


HEALTH AND SAFETY POLICY (Primary)
Sampford Peverell C of E Primary School

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Signed by Chair of Trustees Hugh Whittaker	

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1. STATEMENT OF INTENT

Our Health & Safety Policy is outlined below. It is endorsed by the Board of Trustees, who accept full responsibility for these issues, and require all employees to help in complying with our legal and moral duties to 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 sets out the health and safety management system, and organisational responsibility for Ventrus Multi Academy Trust.
- This policy will be brought to the attention of all members of staff during induction and refreshed annually. A master copy will be kept in the main school office, with a copy placed on the school website.
- This policy statement will be reviewed annually, or earlier if legislation changes, by the Trust Estates & Facilities Manager.

The Trustees, Executive Leadership Team and our Headteachers, Senior Leadership Teams, local governors and staff are committed to providing a safe and healthy environment for all users of the Trust premises. Pupils and staff alike are encouraged to look out for themselves, and one another, and share any concerns they may have swiftly and appropriately.

1.1 Our Health and Safety Aims

- To ensure a safe working environment for members of the Trust/schools, visitors and others using Trust premises.
- To ensure the systems in place provide plant, equipment, resources and systems of work that are safe and minimise the risk to health as far as is reasonably practical.
- To raise awareness among all users of the Trust schools as to their responsibility for managing the health & safety of themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees and authorised volunteers to avoid hazards and contribute positively to their own health and safety at work.
- To periodically monitor, review and update safety procedures throughout the Trust/schools and communicate appropriately.
- To create, maintain and monitor an appropriate system for health & safety which places the safety of all who use the Trust buildings at the forefront of our processes and procedures.

2. ORGANISATION

2.1 The Duties of the Executive Leadership Team

- To produce and regularly review the Health & Safety Policy for 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 to meet the Trust's legal responsibilities, as well as compliance with this policy.
- Ensure consultation arrangements are in place for staff and their trade union

representatives.

- To assist the Board of Trustees in discharging its legal obligations, the Trust has appointed the Devon County Council (DCC) 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 DCC Health & Safety Service's Health & Safety Arrangement notes for Academies.

As a Trust, we must protect people from harm. This includes taking reasonable steps to protect our staff, pupils and others from Coronavirus. A COVID-19 risk assessment RAACo19 has been completed to help us manage the risk of COVID-19 and to protect people from harm, in as far as is reasonably practicable.

We have identified and put in control measures on:

- work activities or situations which might cause transmission of the virus;
- those staff and pupils who could be at increased risk (Vulnerable Person's Risk Assessment - VRA);
- how likely it is that someone could be exposed.

Our RAACo19 risk assessments are published on our school website.

2.2 The Duties of the Headteacher

The Headteacher 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 Trust premises, or participating in school 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.
- Communicate the policy and other appropriate health and safety information to all relevant people, including contractors.
- Report to the Executive Leadership Team on health and safety performance and 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 Estates & Facilities Manager, or if necessary, the Executive Leadership Team, any significant risks, or policy requirements, which cannot be met from within the school's budget.
- Identify the training needs of staff and ensure they are competent to carry out their roles and are provided with adequate information, instruction and training.
- In consultation with the Estates & Facilities Manager 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.
- Keep the Local Governing Body informed of strategic issues in relation to health and safety.
- Ensure that the appropriate member of staff liaise with the Health & Safety Governor, prior to LGB Meetings.

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

The role of Health & Safety Coordinator for the school has been delegated to Mrs H Elliott.

2.3 The Duties of the Health and Safety Co-ordinator

The Health and Safety Co-ordinator has the delegated task of assisting the Headteacher to 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 Headteacher.
- 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 Headteacher and Estates & Facilities Manager.
- Assist with the identification of training needs and training delivery 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 & liaise with the Headteacher in relation to findings and associated remedial actions.

2.4 The Duties of School Leaders & Caretakers

These staff will have specific delegated tasks in relation to health & safety management within their team's areas of responsibility. 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 and inform the Headteacher.
- They carry out regular inspections of their area of responsibility and report / record these inspections to the Headteacher.
- Record, report and investigate all accidents (including near misses) occurring within their area of responsibility, and report them to the Headteacher.

2.5 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.

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 Trust'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 Headteacher, or a member of the Senior Leadership Team.
- 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.

2.6 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.

2.7 Contractors

All contractors who work on the Trust premises are required to identify and control any risks arising from their activities and inform the School Caretaker and/or Headteacher of any risk that may affect the staff, pupils and visitors.

All contractors are made aware of their responsibilities and the associated emergency procedures, by receiving and signing a Contractors' Health & Safety Induction, they must comply with these requirements at all times. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

In instances where the contractors create hazardous conditions and refuse to eliminate them, or take measures to make them safe, the Headteacher will take such actions as are necessary to prevent staff, pupils and visitors from being put at risk from injury.

To ensure contractors' competency, the School Caretaker will undertake appropriate competency checks prior to engaging a contractor. They will request and review all associated Risk Assessments & Method Statements, prior to work commencing. They are responsible for monitoring areas where the contractors' work may directly affect staff and pupils. The Estates & Facilities Manager will liaise with the School Caretaker to ensure that the specific client requirements of the Construction (Design & Management) Regulations 2015 have been complied with.

For full details relating to the control of contractors, reference should be made to the HSA07 CDM Arrangements Note.

3. ARRANGEMENTS

3.1 Risk Assessment

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made by those persons responsible for the activity/area affected, and the significant findings of these decisions will be recorded in writing, shared and signed off by the Headteacher. This will be achieved principally by amending and adopting the model risk assessments provided by the DCC Health & Safety Service and the Trust's Estates & Facilities

Manager.

Risk assessments and a central Trust Risk Assessment Register are available for all staff to view and are held centrally in the School Office and on the server. 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 by the Headteacher and Health and Safety Co-ordinator at each school annually; if any determining factors arise then the risk assessment will be reviewed and amended accordingly.

For full details relating to risk assessment arrangements, reference should be made to the HSA47 Arrangements Note.

Other arrangements in alphabetical order:

3.2 Accident/Incident Reporting

All employee, pupil and other non-employee accidents must be reported to the Headteacher, and if deemed necessary to the Executive Leadership Team. This will be achieved by entering accident details into the school accident book and also onto the OSHENS on-line accident reporting system if non-minor injuries.

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 by entering accident details onto the OSHENS on-line accident reporting system.

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

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

All accidents which fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 must be reported via the OSHENS on-line accident reporting system. The DCC Devon Health & Safety Service will then report these to the HSE.

For full details relating to accident reporting arrangements, reference should be made to the HSA01 Arrangements Note.

3.3 Asbestos

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

The Asbestos Register is held in the School 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. 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 Headteacher

- and the Estates & Facilities Manager for the Trust.
- 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(A) and/or Contractor signing-in form
 - An annual visual inspection of those asbestos containing materials remaining on site is conducted by NPS and a report retained in the Asbestos File. Any subsequent changes to asbestos containing materials on site will be recorded in the Asbestos Register by the School Caretaker.

All parties will ensure that any damage to materials known, or suspected to contain asbestos, should be reported to the Headteacher at the earliest opportunity. The Trust Estates & Facilities Manager should also be notified, by the Headteacher.

For full details relating to the management of asbestos, reference should be made to the HSA04 Arrangements Note, as well as the Asbestos Management Plan.

3.4 Communication and Training

Guidance and information about health & safety issues can be found in the DCC Health & Safety Service's Arrangement notes, which are located in the OSHENS Document Library. The Health & Safety Service also provide competent health and safety advice for Trust staff and can be contacted on 01392 382027 or via healthandsafety@devon.gov.uk.

The Health and Safety Law poster is displayed in the School Office.

3.5 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 assessments;
- refresher training where required.

Training records will be kept in the School Office. Mrs H Elliott 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.

For full details relating to staff training, reference should be made to the HSA55 Training Arrangements Note.

3.6 Consultation

Consultation of day to day matters will be achieved via staff meetings delivered by the Headteacher, or person with delegated authority or expertise.

Members of staff with concerns should raise them with their Health & Safety Coordinator, or with their Headteacher. If required, requests for external advice should then be sought from the Estates

& Facilities Manager or the Executive Leadership Team, who may seek support from the DCC Health & Safety Service where matters cannot be resolved locally.

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

For full details relating to staff consultation, reference should be made to the HSA08 Arrangements Note.

3.7 Curriculum Activities

Risk assessments for the significant hazards within curriculum activities will be carried out by the Headteacher, in consultation with relevant staff, using the appropriate DCC Health & Safety Service's risk assessments.

For full details relating to the primary curriculum areas, reference should be made to the HSA46 Arrangements Note.

3.8 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). For more information, to check eligibility or to request a voucher, please contact payroll@ventrus.org.uk, prior to arranging an eyesight test.

For full details relating to DSE, reference should be made to the HSA12 DSE Arrangements Note.

3.9 Fire and Emergencies

The Headteacher is responsible for ensuring that the Fire Risk Assessment is undertaken using the RAA08 document and controls implemented accordingly. The Fire Risk Assessment is located in the School Office and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan which is located in the School Office. All staff will be briefed on 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 School Caretaker is responsible for ensuring that the school's Fire Log-Book 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 School Office and will be reviewed annually. Emergency contact and key holder details are held in the School Office.

COVID-related variations to the fire and evacuation procedures/staffing issues have been considered, refer to RAA08, & RAACo19b.

For full details relating to fire safety, reference should be made to the HSA18 Fire Safety Arrangements Note.

3.10 First Aid

The school has risk assessed the need for first aid provision and there are trained staff in First Aid at Work, Emergency First Aid at Work and Paediatric Training. A complete list of trained staff is on the school noticeboard and held in the school office files.

First Aid boxes are located at the following locations: School Office, all Classrooms and Play Shed.

Mrs H Elliott will ensure that refresher training is organised and for maintaining the contents of first aid boxes.

COVID-related staffing issues have been considered and reflected in the RAA09.

For full details relating to first aid, reference should be made to the HSA19 First Aid Arrangements Note.

3.11 Hazardous Substances/COSHH

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 School Caretaker 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 Headteacher and the School Caretaker to identify the safe working method and appropriate emergency procedures;
- all chemicals are appropriately and securely stored out of the reach of pupils;
- 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 HSA10 COSHH Arrangements Note.

3.12 Legionella

A water risk assessment for the school has been completed by Churchills and the School Caretaker 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.

A Water Hygiene Management Plan for the school has been completed by the School Caretaker.

For full details relating to the control of legionella, reference should be made to the HSA28 Legionella Arrangement Note.

3.13 Lettings/shared use of premises

The Headteacher will ensure that the hirer has Public Liability Insurance and will share with the hirer all relevant school health and safety information, including the schools Covid-19 RA. The hirer will be required to provide copies of their own risk assessments for all lettings and sign the Ventrus Lettings Agreement.

3.14 Maintenance of Plant and Equipment

Regular inspection and testing of Trust equipment is conducted to legislative requirements, by competent contractors. Records of such monitoring will be kept by Mrs H Elliott and can be located in the School Office. All staff are required to report any problems found with plant/equipment to the Headteacher. Defective equipment will be clearly marked and taken out of service, by storing in a secure location pending repair/disposal. Following disposal, the school asset management system will be updated.

The following specific statutory inspections and tests will be undertaken, records are kept within the school office and on the Connect2 system.

- Annual gas appliance inspection and maintenance.
- Annual gas tightness test.
- Electrical installation inspection every 5 years.
- Legionella.
- Fire Alarms.
- Emergency Lighting.

3.15 Portable Electrical Appliances

All portable items of electrical equipment will be subject to the below formal inspection: -
Every **1** year for Portable Electrical Appliances & IT equipment in teaching rooms (which is likely to be tampered with) and every **2** years for fixed IT equipment. Staff also conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment to be immediately removed from use and reported to the Headteacher.

New equipment should be supplied in safe condition and does not require a formal test, just a visual inspection to check for any damage.

This inspection and testing will be conducted by the School Caretaker.

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

For full details relating to work equipment and electrical safety, reference should be made to the HSA16 and HSA58 Arrangements Notes.

3.16 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 on the Trust website.

All medication kept in school is securely stored in a locked cupboard within the School Office, medication is clearly labelled. We hold auto injectors as spares in case of emergency.

These auto injectors are for emergency use only in case a pupil or member of staff has forgotten, lost, or their own medication fails to work. This medication is checked on a monthly basis and these checks recorded on the school medication record sheet.

Further guidance can be found <https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools>

For full details relating to the administration of medication, reference should be made to the HSA32 Medication Arrangements Note.

3.17 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 DCC Health & Safety Service. Feedback from this process is to be referred to the Headteacher, Local Governing Body and the Board of Trustees.

A general inspection of the site will be conducted **monthly** and be undertaken by the School Caretaker. Feedback from this process is to be referred to the Headteacher and the Health and Safety Governor.

The monthly site inspections will be monitored by the Trust's Estates & Facilities Manager.

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

- Review of all school accidents by the Headteacher.
- Reviewing all Statutory & Mandatory Remedial Reports by the Headteacher.
- Spot checks on risk assessments & audit files by the Trust's Estates & Facilities Manager.

For full details relating to monitoring, reference should be made to the HSA05 Audit & Monitoring Arrangements Note.

3.18 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 the SENDCo and Headteacher and recorded in a specific Handling Plan for the individual pupil concerned. The format found in the HSA35 Arrangement Note will be used. All staff who move and handle pupils 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.

For full details relating to moving and handling, reference should be made to the HSA34/35 Moving and Handling Arrangements Notes.

3.19 Offsite Visits

The Trust has adopted the Devon County Council document- Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2020 as its own policy, this is detailed in the separate policy and individual Standard Operating Procedures, which are reviewed annually. A copy of these documents can be found online in Evolve.

3.20 Personal Safety and Security

The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff. Please refer to the Trust Code of Conduct and the School Behaviour Policy.

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 Headteacher, in order to identify and implement control measures. This will be reviewed annually or after significant change and recorded by amending the relevant section of the RAA13 &13a risk assessment documents.

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.

3.21 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 RAA22 or RAA24B risk assessment document.

For full details relating to security and lone working issues, reference should be made to the HSA31 Lone Working and HSA50 Security Arrangements Note.

3.22 Radon Gas

The school is not located in a radon affected area, as defined by Public Health England (PHE). Consequently, radon gas levels will be measured on a 7-10yr cycle and detectors returned to PHE for analysis.)

3.23 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 Trust promote the use of the Devon Partnership NHS Trust Talkworks 0300 555 3344 and Education Support Partnership 08000 562 561. Staff, in the first instance are encouraged to discuss with their Line Manager and/or their Headteacher, see staff noticeboards for details.

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 HSA24 Health Issues for Staff Arrangements Note.

3.24 Tree Safety Management

The school will arrange for a formal tree inspection by a trained arboriculturalist to be carried out every 2 years and documented.

The School Caretaker will also conduct monthly visual inspections, which will be recorded on the H&S Checklist. Ad hoc inspections are carried out on a risk assessment basis, such as after severe storms.

Where the tree inspection process makes recommendations for remedial actions, the school will report them to the Estates & Facilities Manager, and implement them as described. Records of tree inspections and associated remedial works are kept on site, these are located in the School Office.

3.25 Working at Height

Working 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 tables, chairs or other surfaces.

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 the Headteacher;

- 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 and planned;

For full details relating to the control of work at height, reference should be made to the HSA60 Work at Height Arrangements Note.

3.26 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 pupils and their parents/guardians via the pupil's secondary school. This assessment will be recorded on the RAA28 risk assessment document.

