

## **HEALTH AND SAFETY POLICY**

**Approved by Trust Executive Board on: 11 MARCH 2019**

**Date for Review: MARCH 2021**

### **Contents:**

#### **1) General Statement of Intent**

This statement evidences the commitment to health and safety by Exeter learning Academy Trust, and is signed and dated by the Chief Executive Officer and Chair of Trustees.

#### **2) Organisation**

This outlines the responsibilities for health and safety that have been allocated to various job roles across the organisation.

#### **3) Arrangements**

This section details the specific local arrangements in place to ensure safety for all within the Academy's environment and associated activities.

#### **Action to be taken to implement and adopt this policy:**

The Head Teacher at each of the Trust Schools will identify staff responsible for different areas and the final, ratified policy will be formally brought to the attention of all staff, governors and volunteers. New employees will be made aware of the policy via an induction process. The policy will be subject to regular review.

## **HEALTH AND SAFETY POLICY**

### **SECTION 1: STATEMENT OF INTENT**

The Executive Board, its Committees and Local Governing Bodies of Exeter Learning Academy Trust (at Alphington, Bowhill, Ide and St Thomas Primary Schools) 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 statement sets out how these duties will be conducted and includes a description of the academy's organisation and arrangements for dealing with different areas of risk. Section 2 details specific responsibilities at all levels of the Trust's organisation. Section 3 outlines the specific arrangements put in place to manage these areas of risk and hence to meet the academy's obligations under the law.

This policy will be brought to the attention of all members of staff during induction and a master copy is kept by the Office/Business Managers in the main office at all schools and by the Business Manager for the Trust. This policy statement and accompanying arrangements will be reviewed every 2 years by the Trust Executive Board.



- 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

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 each Academy has been delegated to:

Alphington Primary School – Lorna Hood (Business Manager)  
Mandy Johnson (Office Manager)

Bowhill Primary School – Sara Thornhill, Deputy Headteacher

Ide Primary School – Iris Browning (Office Manager Manager)

St Thomas Primary School – Mr Justin Stone, Headteacher

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

The health and safety co-ordinator has the delegated task of assisting the Head Teacher 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 academy
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Head Teacher and Trust Executive Board
- 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 Trust Executive Board if funds are not available
- assist with the identification of training needs and training delivery across the academy 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 Trust Executive Board in relation to findings and any associated remedial actions

### **The Duties of *Kitchen Managers, Caretakers and Subject Leaders***

*Managers and Subject Leaders* have specific delegated tasks in relation to health & safety management. 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 Trust Executive Board 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 Trust Executive Board

- 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
- 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 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 academy 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 at risk from injury.

## **SECTION 3: ARRANGEMENTS**

### **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:

- RAA22 Whole School Primary Risk Assessment
- RAA21 Primary Curriculum Activities where needed
- RAA08 Fire Risk Assessment
- RAA03 Buildings and Site
- RAA04 Cleaning and Caretaking
- RA24 Security and Safety
- RA24B Security and Safety Perimeter and other details
- RA11 Waste/liner bag collections
- RA13A Lone Working
- RA18 Fire Safety Guidance Note
- RA26 Swimming and Hydrotherapy Pools Risk Assessment
- RA19 First Aid Guidance Note.

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

Risk assessment records will be reviewed *at least annually or when a specific need arises e.g. pregnancy of a staff member*. This will be identified on the RAA model risk assessments. For full details relating to risk assessment arrangements, refer to the HSA0047 Guidance Note.

***Other arrangements in alphabetical order:***

**Accident/Incident Reporting**

All employee accidents must be reported to the school's 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 accident book held in each school's office and reported to the following contacts:

Alphington Primary – Lorna Hood or Mandy Johnson  
 Bowhill Primary School – Sara Thornhill or Carolyn Stone  
 Ide Primary School – Alice Purcell or Iris Browning  
 St Thomas Primary School – Mr Justin Stone, Headteacher

*Alternatively, all incidents can be inputted onto the OSHENS system.*

Those accidents to students 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 Trust Executive Board 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 HSE via the OSHENS online accident reporting system. This will be undertaken by the Health & Safety Service.

For full details relating to accident reporting arrangements, refer to the HSA001 Guidance Note.

## **Asbestos**

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is held in the main school office or in the Head Teacher's office.

The Asbestos Register is held in the school office or Head Teacher'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 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 Business Manager, Health and Safety coordinator or the Head Teacher at the earliest opportunity. For full details relating to the management of asbestos, refer to the HSA004 Guidance Note and the Asbestos Management Plan.

## **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 provide competent health and safety advice for Academy staff and can be contacted on 01392 382027 or by email at:

[healthandsafety@devon.gov.uk](mailto:healthandsafety@devon.gov.uk).

The Health and Safety Law poster is displayed in each school's staff room and/or reception area.

### *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 Health and Safety representative in *each school, who are* responsible for co-ordinating health and safety training needs. This includes a system for ensuring 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, refer to the HSA0055 Training Guidance Note.

### **Consultation**

Staff are represented on each school's *Resources or Premises Committee with a Health and Safety report and update built into the annual calendar*. Consultation of day to day matters will be achieved by regular staff meetings or by emailing the Business Manager or Headteacher.

Members of staff with concerns should raise them initially with their departmental head or the Health and Safety Coordinator. 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 Trust Executive Board welcomes the support of trade unions in health and safety matters. For full details on staff consultation, refer to the HSA008 Guidance Note.

### **Contractors**

All contractors must report to office /business managers at school reception areas 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 *business manager or office manager* will undertake appropriate competency checks prior to engaging a contractor.

The business manager or site manager for each school is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and they will ensure that the specific client requirements of the Construction (Design & Management) Regulations 2007 have been complied with. For details on the control of contractors, refer to HSA0007 CDM Guidance.

### **Curriculum Activities**

Risk assessments for the significant hazards within curriculum activities will be carried out by the *Head Teacher or Subject Co-ordinator in each school*, using the appropriate Health & Safety Service's model risk assessments listed above.

For full details relating to primary curriculum areas, reference should be made to the HSA0046 Guidance Note.

## 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.

For full details relating to DSE, refer to the HSA0012 DSE Guidance Note.

## Fire and Emergencies

The Head Teacher 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 document which is located *in the main school 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 Business/Office Manager or Health and Safety representative is responsible for ensuring the Fire Log is kept up to date.

Procedures for other critical incidents and off-site emergencies are contained within the Trust's Emergency Plan which is located in schools offices and *on the Trust website at: [www.exeterlearningacademytrust.co.uk/policies](http://www.exeterlearningacademytrust.co.uk/policies)* and will be reviewed annually. Emergency contact and key holder details are held in each school office.

For full details relating to fire safety guidance, refer to HSA0018 Fire Safety Guidance Note.

## First Aid

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

### Emergency First Aid at Work level:

School	Names	End Dates:
Alphington Primary School	Jeanette Bradford	06/10/17
	Colin Alexander	12/03/18
	Sue Quick	13/03/19
	Liza Page	13/03/19

Bowhill Primary School	Paula Draper Alison Howell Rachel Daysh Lydia Wilmott Michelle Denman Adam Wardknott Stephen Brook Carol Philips	27/08/18 09/02/20 09/11/18 27/04/20 09/03/20 06/01/19 09/02/20 11/02/18
Ide Primary School	Sue Wetherell Sally Hutchings	10/11/17 17/05/20
St Thomas Primary School	Carolyn Rowe Jackie Brewster	tbc tbc

### Paediatric First Aid:

School	Names	End Dates:
Alphington Primary School	Gill Brooks Sharon Lewis Sue Quick Charlotte Hamm-Cole	07/02/19 07/02/19 24/01/17 24/01/17 06/05/18
Bowhill Primary School	Charlotte Cole, Paediatrician Charlotte Cook, Paediatrician	04/05/17 04/05/17
Ide Primary School	Fran Sloman Judith Berrisford Jo Wright	13/10/18 13/10/18 14/10/19
St Thomas Primary School	Carolyn Rowe Jackie Brewster	tbc tbc

### First Aid boxes are located at the following locations:

School	Location
Alphington Primary School	Main school office Disabled Toilet in Reception area and KS2 area Every classroom – basic contents Rainbow Room – travel pouches to be signed for Plaster books – both disabled toilets Main school kitchen and Kitchen in KS2 area
Bowhill Primary School	In classrooms and in the first aid room. Mobile packs available in first aid room for travelling.
Ide Primary School	Main hall Staff Toilet First Aid Room
St Thomas Primary School	SEN Room

*The following people* will ensure that refresher training is organised and for maintaining the contents of first aid boxes:

Alphington Primary – Lorna Hood, Business Manager to arrange training. Jeanette Bradford to maintain contents.

Bowhill Primary School – Sara Thornhill

Ide Primary School – Andrea Cowling organises training, Jo Wright and Judith Berrisford replenish boxes

St Thomas Primary School – Mr Justin Stone, Headteacher

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

**Hazardous Substances** (*For schools which employ kitchen or cleaning staff*) 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 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

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

### **Legionella**

Water risk assessments are completed for each school through the Devon Academies Maintenance Agreement delivered by NPS, who are 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.

### **Lettings/shared use of premises**

The *School Governing* 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 Academy equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by office/business managers/ school office. 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.

The following specific inspections and tests will be undertaken by NPS:

- Annual gas appliance inspection and maintenance
- Annual gas tightness test
- Electrical installation inspection every 5 years
- Swimming pool – commission and decommission
- Fire risk assessment, fire alarm service and fire extinguisher inspection
- Asbestos checks and report
- PAT Testing
- Testing of air conditioning units
- Kitchens – inspection, servicing and maintenance (Bartletts for Bowhill)
- Water tanks, operational controls and legionella
- Passenger lifts (Bowhill: Orona Lifts)

### **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. This inspection and testing will be conducted by the school caretaker.

Personal items of equipment should not be brought into the academy without prior authorisation and must be subjected to the same inspection process as academyowned equipment. For full details relating to work equipment and electrical safety, reference should be made to the HSA0016 and HSA0058 Guidance Notes.

### **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 requested from the school office. For full details relating to the administration of medication, refer to the HSA0032 Medication Guidance Note.

### **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 school Governing Body.

A general inspection of the site will be conducted at least *annually* and be undertaken by the Head Teacher and Deputy Head Teacher or Business Manager in each school. Feedback from this process is to be referred to the School Governing Body.

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

- *findings from formal maintenance reports forwarded to the Governing Body;*

- *Annual training audits*
- *Annual accident book review*
- *Attendance at annual health and safety briefing (Business Manager) • First News Newsletter*

For full details relating to monitoring, refer to HSA0005 Audit & Monitoring Guidance.

### **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.

### **Offsite Visits**

The Academy has adopted the Devon County Council (DCC) document *Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2016* as its own policy. For all Trust Schools, local arrangements for offsite visits are detailed in the separate Management of Outdoor Education, Visits and Off-Site Activities policy and Standard Operating Procedures which are reviewed annually. A copy of these documents can be found in *the school office*.

### **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. All Trust schools should make this policy available on their website.

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. This will be reviewed annually or after significant change and recorded by amending the relevant section of the RAA22 risk assessment document.

Staff working outside normal school hours must obtain the permission of the Head Teacher in each school. The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits. Risk assessments will be reviewed annually or after significant change and recorded by amending the RAA13 Risk Assessment.

### *Academy Security*

The Head Teacher 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 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.

## **Radon Gas**

The academy is located in a radon affected area as defined by Public Health England (PHE). Consequently, radon gas levels will be measured on a 7-10 year cycle and detectors returned to PHE for analysis.

If levels are below the 400 Bq/m<sup>3</sup> threshold, this process of measurement will continue. If readings exceed the 400 Bq/m<sup>3</sup> threshold a Radiation Protection Adviser (RPA) will be engaged and a risk assessment of staff exposure will be undertaken in consultation with the RPA. Based upon the findings of this assessment, suitable mitigation systems will be identified and installed to reduce the radon level to well below 400 Bq/m<sup>3</sup>. These systems will be maintained.

## **Stress/Wellbeing**

The Academy 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.

All staff complete a return to work questionnaire after all sickness related absences and this is kept in their personnel file. All staff receive performance management reviews annually and new members of staff have identified mentors. 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 members 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

For details on the control of work at height, refer to HSA0060 Work at Height Guidance.

## **Work Experience**

If the Academy *hosts* a work experience placement, any significant hazards of planned work tasks will be risk assessed and findings communicated to the student and parents /guardians via the student's secondary school. This assessment will be recorded on the RAA28 risk assessment document.