



# Health and Safety Policy

|                    |   |
|--------------------|---|
| Status             | Statutory Guidance                        |
| Policy Updated     | December 2018<br>Checked by Andrew Bailey |
| Policy Agreed      | 10 <sup>th</sup> December 2018            |
| Panel Responsible: | MAT Board (AB)                            |
| Origin:            | Devon LA & Secondary MAT                  |
| Date Full Review:  | November 2019                             |
| Policy Management: | CEO                                       |



## **SECTION 2: ORGANISATION**

### **The Duties of the Employing Body (St Christopher's MAT)**

- To produce and regularly review the Health & Safety Policy for all academies within the Trust. 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, including training, to meet the academy's legal responsibilities as well as compliance with this policy
- To assist the employing body in discharging its legal obligations, the academy has appointed the Devon Health, Safety & Wellbeing 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 Devon Health, Safety & Wellbeing Service's Health & Safety Guidance Notes for Academies.

### **The Duties of the LGB**

The Local Governing Board (LGB) has no specific legal duties under the Health & Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999). However, the employer (the MAT Board) recognises their specialist site specific knowledge, and how they can play a vital part in the MAT's overall responsibility to Check, Monitor and Review the Health & Safety management process. As such the MAT delegates the following to the LGB.

- To ensure that the site-specific annex of the Arrangements section of the MAT's Health & Safety Policy has been completed.
- To ensure a suitably trained Health & Safety Co-ordinator is named for the site.
- To ensure that site staff have actioned any points highlighted in the (compulsory) HR One Health & Safety audit.
- To ensure that site staff undertake, on a termly basis, Health & Safety inspections / walks; at least one per year accompanied by a member of the LGB.
- To ensure that site staff are completing, and are suitably trained for, the Service and Monitoring Spreadsheet.
- To ensure that the Classroom Checklist are completed and actioned.
- To report to the Board on Health & Safety performance as and when requested.

## **The Duties of the Headteacher**

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

In particular, the Headteacher 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
- Where appropriate, ensure that Safe Systems of Work are in place and followed.
- Co-operate with the Employing 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 Employing 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 Employing Body any significant risks or policy requirements which cannot be met within the establishment's budget
- Identify the training needs of staff and ensure that all students are aware of safe and sensible behaviour and staff 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 where unions are represented in the school.
- 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

Whilst overall *responsibility* for health and safety cannot be delegated the Headteacher may choose to delegate certain *tasks* to the Health & Safety Co-ordinator.

## **The Duties of the Health and Safety Co-ordinator**

The Headteacher and Business Manager are responsible as Health and Safety Coordinators

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 academy
- co-ordinate and manage the identification and implementation of any necessary Safe System of Work
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Headteacher who reports to the employers
- co-ordinate 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 Head Teacher who reports of the Employing Body if funds are not available.
- assist with the identification of health and safety training needs and training delivery across the academy to ensure that staff and students 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 Headteacher and Employing Body in relation to findings and any associated remedial actions
- arrange, at least termly, health & safety walks in conjunction with the LGB portfolio holder, and report any necessary remedial actions to the Headteacher.
- collect completed Health and Safety Checklists for Classrooms, and other inspection results, from Heads of Departments, and report any issues to the Headteacher.

### **The Duties of Heads of Departments/Team Leader/ Supervisory Staff**

The Heads of Departments / Supervisory Staff have specific delegated tasks in relation to health & safety management within their departments/subject areas.

They must ensure that:

- They apply the arrangements described in this health and safety policy to their own department or area of work, including the arrangements described in any associated guidance notes
- Staff they line manage or supervise under their control are aware of and follow any externally adopted health and safety guidance
- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented
- They ensure that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively
- They take appropriate action on health, safety and welfare issues referred to them, informing the Employing Body via the Head Teacher of any problems they are unable to resolve within the resources available to them
- They carry out regular inspections of their areas of responsibility: also work with those within their department to complete the Health and Safety Checklist for Classrooms, and report / record these inspections to the Headteacher/Employing Body via the Health and Safety Co-

ordinator. This must be done on a termly basis.

- They ensure the provision of sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety
- 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 Academy.

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 academy's health and safety policy arrangements 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 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

### **Students**

Students, 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 academy 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 academy premises are required to identify and control any risks arising from their activities and inform the Headteacher via the Site Manager of any risk that may affect the staff, students 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 Headteacher will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury.

## **SECTION 3: ARRANGEMENTS**

The specific arrangements adopted by St Christopher's C of E (Primary) Multi Academy Trust are guided by the Health & Safety Guidance Notes provided by the Devon Health Safety & Wellbeing Service. Details of all arrangements can therefore be found in the Guidance Notes which can be accessed via the OSHENS system Document Library.

Details of these arrangements may be site specific, and may therefore be different at each academy within the Academy Trust.

Details for Risk Assessment, Accident / Incident Reporting and Lone Working will be the same at each location. Further details of arrangements will be attached as an annex to this policy at each academy within the Academy Trust. These further arrangements are guided as above and must be approved by the Academy Trust.

The Academy Trust also has a subscription to CLEAPSS via the Devon Health, Safety & Wellbeing Service. CLEAPSS guidance has been adopted to guide arrangements in Science, D&T and Art.

In addition the following publications have been adopted to guide arrangements for safety in specific curriculum areas:

- Safe Practice in Physical Education and School Sport' Association of Physical Education 'AfPE' <http://www.afpe.org.uk/>
- Health and Safety Checklist for classrooms, See Appendix 1 of this policy
- School Trips and Outdoor Learning Activities, Tackling the Health and Safety Myths, <http://hse.gov.uk/services/education/schooltrips.htm>
- Outdoor Education, Visits and Offsite Activities Health & Safety Policy. Devon County Council and Torbay Council, [www.devonvisits.org.uk](http://www.devonvisits.org.uk)

### **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 Devon Health Safety & Wellbeing Service. Specifically the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:

- RAA01 – RAA35 inclusive

Where model risk assessments do not address all the significant hazards of the academy, the RAA01 format will be used to record the significant findings of risk assessment decisions.

Risk assessments are available for all staff to view and are held centrally by the Health and Safety Co-ordinator. 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 either annually or every 3 years depending upon the levels of risk. This will be identified on the RAA model risk assessments.

For full details relating to risk assessment arrangements, reference should be made to the HSA0047 Guidance Note.

### **Accident / Incident Reporting**

All employee accidents must be reported to the Employing Body. This will be achieved by the Headteacher informing the Board Health & Safety Portfolio Holder. All accident details must be entered onto the OSHENS on-line accident reporting system.

Accidents to students and other non-employees should be recorded in the accident book kept and administered by the Health and Safety Co-ordinator. Those accidents to students and members of the public which are work related, in that they have arisen out of a material defect or issue which needs addressing must also be reported to the Employing Body by the Headteacher informing the Board Health & Safety Portfolio Holder. All accident details onto the OSHENS on-line accident reporting and where appropriate an investigation is to be conducted (see guidance).\*

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

Accidents will be monitored for trends and a report made to the Employing Body via the regular meetings between the Headteacher, LGB and Board Health and Safety portfolio holder.

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

For full details relating to accident reporting arrangements, reference should be made to the HSA001 Guidance Note.

### **Lone Working**

Lone working is defined as “workers who are separated from their work colleagues”. Members of the public, visitors or students are not work colleagues.

To manage the risk associated with lone working, a Risk Assessment must be carried out and safe systems of work developed. Various control measures may have to be introduced into the safe systems of work, such as: -

- No lone working in high risk activities, e.g. Working at Height
- Arrangements for remote supervision and good communication including emergency contact numbers
- No lone meetings with parents in certain circumstances suggest: Where there

are concerns about a parent's conduct the meeting will be conducted with two staff present

- Use of alarm systems

This list is not exhaustive, specific tasks will need careful consideration of the management of the associated risks.

### **Radon**

All academies must have a regime in place for the monitoring of radon within their premises. Testing should be undertaken at intervals as determined by our property advisors, Exeter Diocesan Property Services (EDPS), based on previous results and known geographical risk.

If an academy has no history of testing, EDPS must be contacted immediately, with monitors being placed as soon as practicably possible.

Any recommended remedial actions must be undertaken.

### **Movement around site**

All academies must Risk Assess the movement of staff, pupils, and visitors, etc, around their site.

This will include the principal risks and must identify any control measures taken, for example:-

- Decluttering corridors
- Adequate lighting
- Highlighting steps
- Non-slip surfaces
- Manifestations on glass doors

# ANNEX TO ST. CHRISTOPHER'S MULTI ACADEMY TRUST HEALTH & SAFETY POLICY

## Further Arrangements specific to Lady Modiford's & Meavy PRIMARY ACADEMIES

*Other arrangements in alphabetical order:*

### **Asbestos**

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located with the Business Manager/Senior Administrator

The Asbestos Register is held in the Business Manager/Senior Administrator's 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 that may contain asbestos. Contractors will sign to acknowledge receipt of the Asbestos Register. 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 or more frequently if the Asbestos Register recommends this and that any changes are approved by the Employing 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
- All changes to asbestos containing materials on site, whether due to removal works or accidental damage, 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 Headteacher or Business Manager/Senior Administrator at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HSA004 Guidance Note as well as the Asbestos Management Plan.

### **Communication and Training**

Detailed guidance and information about health & safety issues can be found in the Devon Health, Safety & Wellbeing Service Guidance Notes which are located in the OSHENS Document Library. The Devon Health, Safety & Wellbeing Service also provide competent health and safety advice for Academy staff and can be contacted on 01392 382027 or on [healthandsafety@devon.gov.uk](mailto:healthandsafety@devon.gov.uk).

*The Health and Safety Law poster is displayed in the staff room*

### **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 by the Business Manager in Lady Modiford's school office. This person is responsible for co-ordinating health and safety training needs. The school has 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.

For full details relating to staff training, reference should be made to the HSA0055 Training Guidance Note.

### **Consultation**

Staff are represented on the LGB by the Staff Governor. Consultation of day to day matters will be achieved by discussions at staff meetings and dissemination by email. Staff meetings are held on Wednesday afternoons alternately at each setting.

Members of staff with concerns should raise them initially with the Head Teacher and/or the Health & Safety Coordinator. If required, requests for external advice should then be sought from the Devon Health, Safety & Wellbeing Service for concerns of employees which cannot be resolved locally.

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

For full details relating to staff consultation, reference should be made to the HSA008 Guidance Note.

### **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 the schools' offices where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Where necessary, contractors will also be requested to sign

to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency, the federation Business Manager will undertake appropriate competency checks prior to engaging a contractor. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The academy, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

The Headteacher and Business Manager are responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work. The Business Manager will ensure that the specific client requirements of the Construction (Design & Management) Regulations 2007 have been complied with.

For full details relating to the control of contractors, reference should be made to the HSA0007 CDM Guidance Note.

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by the relevant SLT and/or Phase Leaders / Subject Leaders using the appropriate Devon Health, Safety & Wellbeing Service model risk assessments listed above.

Within science, CLEAPSS Hazards and Recipe Cards are used as model risk assessments to manage the risks within practical activities. The specific controls adopted in these activities will be checked against these models and significant findings incorporated into schemes of work / lesson planning.

For full details relating to the higher risk curriculum areas, reference should be made to the HSA0003, HSA0011, HSA0042 and HSA0049 Guidance Notes.

### **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 £100

For full details relating to DSE, reference should be made to the HSA0012 DSE Guidance Note.

### **Fire Safety**

The Headteacher is responsible for ensuring the academy's fire risk assessment is undertaken using the RAA08 document and controls implemented accordingly. The fire risk assessment is located in the governor's drop box and in the fire folder in the office and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the school office and a summary Fire Action notice will be posted at the exit point of each room. These procedures will be reviewed along with the fire risk assessment and are made available to all staff as part of the school's induction process.

All staff will be briefed in the contents of the Fire Emergency Plan on an annual basis. This will be augmented by fire drills which will be undertaken termly and results recorded in the Fire Log book. Additional specific fire safety training will be undertaken as identified in the Fire Risk Assessment.

Evacuation procedures are also made known to all contractors / visitors.

Emergency contact and key holder details are held in the school office

*The Health and Safety Coordinator* is responsible for ensuring that the academy's Fire Log is kept up to date and that the following inspection / maintenance is undertaken:

- Dates of fire fighting equipment inspections and checks
- Dates and outcome of fire alarm system(s) inspections and checks
- Dates and outcome of emergency lighting system - records of tests
- Dates and outcome of visits by Devon & Somerset Fire & Rescue
- List of all fire training / instruction carried out
- Dates and outcome of fire drills

Procedures for other critical incidents and off-site emergencies are contained within the Academy's Emergency Management Plan which is located in the policy file in the school office and will be reviewed annually

For full details relating to fire safety, reference should be made to the HSA0018 Fire Safety Guidance Note.

### **First Aid**

The school has risk assessed the need for first aid provision and this is recorded on the RAA09 risk assessment document. The following first aid provision has been provided accordingly:

Paediatric Emergency First Aid:

Lady Modiford's:

Sarah Ratcliffe 8th May 2018 Paediatric First Aid

Joanne Davey 5th Feb 2018 Paediatric First Aid

Joanne Davey 7th May 2018 EFAW

Eve Fry 29th Sept 2018

Meavy:

Kate Gawadzyn First Aid 5th February 2018

Tracy Coupland Pediatric First Aid 5th February 2018

Sarah Watt Pediatric First Aid 8th May 2018

Derek First aid at work 2017.

First aid qualifications remain valid for 3 years. The academy business manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aider trained staff leave.

First Aid boxes are located at the following locations:  
In the staff room and beside the main entrance

Jo Davey LM and the administrators Meavy are responsible for maintaining the contents of first aid boxes at and replenishing stocks as necessary.

For full details relating to first aid, reference should be made to the HSA0019 First Aid Guidance Note.

For full details relating to first aid, reference should be made to the HSA0019 First Aid Guidance Note.

### **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.

Within curriculum areas Subject Leaders and Class teachers are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, Subject Leaders must ensure that an up to date inventory of hazardous substances and CLEAPSS model risk assessments are in place within their department. It shall be ensured that the findings of model risk assessments are incorporated into point-of-use documents within the department.

In all other areas 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 and that these assessments are recorded and control measures are understood by those staff that are exposed to the product/substance. This will include the identification and provision of appropriate Personal Protective Equipment
- 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

For full details relating to the control of hazardous chemicals, reference should be made to the HSA0010 COSHH Guidance Note.

### **Legionella**

A water risk assessment for the academy has been completed by Liam Cotterill and the Headteacher 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.

For full details relating to the control of legionella, reference should be made to the HSA0028 Legionella Guidance Note.

### **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.

### **Maintenance of Plant and Equipment**

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by The Administrator and Health & Safety Officer and the Servicing and Maintenance Record Overview is stored in St. Christopher's Dropbox. All staff are required to report any problems found with plant/equipment to the responsible manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The following specific statutory inspections and tests will be undertaken:

- Pressure Vessel Thorough Examination according to a Written Scheme, to be undertaken by TDA
- Annual gas appliance inspection and maintenance, to be undertaken by TDA
- Annual gas tightness test, to be undertaken by TDA

The Headteacher is responsible for identifying all plant and equipment in an equipment register for their area of responsibility. Where such plant and equipment present significant hazards, risk assessments will be undertaken and any training needs and personal protective equipment requirements are provided

### *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 responsible manager.

All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the particular appliance type]. This inspection and testing will be conducted by PAT Testing Southwest annually.



The Health & Safety Officer is responsible for keeping an up-to-date inventory of all relevant electrical appliances within their areas of responsibility and for ensuring that all equipment is inspected and where appropriate tested according to the frequencies set out above

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

An electrical installation test will be conducted by TDA every 5 years. The Headteacher is responsible for arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.

For full details relating to work equipment and electrical safety, reference should be made to the HSA0016 and HSA0058 Guidance Notes.

## **Medication Arrangements**

Please see Medication Policy on school website

Students will be encouraged to self-administer medications wherever this is appropriate. Nevertheless, the academy will, at the request of the parent / carer and with the consent of the Headteacher, administer medication prescribed by a doctor.

In circumstances when a student suffers headaches, menstrual pains, toothache etc. staff may be asked to provide a mild analgesic to relieve pain. Only analgesics containing paracetamol will be given to children under the age of 16 when parents have given *prior written permission*.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

Setting Admin Staff are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. All administration undertaken by academy staff will be recorded. Records of administration will be kept in the school offices. Where required, training will be undertaken by staff to administer specific medications.

All non-emergency medication kept in school is securely stored in the disabled toilet at Meavy and in the staff room at LM with access strictly controlled. Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the locked cupboard in the disabled toilet at Meavy and in the cupboard in the staff room at LM and clearly labelled.

For full details relating to the administration of medication, reference should be made to the HSA0032 Medication Guidance Note.

## **Monitoring**

The Headteacher, (assisted by the Health and Safety Co-ordinator), 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 Devon Health, Safety & Wellbeing Service. Feedback from this process is to be referred to the LGB and St Christopher's MAT CEO.

A general inspection of the site will be conducted termly and be undertaken by The Headteacher and Premises Portfolio holder. The person(s) undertaking inspection will complete a report in writing and submit this to the Head Teacher and the Employing Body. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher.

Inspections will be conducted jointly with the Academy's health and safety representative(s) if possible.

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

- Training records to be kept by the LGB and school
- Audits carried out by Devon H&S team on behalf of the Trust in a 3 yearly cycle.

For full details relating to monitoring, reference should be made to the HSA0005 Audit & Monitoring Guidance Note.

## **Moving and Handling**

Generic risk assessments for regular manual handling operations are 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 manual handling activities which present a significant hazard, which are not accounted for in the generic risk assessments described above, will be reported to *the Headteacher*. Where such activities cannot be avoided, a specific 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 instructions given when carrying out the task. Staff should ensure that they do not lift heavy items unless they have received a briefing on the control measures in place.

All moving and handling of students will be risk assessed by *Headteacher and or SENDCO* and recorded in a specific Handling Plan for the individual concerned. The format found in the HSA0035 Guidance Note will be used. 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. There is no equipment for moving/handling people.

For full details relating to moving and handling, reference should be made to the HSA0034/35 Moving and Handling Guidance Notes.

## **Offsite Visits**

The Academy has adopted the Devon County Council (DCC) document *Outdoor Education, Visits and Off-site Activities Health & Safety Policy* as its own policy.

In line with this policy, the DCC Educational Visit Adviser has been engaged to endorse arrangements for higher risk activities. The DCC Educational Visit Adviser will therefore be notified of all Category B and C visits via the *EvoVe* online system.

The *EvoVe* system will also be used for the planning and approval of all lower risk Category A offsite visits. Relevant risk assessments will be attached electronically as required. The Academy's Educational Visits Co-ordinator Derek Parkin will check the documentation and planning of the trip and, if acceptable, initially approve the visit before referring to the Headteacher for final approval.

For full details relating to educational visits, reference should be made to the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2014*.

## **Personal Safety and Security**

The Academy 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 Parent Behaviour Policy is in place at the Academy.

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 relevant line manager in order to identify and implement control measures. Work involving potentially significant risks (for example work at height) will not be undertaken whilst working alone. In order to ensure that this is the case, staff working outside normal school hours must obtain permission of the Headteacher

The requirement to undertake a lone working risk assessment will also extend to working alone off site where staff conduct home visits.

### *School staff responding to call outs*

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 where possible. They should not enter the premises unless they are sure it is safe to do so.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RAA13 risk assessment document.

### *Academy Security*

The Headteacher and the Portfolio Governor for H&S are 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 RAA24 risk assessment document.

For full details relating to security and lone working issues, reference should be made to the HSA0031 Lone Working and HSA0050 Security Guidance Note.

### **Radioactive Sources**

The academy has adopted the CLEAPSS guidance L93 '*Managing Ionising Radiations and Radioactive Substances in Schools & Colleges*' as its policy arrangements for the use of radioactive sources. The separate Standard Operating Procedures outline the precise procedures to be followed.

- CLEAPSS provide the Radiation Protection Adviser (RPA). The name and contact details are contained within the Standard Operating Procedures document
- The Devon Health, Safety & Wellbeing Service provide the Radiation Protection Officer role and contact details are contained within the Standard Operating Procedures document
- The Radiation Protection Supervisor is the Health & Safety Co-ordinator The RPS is responsible for ensuring that the Use Log is kept up to date and, where required, leak tests are conducted and recorded annually in the relevant Source History

For full details relating to the safe use of radioactive sources, reference should be made to the L93 '*Managing Ionising Radiations and Radioactive Substances in Schools & Colleges*' document.

### **Stress/Wellbeing**

The Academy is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards. St Christopher's MAT buys back occupational health support and this can be accessed by all staff through the Headteacher

The Headteacher conducts most return to work procedures following any absence.

Where appropriate, risk assessment findings will be recorded on the RAA25 document.

For full details relating to staff wellbeing, reference should be made to the HSA0024 Health Issues for Staff Guidance Note.

### **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 etc.

Formal training on work at height will be undertaken where the need is identified in

the work at height risk assessment. Such training will also be undertaken by those who line manage staff who work at height. The Academy's nominated person(s) responsible for work at height are the Headteacher and Health & Safety Co-ordinator.

The nominated person(s) shall ensure:

- 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
- a register of access equipment is maintained and all equipment is regularly inspected and maintained
- access to fragile surfaces is properly controlled

For full details relating to the control of work at height, reference should be made to the HSA0060 Work at Height Guidance Note.

### **Work Experience**

*The HofTL* is responsible for managing and co-ordinating work experience.

All placements are subject to pre-placement checks by *the HofTL* who will assess the suitability of the placement and maintain a list of suitable host employers. No work experience placement will go ahead if deemed unsuitable.

- If significant hazards exist within the work tasks of any work placement, these will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians
- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities
- Arrangements will be in place to visit/monitor students during the placement
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur
- All incidents involving students on work placement activities will be reported to by the employer to the Academy at the earliest possible opportunity

If the Academy *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians. This assessment will be recorded on the RAA28 risk assessment document.

### **Workplace safety**

*The Headteacher* is responsible for undertaking a risk assessment for general sites and buildings safety in order to identify and implement control measures for the following site workplace hazards:

- Slips, trips and falls
- Glazing
- Trees
- Waste storage and disposal

- Vehicle/pedestrian conflict

This will be reviewed annually or after significant change and recorded by amending the RAA03 risk assessment document.

For full details relating to the control of hazards within the premises, reference should be made to the HSA0044 Premises Guidance Note.

## Appendix 1

### Lady Modiford's and Meavy Primary Academies

Please complete the checklist below and should you identify any other hazards associated with the daily use of your classroom/office please add in the space provided. This needs to be completed, as it is fulfilling part of your duties under Health and Safety legislation.

| Name  |   | Location/Room number |                       |     |
|---|---|----------------------|-----------------------|-----|
| Questions you should ask:                       |   | Yes                  | Further action needed | N/A |
| Movement around the classroom (slips and trips) | <p>Is the internal flooring in a good condition?</p> <p>Are there any changes in floor level or type of flooring that need to be highlighted?</p> <p>Are gangways between desks kept clear?</p> <p>Are trailing electrical leads/cables prevented wherever possible?</p> <p>Is lighting bright enough to allow safe access and exit?</p> <p>Mobile classrooms –</p> <p>Are access steps or ramps properly maintained?</p> <p>Are access steps or ramps provided with handrails?</p>   |                      |                       |     |
| Work at Height                                  | <p>Do you have a kick step or stepladder available for use where necessary?</p> <p>Is a window opener provided for opening high level windows?</p>  |                      |                       |     |
| Furniture and fixtures                          | <p>Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?</p> <p>Is furniture in good repair and suitable for the user?</p> <p>Is portable equipment stable e.g. a TV on a suitable trolley?</p> <p>Where window restrictors are fitted to upper-floor windows, are they in good working order?</p> <p>Are hot surfaces of radiators etc. protected where necessary to prevent the risk of burns to vulnerable young people?</p> <p>Has any damaged furniture been removed and replaced?</p> |                      |                       |     |
| Computers and similar equipment                 | <p>If you use computers as part of your job, has a workstation assessment been completed?</p> <p>Have pupils been advised about good practice when using computers?</p>   |                      |                       |     |
| Electrical equipment and services               | <p>Are fixed electrical switches and plug sockets in good repair?</p> <p>Are all plugs and cables in good repair?</p> <p>Has portable electrical equipment been visually checked and, where necessary, tested at suitable intervals to ensure that it is safe to use?</p> <p>Has any damaged electrical equipment been taken out of service or replaced?</p>  |                      |                       |     |
| Asbestos  | <p>The Academy has a current asbestos register available in the Business Manager's office. To prevent any asbestos incident please do not attach anything to the walls/ceilings which will damage the surface. If any work is required please email the Headteacher and Business Manager</p>  |                      |                       |     |
| Fire  | <p>If there are fire exit doors in the classroom, are they:</p> <p>Unobstructed?</p> <p>Kept locked?</p> <p>Easy to open from the inside?</p> <p>Is fire-fighting equipment in place in the classroom?</p> <p>Are fire evacuation procedures clearly displayed?</p> <p>Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?</p>   |                      |                       |     |
| Workplace                                       | <p>Does the room have natural ventilation?</p>  |                      |                       |     |

|  |   |  |  |  |
|--|---|--|--|--|
| (ventilation, lighting, condition and heating) | Are all the lights working?<br>Can a reasonable room temperature be maintained during the use of the classroom?<br>Are measures in place, for example blinds, to protect from glare and heat from the sun?<br>Is there mould on the walls/ceilings? |  |  |  |
|--|---|--|--|--|

| Additional issues |  | Yes | Further action needed | N/A |
|-------------------|--|-----|-----------------------|-----|
|                   |  |     |                       |     |

|        |      |
|--------|------|
| Signed | Date |
|--------|------|

**PLEASE RETURN TO Business Manager**



## Policy History

| <b>Date</b>   | <b>Action</b>  | <b>Ratification Date</b> | <b>Author</b>                   |
|---------------|--|--------------------------|---------------------------------|
| July 2016     | Policy written following LA Guidance                             | July 2016                | Andrew Bailey/<br>Liz Sanderson |
| Sept 2016     | Policy amended after annual review and monitoring of performance | October 2016             | Andrew Bailey                   |
| November 2017 | Changes to LGB duties on Page 3                                  | December 2017            | Andrew Bailey                   |
| April 2017    | This policy amended to be accepted from the MAT                  | April 2017               | Gavin Hamilton                  |
| Dec18         | This updated policy was amended to be accepted by the LGB        | Jan 2019                 | Gavin Hamilton                  |