

HEALTH & SAFETY POLICY

Sticklepath Community School



AGREED BY FGB: 15 NOVEMBER 2017

REVIEW DATE: AUTUMN 2018

As a matter of policy and practice Sticklepath Community School carries out an equality impact assessment (EIA) to ensure a policy does not, even inadvertently, disadvantage groups of pupils with protected characteristics, in compliance with para 1.4.17 of the school Equality Policy

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HEALTH AND SAFETY POLICY

SECTION 1: STATEMENT OF INTENT

The Governing/Governing Body of Sticklepath Community 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.

This policy sets out how these duties will be conducted and includes a description of the school's organisation and arrangements for dealing with different areas of risk. Section 2 will establish specific responsibilities at all levels of the school's organisation. Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the school's obligations under the law.

This policy will be brought to the attention of all members of staff a master copy is kept in the main office / a reference copy is kept on the school's shared drive and in the staffroom.

This policy statement and the accompanying organisation and arrangements will be reviewed annually in each summer term.

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Chair for the Governing Body

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Date

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Head Teacher

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Date

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SECTION 2: ORGANISATION

The Duties of the Governing Body

- To produce and regularly review the Health & Safety Policy for the school. This policy will reflect the requirements of the *Health and Safety at Work etc Act 1974* by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation
- To monitor both compliance with, as well as the effectiveness of, this policy
- To provide adequate resources to meet the school's legal responsibilities as well as compliance with this policy
- To assist the Governing Body in discharging its legal obligations, the school has appointed the Health & Safety Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- The specific arrangements adopted will be guided by the Health & Safety Service's Guidance Notes

The Duties of the Head Teacher

The Head Teacher has day-to-day responsibility for health and safety management and will take all reasonable practicable steps to secure the health and safety of students, staff and others using the school premises or participating in school sponsored activities.

In particular, the Head Teacher will:

- Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
- Co-operate with the Governing Body to ensure that this policy and its associated arrangements are implemented and complied with
- Communicate the policy and other appropriate health and safety information to all relevant people including contractors
- Report to the Governing Body on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
- Report to the Governing Body any significant risks or policy requirements which cannot be met within the establishment's budget
- Identify the training needs of staff and hence ensure that they are competent to carry out their roles and are provided with adequate information, instruction and training
- Ensure consultation arrangements are in place for staff and their trade union representatives
- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised
- Promote a positive health and safety culture by leading by example

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Whilst overall *responsibility* for health and safety cannot be delegated the Head Teacher may choose to delegate certain *tasks* to the Health & Safety Coordinator.

The role of Health & Safety Coordinator for the school has been delegated to the School Business Manager.

The Duties of the Health and Safety Co-ordinator

The health and safety co-ordinator has the delegated task of assisting the Headteacher discharge their duties in relation to day-to-day health and safety management

To do this the health and safety co-ordinator will:

- co-ordinate and manage the risk assessment process for the school
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Head Teacher and Governing Body
- coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Governing Body if funds are not available
- assist with the identification of training needs across the school to ensure that staff are adequately instructed
- collate accident and incident information and, when necessary, carry out accident and incident investigations
- arrange periodic health and safety audits and liaise with the Head Teacher and Governing Body in relation to findings and any associated remedial actions

The Duties of the Caretaker, Kitchen Manager. Subject /Trip Leaders have specific delegated tasks in relation to health & safety management within their departments/subject areas. They must ensure that:

- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented
- Appropriate safe working procedures are brought to the attention of all staff via appropriate instruction and training and are enforced effectively
- They take appropriate action on health, safety and welfare issues referred to them, informing the Head Teacher or Governing Body of any problems they are unable to resolve within the resources available to them
- They carry out regular inspections of their area of responsibility and report / record these inspections to the Head Teacher or Governing Body
- All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated

The Duties of all Members of Staff

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. This also applies to volunteers who are under the control of the School.

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Specifically, 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 arrangements at all times
- Report all accidents and incidents in line with the reporting procedure
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in the 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

Pupils

Pupils, in accordance with their age and aptitude, are expected to:

- To exercise personal responsibility for the health and safety of themselves and others
- To observe standards of behaviour and dress consistent with safety and/or hygiene
- To observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety

Contractors

All contractors who work on the school premises are required to identify and control any risks arising from their activities and inform the Head Teacher of any risk that may affect the staff, pupils and visitors.

All contractors must be aware of this policy and the associated emergency procedures and comply with these requirements at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Head Teacher will take such actions as are necessary to prevent staff, pupils and visitors being put at risk from injury.

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SECTION 3: ARRANGEMENTS

The underlying process, which informs this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those persons responsible for the activity/area affected and recorded in writing. It will be the responsibility of the Head Teacher, Deputy Head Teacher, Team Leaders and School Business Manager to ensure that relevant risk assessments are maintained and kept up to date. The school will follow the guidance contained within the Devon Health and Safety Guidance Notes for Academies. In addition, the following school specific arrangements are in place:

- Linked partners and hirers, will exchange health and safety policies and procedures with the School and ensure that the health and safety of all staff and users will be protected to a level, which is reasonably practicable and equivalent in standard to that provided by the Devon County Council. In particular, partners will be required to provide school staff and others, who might be directly affected, with sufficient guidance and advice on any risks or procedures that will be new or unusual in comparison with the school routine activities.
- Accident/Incident Reporting: every injury must be recorded in-line with the identified procedures. Any injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity that the incident occurred.
- Asbestos: the School will take all necessary steps to avoid the possibility of uncontrolled release and exposure by carefully controlling building and refurbishment projects to its estate. The arrangements in place will be in accordance with statutory guidance and advice.
- Buildings/Premises: we will ensure that our School is kept in a condition which is safe for staff, students and others who may be present, in accordance with statutory requirements, including statutory inspection and maintenance of workplace plant and equipment.
- Consultation: Members of staff with concerns should normally raise them with their Line Manager. Staff should feel free to contact the appropriate trade union appointed safety representative. The School welcomes the support of trade unions in health and safety matters and will continue to work and consult with safety representatives appointed by trade unions in the implementation of sensible health and safety practices.
- Contractors: contractors carrying out work for the School will be vetted for their health and safety performance. They will be required to act in accordance with this policy and specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Head Teacher.

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- COSHH: The School recognises its fundamental duty to provide safe systems of work, and a safe and healthy working environment. This is particularly important when staff are using substances and chemicals, some of which may be hazardous. We aim to reduce the risk of using hazardous substances by carrying out COSHH risk assessments and then establishing appropriate control measures.
- Curriculum Safety: all programmes of study require that children should be taught about how to identify and reduce risks in the way that they work, and a balance must be achieved between independent learning and the supervision necessary to ensure safety. Staff will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for children to use.
- Fire Safety: the arrangements for fire prevention and dealing with an emergency are contained within the School's Emergency Plan document. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, prevent injury and minimise loss.
- First Aid: The School is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries. It will provide information and training on first aid to staff to ensure that statutory requirements and the needs of the School are met.
- Inspection and Monitoring: the Headteacher/School Business Manager will put in place the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that workplace precautions remain suitable and sufficient. There is an annual process to review risk assessments and safety review document(s) for the School.
- Legionella: we will take all necessary steps to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice.
- Lettings/shared use of premises: The Employing Body will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Academy health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.
- Medication Arrangements: there is no legal duty requiring the School to administer medicines. However, the School recognises that children with medical needs have the same rights of admission to the School and therefore has produced detailed arrangements for managing this.
- The school has a generic asthma inhaler for emergency use only
- Moving and Handling: any activities that involve significant manual handling tasks should be risk assessed and, where appropriate, training provided for staff.

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- Offsite Visits: suitable and sufficient arrangements are in place in respect to any visits off the School premises. Richard Blunt is the Educational Visits Co-ordinator for the School.
- Personal Safety: certain personal safety issues may arise, such as lone working, work affecting new and expectant mothers, young people and volunteers. We will seek to ensure that such issues are appropriately risk assessed, controlled, supervised and managed.
- Training and Information: training and development needs will be evaluated, and appropriate briefing and training provided. Health and safety training will be available to employees and records maintained by the School Business Manager. The Devon Health and Safety information will be made readily available to employees. From time to time, the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics. The Head Teacher will normally incorporate such codes into this health and safety policy and procedures. The School will take all reasonable steps to identify and reduce hazards to a minimum, but all children and staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the academy premises or while taking part in academy-sponsored activities.

Risk Assessment

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the Health & Safety Service. Specifically, the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:

- RA01
- RA04
- RA08
- RA11
- RA18
- Ra21
- RA22
- RA22B
- RA28

Risk assessments are available for all staff to view and are held centrally in the main office. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed annually unless there is an immediate change. This will be identified on risk assessment record.

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Accident/Incident Reporting

All employee accidents must be reported to the Governing Body. This will be achieved by entering accident details onto the OSHENS on-line accident reporting system.

Accidents to pupils and other non-employees should be recorded in the First Aid recording books located in the staffroom and KS1 area. Those accidents to pupils and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the Governing Body by entering accident details onto the OSHENS on-line accident reporting system.

Parents / carers will be notified immediately of all major injuries.

The Head Teacher will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Health & Safety Service.

Asbestos

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located in the main office.

The Asbestos Register is held in the main office and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment containing asbestos e.g. kilns, boilers. No work can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising manager shall ensure:

- The AMP is reviewed annually and that any changes are approved by the Governing Body
- That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASB1 form
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASB2 form according to the frequencies identified in the AMP. Any subsequent changes to asbestos containing materials on site will be recorded in the Register

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the School Business Manager at the earliest opportunity.

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Communication and Training

Detailed guidance and information about health & safety issues can be found in the Health & Safety Service's Guidance Notes which are located in the OSHENS Document Library. The Health & Safety Service also provides competent health and safety advice for school staff and can be contacted on 01392 382027 or at healthandsafety@devon.gov.uk

The Health and Safety Law poster is displayed in the staffroom.

Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities as identified by the relevant risk assessment
- refresher training where required

Training records will be kept in personnel files with the School Business Manager who is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant 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. All employees shall undertake work tasks as instructed and trained.

Consultation

Staff are represented on the Resources Committee. Consultation of day to day matters will be achieved by Friday morning staff briefing.

Members of staff with concerns should raise them initially with their departmental head or the Health & Safety. If required, requests for external advice should then be sought from the Health & Safety Service for concerns of employees which cannot be resolved locally.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Governing Body welcomes the support of trade unions in health and safety matters.

Contractors

All contractors must report to the main office where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register. To ensure contractor competency, School Business Manager will undertake competency checks prior to engaging a contractor.

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In respect of construction works, the School Business Manager has attended training to ensure that the client's duties under the Construction (Design & Management) Regulations 2015 have been understood and complied with. Specifically, SBM will ensure that any Designer/Principal Designer and Contractor/Principal Contractor is appointed in writing and will ensure that a Construction Phase H&S Plan is in place prior to any works commencing on the site.

Curriculum Activities

Risk assessments for the significant hazards within curriculum activities will be carried out by the Deputy Headteacher / Subject Co-ordinator. Using the appropriate Health & Safety Service's model risk assessments listed above.

Display Screen Equipment (DSE)

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. This will be achieved by completing the OSHENS DSE online training and assessment.

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) subject to a total cost of £45.00.

Fire and Emergencies

The Head Teacher is responsible for ensuring that the fire risk assessment is undertaken using the RA08 document and controls implemented accordingly. The fire risk assessment is located in the main office and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the main office. All staff will be briefed in the contents of this plan at induction and on an annual basis. This will be augmented by fire drills which will be undertaken termly. Evacuation procedures are also made known to all contractors / visitors.

The SBM & Caretaker are responsible for ensuring that the school's Fire Log is kept up to date.

Procedures for other critical incidents and off-site emergencies are contained within the School's Emergency Management Plan which is located in the main office, with the Headteacher and the shared drive and will be reviewed annually. Emergency contact and key holder details are held in the main office as well as on Connect2 and M & E Alarms.

First Aid

The school has risk assessed the need for first aid provision and the following first aid provision has been provided accordingly:

Emergency First Aid & Paediatric at Work level:

All staff on a two-year cycle, non-pupil day training, training Sept 17 and Jan 18

Advanced 3 day level - Jenny Jeffery, Gay Karczmarz, Lauren Green, Lindsay Gist

Generic Asthma inhaler is kept in the main office for emergency use.

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First Aid boxes are located at the following locations:
The main staffroom and KS1 kitchen area

The Headteacher with the SBM, when planning NPD training will ensure that refresher training is organised and Jenny Jeffery for maintaining the contents of first aid boxes.

Hazardous Substances

Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.

The responsible manager shall ensure that:

- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted by the Kitchen Manager and Caretaker to identify the safe working method and appropriate emergency procedures
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and never decanted into unmarked containers

Legionella

A water risk assessment for the school has been completed by the School Business Manager and Interserve is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. This risk assessment will be reviewed where significant changes have occurred to the water system.

Lettings/shared use of premises

The Governing Body will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant School health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

Maintenance of Plant and Equipment

Regular inspection and testing of school equipment is conducted to ensure that work equipment is maintained in a safe and efficient state. Records of such monitoring will be kept by the School Business Manager & Caretaker. All staff are required to report any problems found with plant/equipment to the Head Teacher. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

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The following specific statutory inspections and tests will be undertaken by a competent contractor:

- Annual gas appliance inspection and maintenance, to be undertaken by DCC appointed contractor.
- Annual gas/oil fixed heating plant inspection and maintenance, to be undertaken by DCC appointed contractor.
- Annual gas tightness test, to be undertaken by DCC appointed contractor
- Electrical installation inspection every 5 years by DCC appointed contractor, NPS Sept 17 survey completed.

Portable Electrical Appliances

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

All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependant upon the level of risk associated with the particular appliance type, 1 year and 3 year plan in place. This inspection and testing will be conducted by Devon PAT Testing each autumn term.

Personal items of equipment should not be brought into the school without prior authorisation and must be subjected to the same inspection process as school-owned equipment.

Medication Arrangements

Arrangements for medication are detailed in the separate Administration of Medicines Policy, which is reviewed annually. A copy of this policy can be found in the main office.

Monitoring

The Head Teacher will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health & Safety Review process undertaken by the Health & Safety Service. Feedback from this process is to be referred to the Governing Body. Last review was October 2016.

A general inspection of the site will be conducted half termly and be undertaken by a Governor and SBM. Feedback from this process is to be referred to the Governing Body.

Other processes employed to monitor compliance with this policy and health and safety performance in general include:

- *Day to day reporting is recorded in the premises daily task book which is maintained and monitored by the caretaker and SBM. Major problems will be recorded and emailed to the appropriate Governor who is responsible for premises and health and safety.*

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Moving and Handling

The risk assessment of significant manual handling tasks is undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

All moving and handling of pupils will be risk assessed by Georgia Newman, SENCo and recorded in a specific Handling Plan for the individual concerned. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use.

Offsite Visits

In line with the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy*, the DCC Educational Visit Adviser will be notified of all Category B and C visits via the *Evolve* online system.

For lower risk Category A visits the School's Educational Visits Co-ordinator, Richard Blunt, Deputy Headteacher, who will check the documentation and planning of the proposed activity and initially approve the visit before referring to the Head Teacher for final approval.

Personal Safety and Security

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. A separate specific Behaviour Policy in the main office is in place at the school.

Staff will report any such incidents on the OSHENS system in accordance with agreed accident/incident reporting procedures.

Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the Head Teacher in order to identify and implement control measures. The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits.

Staff working outside normal school hours must obtain permission of the Head Teacher.

School Security

The Headteacher is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area.

This will be reviewed annually or after significant change and recorded by amending the relevant section of the RA22 risk assessment document (updated summer 2017). The site is secure during school hours. Access can only be obtained through an intercom system with the main office; all visitors sign in and have appropriate badges which must be worn.

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Stress/Wellbeing

The school is committed to promoting high levels of health and well being and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards.

The school uses IMASS who are the approved DCC Occupational Health provider. Arrangements are in place for individual concerns and monitoring staff workloads e.g. return to work procedures following a period of absence. The school participates in the Employee Assistance Programme, including performance management arrangements, coaching and mentoring.

Where appropriate, risk assessment findings will be recorded on the RA25 document.

Work at Height

Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. 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.

Formal training on work at height will be undertaken where the need is identified in the risk assessment process described above. It will be ensured that:

- all work at height is risk assessed and properly planned and organised
- all those involved in work at height are trained and competent to do so
- the use of access equipment is restricted to authorised users
- access equipment is regularly inspected and maintained in a safe condition
- access to fragile surfaces is properly controlled

Work Experience

If the school *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed and findings will be communicated to the student and their parents/guardians via the student's secondary school. This assessment will be recorded on the RA28 risk assessment document.