principal
Transporting and storing chemicals	✓	See Operations Manager
Vehicle and pedestrian traffic	✓	eHandbook - staff information-staff conduct policy.
Visitor and volunteers safety	✓	See Operations Manager
Waste storage and disposal	✓	See Operations Manager/ Swimming Teacher
Water hygiene (Legionella, lead etc.) – a Legionella Risk Assessment should be in place as part of your premises management arrangements	✓	See Operations Manager
Work equipment and machinery	✓	See Operations Manager & Risk Assessments
Working at height – ladders, access equipment etc.	✓	eHandbook – also see Operations Manager
Workplace Inspection	✓	Principal & Operations Manager
Monitoring	✓	eHandbook Safeguarding
Asthma	✓	eHandbook Safeguarding
Oxygen	✓	eHandbook Safeguarding
Wheelchair training	✓	eHandbook Safeguarding
Hydro therapy	✓	eHandbook Safeguarding and see Hydrotherapy teacher.
Toileting	✓	eHandbook Safeguarding
Feeding Protocol	✓	eHandbook Safeguarding
Intimate Care	✓	eHandbook Safeguarding
Pupils who are sick in school	✓	eHandbook Safeguarding
Epilepsy	✓	eHandbook Safeguarding
Low level incident reporting policy	✓	eHandbook Safeguarding

**Table of Non-Occupational Health & Safety Topics/Activities that apply**

<b>Curriculum and other non-occupational activities</b> (information and guidance is available in various parts of the <a href="#">Schools Portal</a> )	<b>Applicable (√)</b>	<b>Details of where information about the school's arrangements can be found</b>
Administration of medication	✓	eHandbook Safeguarding, School nurse, CPD log
*Educational Visits	✓	see Deputy Principal EVC & Evolve
Food safety and hygiene	✓	Kitchen Manager's office & CPD log
Outdoor activities	✓	See Play Development Manager
PE Equipment	✓	See PE Coordinator & Risk Assessments
Pupil handling and restraint	✓	eHandbook Safeguarding, Deputy Headteacher & Conduct Intervention Reports
Grounds maintenance activities	✓	Grounds Maintenance Team at LCC / Operations Manager
Pupil movement and flow	n/a	
School transport	✓	LCC transport
Science (only where not covered by curriculum safety procedures set down in CLEAPSS)	n/a	Subject Leader, CLEAPS Guidance and Risk Assessments
Smoking	✓	eHandbook Safeguarding, staff induction, - staff information-staff conduct policy.
Special needs of pupils health & safety issues	✓	Moving and Handling Risk Assessments, Team Teach Risk Assessments
Stage and drama activities	✓	
Supervision of pupils	✓	Principal/ Deputy Principal/Heads of Department
Technology rooms and equipment	✓	Subject Leader for room risk assessment/ Principal/ Operations Manager
Wearing of jewellery	✓	eHandbook - staff information-staff conduct policy.
Work experience	✓	Deputy Head
e-safety	✓	eHandbook Safeguarding

Safeguarding	✓	eHandbook Safeguarding
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The school will also take into account the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special school and community events such as school fetes, etc.

Note: Educational Visits for school have a separate intranet site on the Schools Portal at [Educational Visits](#).

Please refer to Valley College ehandbook for relevant college policies.