

HEALTH AND SAFETY POLICY

Mission Statement

West holds a deep seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our quest to ensure that all of the children and adults we serve are given every opportunity to fulfil their potential and succeed in life.

Westcountry Schools Trust adopted this policy in July 2022

Westcountry Schools Trust will review this policy annually

Changes for year 2022/23

Page 19 Lettings/Shared Use of Premises :

31.1 The Principal/Headteacher must ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Trust health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment for all their activities in order to identify any hazards either to the building itself or to the safety or health of the occupants within it in accordance with KCSIE (keeping children safe in education)

Westcountry Schools Trust (WeST)

Contents

1	Statement of Intent	6
2	The Duties of the Trust Board	7
3	The Duties of the Estates Committee	7
4	The Duties of the CEO	8
5	The Duties of the Estates Director	8
6	The Duties of the Principal/Headteacher	8
7	The Duties of the Health and Safety Manager	9
8	The Duties of Heads of Department/Supervisor Staff/Subject Leaders	10
9	The Duties of all Members of Staff	10
10	Students	11
11	Contractors	11
12	Arrangements	11
13	Risk Assessment	12
14	Accident/Incident Reporting	12
15	Asbestos	13
16	Communication and Training	13
17	Consultation	14
18	Construction Design Management (CDM)	14
19	Contractors	15
20	Curriculum Activities	15
21	Display Screen Equipment (DSE)	15
22	Driver Handbook	15
23	Electricity at Work	16
24	Fire Safety	16
25	First Aid	17
26	Gas Safety	17
27	Hazardous Substances	17
28	Health and Safety Induction	18
29	Health and Safety Inspections	18
30	Legionella	18
31	Lettings/Shared Use of Premises	18
32	Lone Working	19
33	Maintenance of Plant and Equipment	19
34	Medication Arrangements	19
35	Monitoring	20
36	Moving and Handling	20
37	Noise at Work	21
38	Offsite Visits	21
39	Personal Protective Equipment (PPE)	21
40	Personal Safety and Security	21
41	Radon Gas	22
42	Radioactive Sources (where relevant)	22
43	Stress/Wellbeing	22
44	Tree Safety Management	22
45	Vehicle Movement around Site	23
46	Work at Height	23
47	Work Experience	23
48	Workplace Safety	24
49	Pandemic (Covid -19)	24
APPENDIX 1 - HEALTH AND SAFETY POLICY FOR [INSERT SCHOOL NAME]		25

Westcountry Schools Trust (WeST)

Health and Safety in each School

This policy sets out the overall Trust commitment to Health and Safety in all Schools and establishments. Principal/Headteacher for each school are required to amend Appendix 1 of this policy to reflect specific Health and Safety requirements for their school.

Health and Safety Providers

The below table details the Health and Safety provider for each school in the MAT. For any Health and Safety matter please contact the WeST Health Safety & Environment Manager or the correct Health and Safety provider

School	Health and Safety Provider
Ashburton School	Devon Health & Safety Service, Devon County Council – OSHENS
Atrium School	Devon Health & Safety Service, Devon County Council – OSHENS
Austin Farm School	PLP
Borringdon School	PLP
Buckfastleigh School	Devon Health & Safety Service, Devon County Council – OSHENS
Callington School	Devon Health & Safety Service, Devon County Council – OSHENS
Chaddlewood School	PLP
Coombe Dean School	Devon Health & Safety Service, Devon County Council – OSHENS
Egguckland CC	Devon Health & Safety Service, Devon County Council – OSHENS
Ermington School	Devon Health & Safety Service, Devon County Council – OSHENS
Glen Park School	PLP
Hele's School	Devon Health & Safety Service, Devon County Council – OSHENS
Holbeton Primary School	Devon Health & Safety Service, Devon County Council – OSHENS
Ivybridge Community College	Devon Health & Safety Service, Devon County Council – OSHENS
Manor School	Devon Health & Safety Service, Devon County Council – OSHENS
Morley Meadow Primary School	PLP
Oreston Community Academy	Devon Health & Safety Service, Devon County Council – OSHENS
Plympton St Maurice	PLP
Plymstock School	Devon Health & Safety Service, Devon County Council – OSHENS
Sherford Vale School	Devon Health & Safety Service, Devon County Council – OSHENS
South Dartmoor CC	Devon Health & Safety Service, Devon County Council – OSHENS
Stowford School	Devon Health & Safety Service, Devon County Council – OSHENS
Ugborough PS	Devon Health & Safety Service, Devon County Council – OSHENS
Wembury Primary School	Devon Health & Safety Service, Devon County Council – OSHENS
Woodford School	PLP
Woodlands Park Primary School	Devon Health & Safety Service, Devon County Council – OSHENS
Yealmpton Primary School	Devon Health & Safety Service, Devon County Council – OSHENS

Westcountry Schools Trust (WeST)

SECTION 1

1.0 STATEMENT OF INTENT

The Trustees of Westcountry Schools Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

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

This policy will be brought to the attention of all members of staff through staff induction and staff handbook. A master copy is kept in the main office of all Trust schools and is available online.

This policy statement and the accompanying organisation and arrangements will be reviewed yearly by the Trust Board.

Everyone at all levels of West must comply with this policy. Breaches of the this policy may be dealt with under a disciplinary policy

.....
Chair for the Trust Board

.....
Date

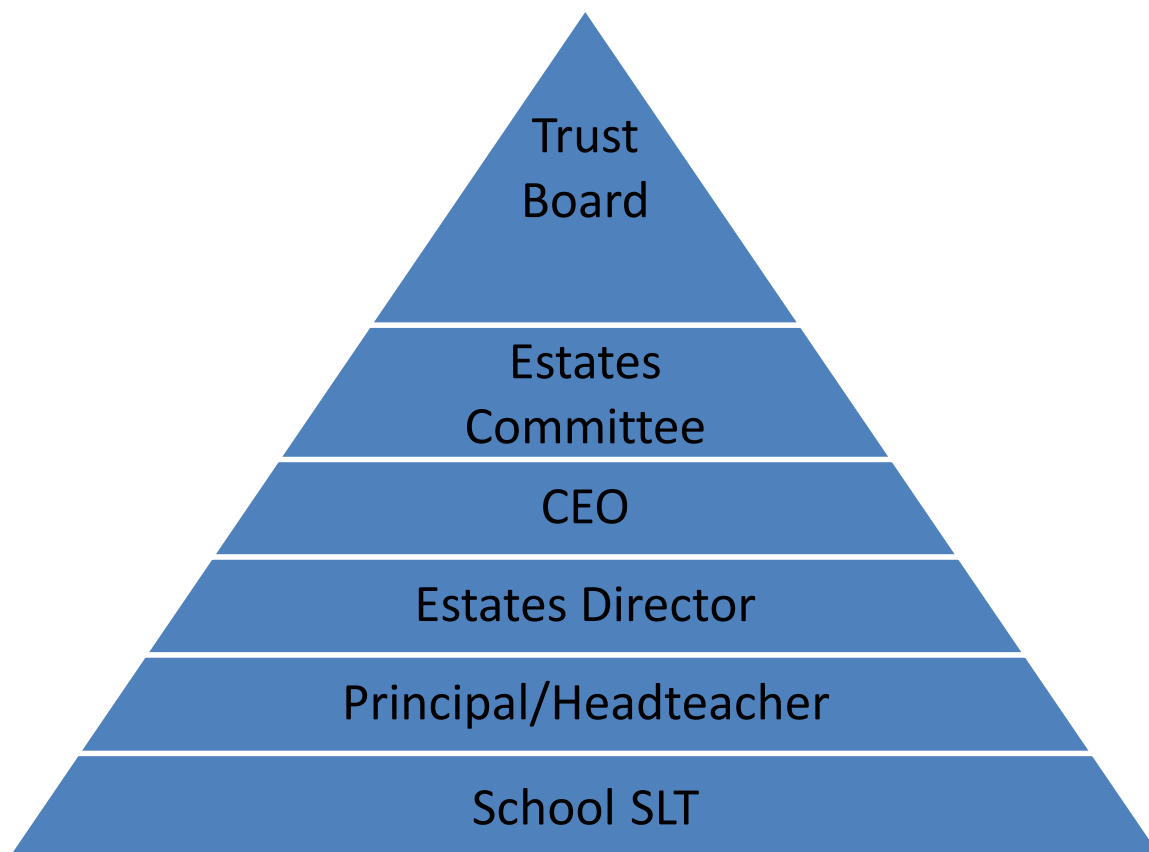
.....
CEO

.....
Date

Westcountry Schools Trust (WeST)

SECTION 2 DELEGATED RESPONSIBILITIES

Pictorial of delageted responsibilities of Health and Safety.



2.0 The Duties of the Trust Board

- 2.1 To produce and regularly review the Health and Safety Policy for the Trust. This policy will reflect the requirements of the Health and Safety at Work 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
- 2.2 To monitor both compliance with, as well as the effectiveness of, this policy
- 2.3 To provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy
- 2.4 To assist in discharging its legal obligations the Trust has appointed a 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- 2.5 All settings which are part of the Westcountry Schools Trust in addition to this policy will also have a separate Health and Safety policy which sets out specific guidelines relevant to the setting they are operating within. See Appendix 1
- 2.6 To review the WeST corporate Risk Register
- 2.7 To delegate to the Estates Committee through a Scheme of Delegation.

3.0 The Duties of the Estates Committee

- 3.1 Although the Trust Board have delegated responsibility to the Estate Committee, the Committee will make recommendations and provide advice to the Trust Board for approval
- 3.2 The responsibility of the Estate Committee is the same as the Trust Board, although accountability remains with the Board
- 3.3 On the Committee there are currently Trust Board members who can vote

4.0 The Duties of the CEO

- 4.1 The CEO is ultimately responsible for Health and Safety in the work place and ensures good practice

Westcountry Schools Trust (WeST)

is developed and implemented with a proactive Health and Safety management and culture

4.2 Reports to the Trust Board and Estates Committee

4.3 Delegates responsibility to the Estates Director

5.0 The Duties of the Estate Director.

5.1 The Estates Director has responsibility for the corporate Health and Safety across WeST. Including writing of Trust wide policies and risk assessments. Arrange and oversee annual Health and Safety audits and ensure there is a positive culture to Health and safety throughout the organisation. The Estates Director is responsible to the CEO.

5.1.1 In particular, the Estates Director will:

5.1.1.1 Co-operate with the Estates Committee and the Trust Board to ensure that this policy and its associated arrangements are implemented and complied with

5.1.1.2 Communicate the policy and other appropriate health and safety information to all Principals and Head Teachers

5.1.1.3 Report to the Estates Committee and the Trust Board on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy

5.1.1.4 Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition

5.1.1.5 Identify the training needs of Estates staff, Principals and Head Teachers and ensure that staff are competent to carry out their roles and are provided with adequate information, instruction and training

5.1.1.6 Ensure there is a third party service provider to provide technical support and undertake regular audits to ensure compliance

5.1.1.7 To instil a positive and proactive Health and Safety culture throughout WeST

5.1.1.8 Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions

5.1.1.9 To ensure all contractors are aware of their Health and Safety responsibilities

5.1.1.10 To ensure all staff inductions include Health and Safety awareness.

6.0 The Duties of the Principal/Head Teacher

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

6.2 In particular, the Principal/Headteacher will:

6.2.1 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

6.2.2 Communicate the policy and other appropriate health and safety information to all relevant people

6.2.3 To undertake building inspections and report to the Estate Director any concerns including, the premises, plant and equipment

6.2.4 Report to the Estates Director any significant risks or policy requirements which cannot be met within WeST/school budget

6.2.5 Identify the training needs of students and staff and hence ensure that all students and staff are competent to carry out their roles and are provided with adequate information, instruction and training

6.2.6 Ensure consultation arrangements are in place for staff and their trade union representatives where appointed.

6.2.7 Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions

6.2.8 Receive reports from enforcement officers and advisory bodies and, where appropriate,

Westcountry Schools Trust (WeST)

take relevant actions to address issues raised and inform the Estates Director

- 6.2.9 Promote a positive health and safety culture by leading by example
- 6.2.10 Ensure accident and near miss reporting is recorded and where required investigated and engage Estates Director where required
- 6.2.11 Ensure there is a suitable recording and monitoring system of visitors

6.3 Whilst overall responsibility for health and safety cannot be delegated, the Principal/Headteacher may choose to delegate certain tasks to the relevant health and safety persons in the school.

7.0 The Duties of the Health and Safety Manager

7.1 The Health and Safety Manager has the delegated task of managing the Health and Safety management and processes across West in order that Principals/Head teachers and Estates Team can discharge their duties in relation to day-to-day health and safety management. The Health and Safety Manager is directly responsible to the Estates Director and acts as the technical expert.

7.2 To do this the Health and Safety Manager will:

- 7.2.1 Write, develop and review the Health and Safety Policy and sub policies and procedures to Estates Committee and Trust Board
- 7.2.2 Lead and manage the risk assessment process for the Trust Board
- 7.2.3 Ensure that Safe Systems of work are in place and followed
- 7.2.3 Lead general workplace monitoring inspections and performance monitoring processes and report findings to the Principal and Trust Board
- 7.2.4 Liaise with the Facilities Manager of records of 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 Board if funds are not available
- 7.2.5 To liaise with Principals/Head Teachers on Health and Safety requirements within their schools
- 7.2.6 Assist with the identification of training needs and training delivery across the Trust to ensure that staff and students are adequately instructed
- 7.2.7 Collate WeST wide accident and incident information from schools and, when necessary, carry out accident and incident investigations
- 7.2.8 Arrange periodic health and safety audits and liaise with the Principal/Headteacher and Trust Board in relation to findings and any associated remedial actions
- 7.2.9 To liaise with staff managing Estates projects and advise on CDM regulations
- 7.2.10 To provide Health and Safety training to WeST Trust Board, Governors and Staff
- 7.2.11 Develop and write the Health and Safety induction.

In the transitional period while the above hierarchy is being implemented as part of the Estates Strategy. Each school must ensure compliance through the Head Teacher and liaising with the Estates Director and agreed service provider and seeking advice to ensure safety standards are met.

8.0 The Duties of Heads of Departments/Supervisory Staff/Subject Leaders

8.1 The Heads of Departments/Supervisory Staff/Subject Leaders have specific delegated tasks in relation to health and safety management within their departments/subject areas

8.2 They must ensure that:

- 8.2.1 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
- 8.2.2 Staff under their control are aware of and follow any externally adopted health and safety guidance.
- 8.2.3 Risk assessments are undertaken for the work areas for which they are responsible and

Westcountry Schools Trust (WeST)

- that identified control measures are implemented
- 8.2.4 They ensure that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively
 - 8.2.5 They take appropriate action on health, safety and welfare issues referred to them, informing the Principal/Headteacher or Estates Director of any problems they are unable to resolve within the resources available to them
 - 8.2.6 They carry out regular inspections of their areas of responsibility and report / record these inspections to the Principal/Headteacher or Estates Director
 - 8.2.7 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
 - 8.2.8 All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.
 - 8.2.9 Partake in Health and Safety audit both internal and external by ensuring all relevant documentation is in place.

9.0 The Duties of all Members of Staff

- 9.1 Under the Health and Safety at Work Act 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 each school in the Trust.
- 9.2 Specifically, all employees have responsibility to:
 - 9.2.1 Take reasonable care for the health and safety of themselves and others in undertaking their work
 - 9.2.2 Comply with the Trust's health and safety policy arrangements at all times
 - 9.2.3 Report all accidents and incidents in line with the reporting procedure
 - 9.2.4 Co-operate with school management on all matters relating to health and safety
 - 9.2.5 Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
 - 9.2.6 Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager
 - 9.2.7 Ensure that they only use equipment or machinery that they are competent / have been trained to use
 - 9.2.8 Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.
 - 9.2.9 Read and follow and familiarise with all relevant Health and Safety documentation and updates and provide feedback were required

10.0 Students

- 10.1 Students, in accordance with their age and aptitude, are expected to:
 - 10.1.1 To exercise personal responsibility for the health and safety of themselves and others
 - 10.1.2 To observe standards of behaviour and dress consistent with safety and/or hygiene
 - 10.1.3 To observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency
 - 10.1.4 Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety
 - 10.1.5 To report issues/observations of Health and Safety concerns to a teacher or responsible adult.

11.0 Contractors

- 11.1 All contractors who work on the Trust premises are required to identify and control any risks arising from their activities and inform the Estates representative of any risks that may affect the staff, students and visitors

Westcountry Schools Trust (WeST)

- 11.2 All contractors must be aware of this policy and the associated emergency procedures and comply with these requirements at all times
- 11.3 In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Estates Department representative/Principal/Headteacher will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury

SECTION 3 Health and Safety Management Functions

12.0 Arrangements

- 12.1 The 'arrangements' for health and safety, i.e. the specific measures put in place to manage particular risks, must be agreed and outlined in this section. The Trust, as independent employer in their own right, is free to determine their own arrangements within the boundaries of the law.
- 12.2 List of areas to cover is included below:
- 13 Risk Assessment
 - 14 Accident/Incident Reporting
 - 15 Asbestos
 - 16 Communication and Training
 - 17 Consultation
 - 18 Construction Design Management
 - 19 Contractors
 - 20 Curriculum Activities
 - 21 Display Screen Equipment
 - 22 Drivers Handbook
 - 23 Electricity at Work
 - 24 Fire Safety
 - 25 First Aid
 - 26 Gas
 - 27 Hazardous Substances
 - 28 Health and Safety Induction
 - 29 Health and Safety Inspections
 - 30 Legionella
 - 31 Lettings
 - 32 Lone working
 - 33 Maintenance
 - 34 Medication
 - 35 Monitoring
 - 36 Moving and Handling
 - 37 Noise at Work
 - 38 Offsite Visits
 - 39 PPE
 - 40 Personal Safety and Security
 - 41 Radon
 - 42 Radioactive Sources
 - 43 Stress/Wellbeing
 - 44 Trees
 - 45 Vehicle Movement around site
 - 46 Work at Height
 - 47 Work Experience
 - 48 Workplace Safety
 - 49 Pandemic (Covid-19)

13.0 Risk Assessment

Westcountry Schools Trust (WeST)

- 13.1 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 ensuring adequate risk assessments that address all the significant risk in the Trust are in place.
- 13.2 Risk assessments are available for all staff to view and are held centrally with the Health and Safety Manager. 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.
- 13.3 Risk assessment records will be reviewed annually or every 3 years depending upon the levels of risk or should a task change. This will be identified on the risk assessments.

NB. Other arrangements in alphabetical order:

14.0 Accident/Incident Reporting

- 14.1 All employee accidents must be reported to the Trust Board. All accidents must be reported using the local procedures.
- 14.2 Accidents to students and other non-employees must be recorded in the accident book. 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 Board.
- 14.3 Parents/carers will be notified immediately of all major injuries.
- 14.4 The Principal/Headteacher will investigate accidents and take remedial steps to avoid similar instances recurring. The Health and Safety Manager will assist as required.
- 14.5 All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 (RIDDOR) will be reported to the HSE.

15.0 Asbestos

- 15.1 The arrangements for the management of asbestos on each school/other site in the Trust are detailed in the Asbestos Management Plan (AMP). This will be located at each individual school in the Trust along with a central record held with West.
- 15.2 The Asbestos Register is held at each school within the Trust 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 such as boilers, kilns, wall finishes, floor coverings. No work can commence until permission to work has been given by the authorising manager named in the AMP.
 - 15.1 The authorising manager shall ensure:
 - 15.1.1 Ensure the Asbestos Management Plan is reviewed annually and that any changes are approved by the Trust Board
 - 15.1.2 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 relevant form
 - 15.1.3 A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the relevant form according to the frequencies identified in the AMP
 - 15.1.4 All changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded in the Register
- 15.3 All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the Health and Safety Manager at the earliest opportunity.

Westcountry Schools Trust (WeST)

16.0 Communication and Training

16.1 The Health and Safety Law poster is displayed in in the entrance of all schools within the Trust and further information, including copies of the policy, can be requested from the Health and Safety Manager.

16.2 Health and Safety Training

15.2.1 All employees will be provided with:

15.2.1.1 induction training in the requirements of this policy

15.2.1.2 updated training in response to any significant change

15.2.1.3 training in specific skills needed for certain activities as identified by the relevant risk assessment

15.2.1.4 refresher training where required

16.3 Training matrix will be kept at each school or department and/or personnel files. The Health and Safety Manager is responsible for ensuring health and safety training needs are met for all staff. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

16.4 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.

17.0 Consultation

17.1 Members of staff with concerns should raise them initially with their departmental head or the Health and Safety Manager. If required, requests for external advice should then be sought via the Health and Safety Manager from the relevant provider.

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

18.0 Construction Design Management. (CDM)

18.1 The Construction (Design and Management) Regulations 2015 (CDM) apply to the entire construction process to ALL construction projects regardless of size of duration. As the Client, WeST have overall responsibility for the successful management of a project which includes effective control of health and safety.

18.2 The CDM regulations apply to all construction based projects which are either notifiable or non-notifiable. Where projects become notifiable additional legal duties are placed on all parties but only if the work:

18.2.1 Lasts longer than 30 days AND

18.2.2 Has more than 20 workers working simultaneously at any point OR

18.2.3 Exceeds 500 person days.

18.3 If the project becomes notifiable, the HSE must be notified with an F10 notice at the earliest opportunity. This must be issued by the Client.

18.4 WeST are committed to the aims of the CDM regulations and aim to ensure compliance throughout the entire construction process from inception to completion. The Estates team must:

18.4.1 Appoint the right people at the right time (in writing).

18.4.1.1. If we do not appoint a principal designer or a principal contractor (only if there is more than 1 contractor on site) as the client it is deemed that those duties become WeST's responsibility.

18.4.2 Ensure there are arrangements in place for managing and organising the project.

18.5 Allow adequate time.

Westcountry Schools Trust (WeST)

- 18.6 Provide information to the designers and contractors i.e. written preconstruction information.
- 18.7 Communicate effectively with all parties.
- 18.8 Ensure adequate welfare facilities.
- 18.9 Ensure a construction phase plan is in place.
- 18.10 Keep the health and safety file.
- 18.11 Ensure all parties are carrying out their duties.
- 18.12 Protect members of the public including employees.
- 18.13 Ensure work places are designed correctly.
- 18.14 Notify the HSE if the project is deemed notifiable.
- 8.15 If we do not comply with CDM 2 015, we are likely to be failing to influence effective health and safety management which could be putting all workers and occupants at risk of harm, not achieving good standards or value for money.

19.0 Contractors

- 19.1 All contractors must report to Main Reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.
- 19.2 To ensure contractor competency, the Health and Safety Manager will undertake competency checks prior to engaging any contractor.
- 19.3 In respect of construction works, Health and Safety Manager will ensure the client's duties under the Construction (Design and Management) Regulations 2015 have been understood and complied with.

20.0 Curriculum Activities

- 20.1 Risk assessments for curriculum activities will be carried out by the relevant Heads of Department / Subject Coordinator using the appropriate risk assessments.

21.0 Display Screen Equipment (DSE)

- 21.1 All staff that use computers daily for continuous spells of an hour or more, or a total daily time of three hours or more, will have a DSE assessment carried out.
- 21.2 Staff identified as DSE users are entitled to an eyesight test for DSE use every two years by a qualified optician and a contribution of cost towards corrective glasses (if required specifically for DSE use). Employees should contact HR at hr@westst.org.uk for details of the scheme.

22.0 Driver Handbook

- 22.1 The Trust will ensure all Trust owned/leased vehicles meet the legal requirement and are roadworthy
- 22.2 The Trust will ensure all drivers meet the legal and insurance requirement to drive both Trust and privately owned vehicles.
- 22.3 All Trust vehicles will have MOTs and Servicing as well as a driver inspection prior to driving. The checks are all recorded.
- 22.4 Drivers will need to demonstrate they are legally able to drive with licence checks.

Westcountry Schools Trust (WeST)

Where required, additional training will be undertaken. Insurance must be in place either by the Trust or by the individual.

- 22.5 Staff using privately owned vehicles must ensure the vehicle meets the legal requirements and that the staff member has the correct insurance.

NB: See the WeST Driver Handbook available from HR.

23.0 Electricity at Work

- 23.1 All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment to be reported
- 23.2 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
- 23.3 The Facilities Manager/Premises Manager/Caretaker 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.
- 23.4 Personal items of equipment should not be brought into the academy without prior authorisation and must be subjected to the same inspection process as academy-owned equipment.
- 23.5 A fixed electrical installation test will be conducted every 5 years. Facilities Manager/Premises Manager/caretaker is responsible for arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.
- 23.6 For full details relating to work equipment and electrical safety, reference should be made to OSHENS (HSA16 Electrical Safety and HSA58 Work Equipment Arrangements Notes).

24.0 Fire Safety

- 24.1 The Facilities Manager is responsible for ensuring the schools fire risk assessment are undertaken using the risk assessment document and controls implemented accordingly. The fire risk assessment is located in the schools main office and will be reviewed annually.
- 24.2 Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in all schools 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.
- 24.3 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.
- 24.4 Evacuation procedures are also made known to all contractors / visitors.
- 24.5 Emergency contact and key holder details are held with the Emergency Procedures which are completed by each school and held both at school and centrally at the Trust offices
- 24.6 The Facilities Manager, working with the Health and Safety Manager, is responsible for ensuring that the Trust school Fire Logs are kept up to date and that the following inspection / maintenance is undertaken:
- 24.1.1 Dates of fire fighting equipment inspections and checks – Facilities Manager
 - 24.6.2 Dates and outcome of fire alarm system(s) inspections and checks – Facilities Manager
 - 24.1.2 Dates and outcome of emergency lighting system - records of tests – Facilities Manager

Westcountry Schools Trust (WeST)

- 24.1.3 Dates and outcome of visits by Local Fire and Rescue – Principal/ Headteacher/Facilities Manager
- 24.1.4 List of all fire training / instruction carried out – Facilities Manager/Principal/ Headteacher
- 24.1.5 Dates and outcome of fire drills – Principals/Head teachers

24.7 Procedures for other critical incidents and off-site emergencies are contained within each school's Emergency Management Plan which are located the Principal/Head teacher's office and will be reviewed annually.

25.0 First Aid

- 25.1 The school has risk assessed the need for first aid provision and this is recorded on the risk assessment document.
- 25.2 The following first aid provision has been provided accordingly:
 - 25.2.1 First Aid at Work level: See School's Health and Safety Manager for up to date records
 - 25.2.2 Emergency First Aid at Work level: See School's Health and Safety Manager for up to date records
- 25.3 First Aid qualifications remain valid for 3 years. The Health and Safety Manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aider trained staff leave.
- 25.4 First Aid boxes are located at suitable locations in each school i.e. All receptions, sports hall, CDT area, Art, and Science – see School's Health and Safety Policy for further details (Appendix 1).
- 25.5 The authorised person for each school is responsible for maintaining the contents of first aid boxes and replenishing stocks as necessary.

26.0 Gas Safety

- 26.1 The Trust will ensure the gas safety management Reg 1996 and Gas Safety (installation and use) 1998 will be complied with.
- 26.2 All gas appliance must be recorded on an asset register
- 26.3 All gas appliances including boilers, catering and design technology, science classroom (See CLEAPSS documentation) equipment will have a compliance inspection and service. All inspections will be documented and held on file.
- 26.4 All gas operatives, both Trust employees and contractors, will need to be registered with Gas Safe to the required standard

27.0 Hazardous Substances

- 27.1 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.
- 27.2 Within curriculum areas (where relevant) Heads of Department are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, Heads of Department must ensure that an up to date inventory of hazardous substances and CLEAPSS risk assessments are in place within their department. It shall be ensured that the findings of risk assessments are incorporated into point-of-use documents within the departmental risk assessments and method statements.
- 27.3 In all other areas the responsible manager shall ensure that:
 - 27.3.1 An inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
 - 27.3.2 Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such

Westcountry Schools Trust (WeST)

materials

- 27.3.3 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
- 27.3.4 All chemicals are appropriately and securely stored out of the reach of students
- 27.3.5 All chemicals are kept in their original packaging and never decanted into unmarked containers

28.0 Health and Safety Induction

- 28.1 All new staff to WeST will have an induction to WeST and the specific school. Within this induction each staff member is given a access to this policy and must be made aware of their responsibility to Health and Safety, to include any risk assessment that are relevant, how to report an accident, what to do in the event of a activation of the fire alarm etc and where to find further information.

29.0 Health and Safety Inspections

- 29.1 It is essential that Health and Safety inspections are undertaken to support teams in their delivery of Health and Safety within schools.
- 29.2 Each primary school will receive one half day inspection per year covering various aspects of Health and Safety.
- 29.3 Secondary schools will receive two half day visits per year across six departments with each department being inspected every three years, Science, Design Technology, Sports, Arts, Facilities, Management.
- 29.4 Actions from the inspections must be completed satisfactory within the agreed timeframe.

30.0 Legionella

- 30.1 WeST must ensure compliance with the 'the Control of Legionella bacteria in water system; known as L8 and HSE guide 274.
- 30.2 Legionella must be managed and controlled using a water management plan and risk assessment that will be managed by the Facilities Manager and ensure that the identified operational controls are being conducted and recorded on the relevant documentation.
- 30.3 The risk assessment will be reviewed either where significant changes have occurred to the water system or on a annual basis.

31.0 Lettings/shared use of premises

- 31.1 The Principal/Headteacher must ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Trust health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment for all their activities in order to identify any hazards either to the building itself or to the safety or health of the occupants within it in accordance with KCSIE (keeping children safe in education)

32.0 Lone Working

- 32.1 Lone working is defined as 'workers who are separated from their work colleagues'. Members of the public, visitors or students are not working colleagues
- 32.2 To manage risk associated with lone working, a risk assessment must be carried out and a safe system of work developed. Various control measures may have to be introduced into the safe system of work, such as
 - 32.2.1 No lone working in high risk activities, e.g. working at height.
 - 32.2.2 Arrangement for remote supervision and good communication including emergency contact numbers
 - 32.2.3 No lone meetings with parents in certain circumstances for example, where there is concern about the parent's conduct the meeting will need to be conducted with two staff present.

Westcountry Schools Trust (WeST)

32.2.4 Use of alarm systems.

This is not an exhaustive list; specific tasks will need careful consideration of the management of the associated risk.

33.0 Maintenance of Plant and Equipment

- 33.1 Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Facilities Manager. 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.
- 33.2 The following specific statutory inspections and tests will be undertaken:
- 33.2.1 Six monthly lift Thorough Examination, to be undertaken by approved lift specialist
 - 33.2.2 Annual Pressure Vessel Thorough Examination according to a Written Scheme, to be undertaken by the Trust's insurers
 - 33.2.3 Annual gas appliance inspection and maintenance, to be undertaken by Gas Safe approved contractor
 - 33.2.4 Annual gas tightness test, to be undertaken by Gas Safe approved contractor
 - 33.2.5 5 yearly electrical test and report carried out by approved NICEIC Electrical contractor

Recommendations raised from inspections shall be required to be resolved

- 33.3 The Facilities Manager 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.

34.0 Medication Arrangements

- 34.1 Students will be encouraged to self-administer medications wherever this is appropriate. Nevertheless, the school will, at the request of the parent/carer and with the consent of the Principal/Headteacher, administer medication prescribed by a doctor.
- 34.2 In circumstances when a student suffers headaches, menstrual pains or toothache, 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*. On no account will aspirin, or preparations containing aspirin, or medicines containing ibuprofen, be given to students unless prescribed by a doctor.
- 34.3 No member of staff will administer any medication unless a request form has been completed by the parent / carer.
- 34.4 The authorised person in each school is responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. All administration undertaken by staff will be recorded. Records of administration will be kept by the SENCO department liaising coordinating with the authorised person. Where required, training will be undertaken by staff to administer specific medications.
- 34.5 All non-emergency medication kept in school is securely stored in a lockable cabinet fixed to the wall in the medical room with access strictly controlled. Where students need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the medical room securely stored and clearly labelled.

35.0 Monitoring

- 35.1 The Estates Director assisted by the Health and Safety Manager will put in place procedures to

Westcountry Schools Trust (WeST)

monitor Estates compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health and Safety Review process. Feedback from this process is to be referred to the Trust Board.

- 35.2 A general inspection of the site will be conducted annually and be undertaken by the Health and Safety Manager. Inspections of individual departments will be carried out by Heads of Department or nominated staff.
- 35.3 In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Estates Director and the Trust Board. Responsibility for following up items detailed in the safety inspection report will rest with the Health and Safety Manager to liaise with the relevant managers.
- 35.4 Other processes employed to monitor compliance with this policy and health and safety performance in general include:
 - 35.4.1 Training audits, review of policies, updates from central government

36.0 Moving and Handling

- 36.1 Generic risk assessments for regular manual handling operations are undertaken as described in the risk assessment section. 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.
- 36.2 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 Health and Safety Manager. 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.
- 36.3 All moving and handling of students will be risk assessed by the SENCO and recorded in a specific Handling Plan for the individual concerned. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use. Equipment for moving and handling people is subject to inspection on a 6 monthly basis.

37.0 Noise at Work

- 37.1 The Trust will comply with the Control of Noise at Work Reg 2005. This does not include music or entertainment.
- 37.2 Where possible noise should be managed in order to not only to protect the user but also people in the vicinity. Where required hearing protection must be provided for areas where noise is greater than 85 decibels on an average of daily or weekly periods of time.

38.0 Offsite Visits

- 38.1 The Trust has a separate policy for Outdoor Education, Visits and Off-site Activities Health and Safety Policy. Please see this policy for further clarification (Evolve).

39.0 Personal Protective Equipment (PPE)

- 39.1 The Trust has a legal responsibility to provide the correct Personal Protective Equipment (PPE) for each task undertaken should PPE be required which is determined by risk assessment. PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE). In Health and Safety risk

Westcountry Schools Trust (WeST)

management hierarchy, PPE is the last protection against risk, with elimination of risk, replace the risk, isolate people from the risk, safe systems of work to be considered in the first instance.

40.0 Personal Safety and Security

- 40.1 The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff. A separate specific behaviour policy is in place regarding staff conduct.
- 40.2 Staff will report any such incidents in accordance with agreed accident/incident reporting procedures for the school.
- 40.3 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 Principal/Headteacher and/or the Trust's CEO.
- 40.4 The requirement to undertake a lone working risk assessment will also extend to working alone off site where staff conducts home visits (See lone working)
 - 40.4.1 School staff responding to call outs
 - 40.4.1.1 Nominated key holders attending empty premises where there has been 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. If alone, the person should leave details with a colleague and report to them when leaving the site.
 - 40.4.1.2 Risk assessments will be reviewed annually or after significant change and recorded by amending the risk assessment document.
 - 40.4.2 Trust Security
 - 40.4.2.1 The Health and Safety Manager is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area.
 - 40.4.2.2 This will be reviewed annually or after significant change and recorded by amending the relevant risk assessment document.

41.0 Radon Gas

- 41.1 Some schools within the Trust are located in a radon affected area as defined by Public Health England (PHE). Consequently, radon gas levels will be measured on a 10 year cycle and detectors returned to PHE for analysis.
- 41.2 If levels are below the 400 Bq/m³ threshold, this process of measurement will continue. If readings exceed the 400 Bq/m³ 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/m³. These systems will be maintained.

42.0 Radioactive Sources (where relevant)

- 42.1 The Trust has adopted the CLEAPSS guidance L93 '*Managing Ionising Radiations and Radioactive Substances in Schools and Colleges*' as its policy arrangements for the use of radioactive sources. The separate Standard Operating Procedures outline the precise procedures to be followed.
- 42.2 CLEAPSS provide the Radiation Protection Adviser (RPA). The name and contact details are contained within the Standard Operating Procedures document

Westcountry Schools Trust (WeST)

43.0 Stress/Wellbeing

- 43.1 The Trust 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.
- 43.2 The Trust ensures to have suitable occupational health support in place and specific arrangements for responding to individual concerns and monitoring staff workloads e.g. return to work procedures following absence. This is monitored by the Director of Human Resources
- 43.3 Where appropriate, risk assessment findings will be recorded on the relevant document.

44.0 Tree Safety Management

- 44.1 An increasing number of tree species are becoming susceptible to disease which can not only cause the trees to die but can also leave them in a dangerous state. For example, Ash dieback, is one of the currently emerging diseases likely to cause significant issues in the coming years. Physical damage to the tree can also cause safety issues and fungus can be a sign of underlying health issues with the tree.
- 44.2 The Trust will ensure that formal tree inspections are undertaken for trees which present a significant risk because of their age, condition or proximity to pedestrian routes or busy areas. The school will also arrange for an inspection following severe weather conditions.
- 44.3 The Trust will arrange for regular independent expert surveys by a trained arboriculturalist to be carried out every 3 years and formally documented.
- 44.4 The Trust will also arrange for a local tree inspection at least every 1 year by an employee, or other, who is competent by training, including refresher training at five yearly intervals. The type of training is decided locally. Ad hoc inspections are carried out on a risk assessment basis such as after severe storms.

45.0 Vehicle Movement around Site.

- 45.1 The Trust is aware it is almost impossible to separate staff and children from moving vehicles. Where possible, segregation is the best result, however where this is not always possible a risk assessment must be undertaken and distributed to all staff. Young children must be attended; older children need to be made aware of the risk. Control measures can be, clear road markings and signage, education, safe passage areas for both vehicles and people

46.0 Work at Height

- 46.1 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 step ladders or kick stools are to be used. Staff must not climb onto chairs etc.
- 46.2 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 Trust's nominated person(s) responsible for work at height is the Health and Safety Manager.
- 46.3 The nominated person(s) shall ensure:
 - 46.3.1 All work at height is risk assessed and properly planned and organised
 - 46.3.2 All those involved in work at height are trained and competent to do so
 - 46.3.3 The use of access equipment is restricted to authorised users
 - 46.3.4 A register of access equipment is maintained and all equipment is regularly inspected and

Westcountry Schools Trust (WeST)

maintained

46.3.4 Access to fragile surfaces is properly controlled by clear warning signs

47.0 Work Experience

- 47.1 Each school in the Trust will have a nominated person responsible for work experience placement.
- 47.2 All placements are subject to pre-placement checks by the Local Education Business Partnership 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.
- 47.2.1 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
- 47.2.2 All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities
- 47.2.3 Arrangements will be in place to visit/monitor students during the placement
- 47.2.4 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
- 47.2.5 All incidents involving students on work placement activities will be reported by the employer to the Trust at the earliest possible opportunity
- 47.3 If a school *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 relevant risk assessment document.

48.0 Workplace safety

- 48.1 The Health and Safety Manager 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:
- 48.1.1 Slips, trips and falls
- 48.1.2 Glazing
- 48.1.3 Trees
- 48.1.4 Waste storage and disposal
- 48.1.5 Vehicle/pedestrian conflict

49.0 Pandemic (Covid-19)

- 49.1 To ensure that the risks of COVID-19 presented to pupils, staff and visitors are reduced to an acceptable level.
- 49.1.1 To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance.
- 49.1.2 To provide safe working and learning conditions.
- 49.1.3 To ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- 49.1.4 To openly communicate on health safety and welfare.
- 49.1.5 West Country Schools Trust recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

Westcountry Schools Trust (WeST)

- 49.1.6 WeST will adopt health and safety arrangements under COVID-19 in line with Health & Safety legislation, and in consideration of government guidelines.
- 49.1.7 Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

EGGBUCKLAND

COMMUNITY COLLEGE

APPENDIX I – HEALTH AND SAFETY POLICY *Eggbuckland Community College*



THE PERFECT ENVIRONMENT
LEARNING | CARING | ACHIEVING

1.0 HEALTH & SAFETY POLICY

1.1 Statement of Intent.

1.1.1 This is a Statement of Organisation and Arrangements for Egguckland Community College.

1.1.3 The College will, so far as is reasonably practicable, ensure the health, safety and welfare at work of all its employees. The College will also ensure, so far as is reasonably practicable, that non-employees such as visitors, students and contractors are not exposed to health and safety risks from the work activities of The College.

1.1.4 The College is committed to achieving compliance with and beyond, the minimum requirements of the Health and Safety At Work etc Act 1974 (HASWA) and associated Regulations.

1.1.5 The College will, so far as is reasonably practicable:

- a) ensure that adequate resources are made available to ensure the effective implementation of this Policy and to ensure the health and safety of staff and others affected by The College's activities;
- b) ensure that advice is sought from competent persons on legal requirements for health and safety and on current best practice;
- c) ensure that suitable and sufficient assessments are undertaken and recorded of all significant health and safety risks to staff, visitors and other third parties, from its work activities and that any control measures adopted are selected using the hierarchical approach to risk control required by the Management of Health and Safety at Work Regulations;
- d) provide and maintain plant and systems of work that are safe and without risks to health;
- e) make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- f) maintain any place of work under its control in a condition that is safe and without risks to health;
- g) provide and maintain a working environment for its employees and visitors that is safe, without risks to health, and adequate as regards facilities and arrangements for staff welfare at work;

- h) provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and trustees, including temporary staff and visitors, and information on risks for visitors and employees of other organisations who are working in College premises;
- i) provide for the use of its employees, such personal protective equipment as is necessary to ensure their health and safety at work;
- j) give special consideration to employees or visitors with disabilities or language difficulties that may affect their awareness and/or understanding of health and safety information;
- k) make arrangements for the provision of a suitable occupational health service for staff;

Westcountry Schools Trust (WeST)

- l) monitor health and safety performance to verify that The College's Health and Safety Policy is being implemented and health and safety standards are being maintained and progressively improved;
 - m) develop and maintain a positive and proactive health and safety culture.
- 1.1.6 The College will ensure that adequate mechanisms are in place to effectively consult with employees and their representatives on health and safety matters.
- 1.1.7 The College recognises Health and Safety as an integral element of its business, and it will be given equal status alongside other management functions.
- 1.1.8 The College will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout The College.
- 1.1.9 The College is committed to continuous improvement in health and safety performance and to this end will develop a Health and Safety Action Plan identifying key targets and areas for improvement in health and safety management and risk control. Progress with this plan will be monitored regularly by the Principal/Headteacher and the Buildings & Premises Committee of the Governing Body.
- 1.1.10 This Policy requires the commitment, co-operation and active involvement of all College employees to ensure its success and effectiveness.
- 1.1.11 All contractors and consultants working for The College are required to comply with this Policy.
- 1.1.12 The College will ensure that procedures are established for appointing and monitoring the competency of contractors.
- 1.1.13 The College will review this Policy Statement at least annually;
- 1.1.14 The College will ensure that this Policy is effectively communicated to all staff;
- Failure on the part of any College employee, irrespective of their position, to comply with this Policy, including any safe system of work, may render that employee liable to disciplinary action and could result in criminal/civil proceedings.

2.0 ORGANISATIONAL RESPONSIBILITIES FOR HEALTH & SAFETY

The Governing Body and Academy Staff are required to work together to ensure health, safety and wellbeing objectives are achieved. Below are those with special responsibilities and their responsibilities under this Policy:

2.1 The Governing Body

In consultation with the Principal/Headteacher, the Trustees will:

- 2.1.1 Ensure that suitable resources and strategic direction are available to discharge The College's health and safety responsibilities.
- 2.1.2 Monitor, via reports, the overall performance of The College's health and safety management systems.
- 2.1.3 Ensure that any decision made is in line with the College's own policies and procedures as they relate to health and safety.

Governing Bodies are subject to additional responsibilities.

2.2 The Principal/Headteacher

Westcountry Schools Trust (WeST)

The day-to-day responsibility for all College's health, safety and welfare organisation and activity rests with the Principal/Headteacher:

- 2.2.1 Ensuring the effective implementation of College health and safety policies and performance standards to ensure that health and safety risks to staff, visitors and third parties are properly controlled within the College sites.
- 2.2.2 Implementing the requirements of this Policy and for ensuring compliance with all health and safety legislation.
- 2.2.3 Demonstrating personal commitment to health and safety by providing visible and active leadership and leading by example.
- 2.2.4 Ensuring a positive health and safety culture is evident and a proactive approach to health and safety management is adopted.
- 2.2.5 Ensuring all College business decisions (including new projects, procurement decisions, contractor selection, office moves etc.) fully take into account health and safety considerations and that health and safety risks are considered at an early stage during project design and planning.
- 2.2.6 Ensuring that College employees recognise health and safety as an integral element of their business, and that health and safety is given equal status alongside other management functions.
- 2.2.7 Ensuring the objectives and content of the Health and Safety Policy are fully understood by all Managers and that all staff under their control are made aware of their duties and responsibilities in line with the Policy.
- 2.2.8 Ensuring that this Policy is brought to the attention of all employees.
- 2.2.9 Ensuring that health & safety policies or procedures are reviewed annually, or when significant changes occur to their business, and that these are brought to the attention of all employees (including revisions).
- 2.2.10 Ensuring that health and safety is adequately resourced with both time and finances and that managers make adequate provision in their budgets for managing health and safety, to assist them in achieving the standards laid down by health and safety legislation, Policies, Performance Standards, etc.
- 2.2.11 Ensuring that the job descriptions of Managers, Departmental Heads, and Responsible Persons, contain specific areas of responsibility for health and safety management relevant to their Service Area and function.
- 2.2.12 Ensuring suitable persons are nominated to undertake key health and safety functions within the College, such as risk assessors, (to carry out Display Screen Equipment, manual handling, Hazardous substances, fire or other risk assessments), fire wardens, first aiders etc. and to ensure these individuals are adequately supported and suitably trained.
- 2.2.13 Co-operating and working closely with the Corporate Health, Safety and Wellbeing Team to achieve a safe and healthy working environment and obtaining competent advice and guidance where necessary.
- 2.2.14 Ensuring that within The College, adequate provision is made for consultation with employees, including Trade Union appointed safety representatives, on health and safety matters and within good time. As a minimum, 'health and safety' should be included as a standing item at team/management meetings.
- 2.2.15 Ensuring his/her own attendance at IOSH Managing Safely training.

Westcountry Schools Trust (WeST)

- 2.2.16 The Principal/Headteacher will bring to the attention of the governing body any significant health and safety issues, will involve the trustees in any policy matters and bring to their attention health and safety guidance received from the Education Service or Corporate Health, Safety and Wellbeing Team.

Full details of Principal/Headteacher's responsibilities in relation to Health and Safety can be found in the Plymouth City Council Health, Safety and Wellbeing Policy.

2.3 Principal/Headteachers Who Are Directly In Charge Of Council Premises And Establishments ('Persons In Control Of Buildings')

The Principal/Headteacher is designated as 'The person in Control' of the premises, though they may delegate specific roles and functions to others.

Full details of the responsibilities of the Person in Control of Buildings can be found in the Plymouth City Council Health, Safety and Wellbeing Policy.

2.4 Employees

All College employees are directly responsible for:

- 2.4.1 Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and/or omissions.
- 2.4.2 Co-operating fully with their Manager or Responsible Person on all matters pertaining to their health and safety at work.
- 2.4.3 Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that has been provided in the interest of their health and safety at work.
- 2.4.4 Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression, cases of work-related ill.
- 2.4.5 Report to the relevant manager, any defect, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill health to others.
- 2.4.6 Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- 2.4.7 Observing safety rules, complying with codes of practice, corporate and departmental health and safety policies and guidance, and adhering to safe working procedures at all times.
- 2.4.8 Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- 2.4.9 Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.
- 2.4.10 Attending local health and safety and safety induction on their first day of employment.
- 2.4.11 Wearing any authorisation badge/identity card that is issued to them, so that the authorisation badge/identity card is readily visible whilst in corporate buildings.

2.5 Staff With Special Responsibility

The following staff have special responsibility: Business Director, Curriculum Team Leaders, SENDCo, Kitchen Managers, Premises Manager, Activate Co-ordinator:

These job-holders will be responsible for:

- 2.5.1 The local arrangements to ensure the effective control of risks within the specific areas under their control;

Westcountry Schools Trust (WeST)

- 2.5.2 the local arrangements for the purchase, inspection and maintenance of equipment and its specification
- 2.5.3 the coordination of The College's health and safety policy in their own department or area of work, directly responsible to the Principal/Headteacher for the application of the health and safety procedures and arrangements;
- 2.5.4 establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc;
- 2.5.5 resolving health, safety and welfare problems referred to them by members of their staff or referring to the Principal/Headteacher or Business Director any problems they are unable to resolve within the resources available to them;
- 2.5.6 ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for The College, on the activities and equipment for which they are responsible;
- 2.5.7 ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and students to avoid hazards and to contribute positively to their own health and safety;
- 2.5.8 obtaining relevant advice and guidance on health and safety matters.

2.6 Special Obligations Of Any Class Teacher

In addition to the general responsibilities of employees, outlined above, class teachers are expected to:

- 2.6.1 raise any health and safety concerns outside their control related to their class area with their immediate line manager;
- 2.6.2 exercise effective supervision of students and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- 2.6.3 know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
- 2.6.4 give clear instructions and warnings to students as often as necessary; (this may be something that overlaps into behaviour policy and, in the event of an accident to a student, may help defend a claim)
- 2.6.5 set a good example by following safe working procedures personally;
- 2.6.6 ensure the use of protective clothing and guards where necessary;
- 2.6.7 avoid introducing any personal items of equipment or substances that may cause unacceptable risk in their use.
- 2.6.8 build in safety education in curriculum planning.

2.7 College Health And Safety Representatives

Safety Representatives are appointed by recognised Trade Unions.

At present there are no such Representatives.

Under the requirements of the Safety Committee and Safety Representative Regulations 1977, where Safety Representatives are appointed they will be given adequate time and facilities to fulfil

Westcountry Schools Trust (WeST)

their functions.

2.8 The Students

Students will be reminded that they are expected to:

- 2.8.1 exercise personal responsibility for the health and safety of themselves and others;
- 2.8.2 observe standards of dress consistent with safety and/or hygiene, as detailed within the appropriate curriculum safety guidelines;
- 2.8.3 observe all the health and safety rules of The College and, in particular, the instructions of staff given in an emergency;
- 2.8.4 use and not wilfully misuse, neglect or interfere with things provided for their health and safety;

All Students and parents will be made aware of the contents of this section of the policy through the Student Planner.

2.9 Contractors

- 2.9.1 All contractors under local control will be appropriately selected and competent in terms of health and safety
- 2.9.2 Contractors must be made aware of and abide by The College's health and safety policy and not endanger students, staff or other visitors to the site.
- 2.9.3 The Premises Officer (at ECC) or the Headteacher (AFA) will be responsible for the coordination of contractors' activities on site, bearing in mind the guidance given in the *aide memoire* on small building works.
- 2.9.4 The Principal/Headteacher must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, students and visitors to the premises. This might be achieved by the posting of suitable notices by The College, or by the contractor, in consultation with the College/school.
- 2.9.5 The Principal/Headteacher will consult the Capital Project Team, Asset Management Team or the Corporate Health, Safety and Wellbeing Team for any additional guidance on these matters.
- 2.9.6 All contractors must report to the Premises Officer (ECC) or Headteacher (AFA) before any work takes place and prior to each working session. The Premises Officer / Headteacher should then inform the contractor of any conditions which may affect his safety and that of others.

2.10 Visitors And Other Users Of The Premises

- 2.10.1 Where facilities are shared, ensure that there are suitable and sufficient arrangements for communicating and coordinating health, safety and security policy and procedures with other occupiers, e.g. Nursery staff, outside staff based in the College.
- 2.10.2 The Health & Safety at Work Act etc 1974, Management of Health and Safety at Work Regulations 1999, and Occupiers Liability Act 1984, apply to all visitors to College premises / workplaces.
- 2.10.3 All visitors to must comply with The College's Health and Safety Policy and procedures.
- 2.10.4 The Principal/Headteacher, must ensure that a suitable system is implemented whereby visitors are required to record their visit to the particular premises (e.g. visitors' book).

Westcountry Schools Trust (WeST)

- 2.10.5 Where applicable visitors will be required to wear a 'visitors' identification badge that is supplied by the College.
- 2.10.6 Where reasonably practicable, visitors will be accompanied at all times by a responsible employee.
- 2.10.7 Should a fire/emergency occur or the fire alarm activated whilst visitors are on College premises, the person who is accompanying the visitors will take him/her to the fire assembly point.
- 2.10.8 Should an incident/accident occur involving a visitor this must be reported using the College's Accident/Incident Reporting Form, and an investigation undertaken as soon as possible by the relevant Responsible Person.
- 2.10.9 If the incident is of a serious nature or fatal the Principal/Headteacher and the Corporate Health and Safety Team must be contacted immediately.
- 2.10.10 Where applicable, adequate consideration must be given to visitors, contractors and members of the public in Service Unit risk assessments, including the provision of suitable and sufficient control measures.
- 2.10.11 Persons 'hosting' visitors including meeting convenors must ensure:
- a) Visitors are alerted to the establishment's fire procedures,
 - b) Visitors adhere to The College's 'No Smoking' Policy,
 - c) Visitors park their vehicles in such a way so as not to obstruct fire escape routes, roads, access or other vehicles,
 - d) Visitors record their presence on the premises in the appropriate log book,
 - e) Where applicable, visitors are provided with and wear an identification badge,
 - f) Visitors are accompanied or authorised to enter the premises,
 - g) Visitors remain within authorised areas and not enter any restricted area unless permission is granted and the person is accompanied,
 - h) Visitors do not take anything with them from the premises, or bring anything onto the premises that may create a hazard or risk unless authorised,
 - i) Visitors report all accidents, incidents and near misses to the host,
 - j) Visitors wear protective clothing that is supplied, when necessary.

2.10.12 **Lettings**

The Principal via the Activate Manager and Headteacher at AFA will ensure that the Hirer of the premises, for any event, is aware of his/her obligations under health and safety legislation and The College's health and safety policies.

See SLG or Headteacher for details of The College's security policy

3.0 ARRANGEMENTS (SYSTEMS AND PROCEDURES)

It is the responsibility of the Principal/Headteacher to ensure so far as is reasonably practicable that the following arrangements are suitable and sufficient, are maintained and that all staff and students are aware of the arrangements.

3.1 PREMISES/SITE/WORKPLACE/CLASSROOM/OFFICE

- a) Heating and lighting
- b) Cleanliness of all workplaces, good housekeeping, the removal of waste, storage of materials, books and files etc.
- c) Room dimensions and space.
- d) Sanitary provisions (male/female, children's and disabled toilet facilities).
- e) Temperature of workplaces, the provision of thermometers.
- f) Condition of premises including floors etc.
- g) Workstations/desks and seating, use of computers etc.
- h) Facilities and arrangements for:
 - Provision of a wholesome supply of drinking water
 - Canteens/Rest Place

3.2 RISK MANAGEMENT AND RISK/OTHER ASSESSMENTS

- a) Health & Safety Executive Guidance on Risk Assessment.
- b) Specific Guidance and Codes of Practices,
- c) Health and Safety Information for activities e.g. off-site Activities.
- d) Identification of all significant Hazards and Risks within workplaces and completing the appropriate risk assessment forms.

3.3 ACCIDENT/INCIDENT REPORTING

- a) The provision and location of accident records.
- b) Accident/incident report forms.
- c) PCC Guidance on Accident/Incident Reporting.
- d) Recording and reporting of all incidents of Violence and Aggression on staff.
- e) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

3.4 FIRST AID AND IT'S PROVISION IN THE WORKPLACE

- a) Designated First Aiders (names displayed).
- b) Identified location of First Aid Boxes.
- c) The contents of First Aid Boxes are complete and up to date.

Westcountry Schools Trust (WeST)

- d) Training of First Aiders and/or Appointed Persons and ensuring that adequate numbers of first aiders or appointed persons are available.
- e) First Aid Room facilities (Medical room).
- f) Travelling First Aid Kits.

3.5 **FIRE AND EMERGENCY PROCEDURES**

Please see separate ECC and AFA Fire Policy, Fire Risk Assessment, Fire and Emergency Plan and Premises Log Book.

3.6 **SUBSTANCES HAZARDOUS TO HEALTH (COSHH) AND THEIR USE/STORAGE AT WORK**

- a) Provide a list of the hazardous substances including cleaning materials used.
- b) List of activities where COSHH might apply e.g. Science Lab, Technology Rooms, use of pesticides, cleaning products.
- c) Completing of COSHH Assessments.
- d) The College Science Service HAZCARDS.
- e) Personal Protective Equipment (PPE) and Clothing.
- f) Storage of hazardous substances and signage.

3.7 **SECURITY OF PERSONS AND PREMISES**

- a) Security of Premises:
- b) Perimeter Fencing/Exterior lighting
- c) Burglar Alarm (externally monitored).
- d) Use of toughened glass and safety glazing.
- e) Identification of visitors.
- f) Signing In/Out procedures.
- g) Control of Access.
- h) Security Personnel on duty.
- i) Reception/waiting areas.
- j) Security Assessments of premises
- k) Installation and use of CCTV, neighbourhood watch schemes etc.

3.8 **SAFETY IN KITCHENS**

- a) Safety of students/employees/catering staff.
- b) Food Hygiene.
- c) Responsibility for maintenance of premises and equipment.
- d) Restricted access.
- e) First aid arrangements, including accident/incident reporting.
- f) Safe systems of work.
- g) Lifting and handling of heavy and hot loads, liquids etc.

Westcountry Schools Trust (WeST)

- h) Safe use of machinery, equipment and appliances within the areas.
- i) Removal of waste.
- j) Pest control.
- k) Use of knives.
- l) Condition of workplace, including floors etc.

3.9 **CONTRACTORS AND THE CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS (CDM)**

- a) College guidelines for the Management of Contractors.
- b) Contractor is required to provide completed risk and other assessments including method statements before works are allowed to commence.
- c) Works are planned well in advance (where applicable) and health and safety issues have been addressed.
- d) Contractors are controlled and managed on site.
- e) Contractor is required to address the following:
 - Protection of children
 - Segregation of building works where possible.
 - Safe use and storage of any machinery brought onto site.
 - Guarding of site and machinery.
 - Restricted Access to unauthorised persons including children.
 - Requirement to use tools etc. of a voltage no greater than 110v

3.10 **THE SAFE USE OF PESTICIDES**

- a) Limiting the use of pesticides and where appropriate using environmentally friendly and safer products.
- b) Ensuring that all pesticides used have been approved and have a recognised product number that has been awarded by DEFRA.
- c) Only competent, trained persons, employees etc. are allowed to use and apply pesticides and should hold certificates of competence to that effect and be authorised.
- d) Safe systems of work in place for;
 - Handling and Storage of pesticides.
 - Application of Pesticides.
 - The use of Personal Protective Clothing and equipment.
 - Disposal of surplus and unused Pesticides and containers.
 - COSHH Assessments.
 - Protection of employees, users, children, public and others.

3.11 **ASBESTOS**

- a) College's Asbestos policy must be followed.

Westcountry Schools Trust (WeST)

- b) The management of asbestos in the workplace and premises including the identification and marking of known asbestos and its location (asbestos register).
- c) Monitoring of the condition of known asbestos in the workplace/premises including the removal or encapsulation of damaged unsealed asbestos etc.
- d) When asbestos removals are to take place ensuring that:
 - All work is undertaken and carried out by competent persons.
 - Using only HSE approved Asbestos Removal Contractors.
 - Records of Asbestos to be maintained at the workplace/site.

3.12 **ELECTRICITY AT WORK**

- a) Ensure all portable electrical appliances are maintained in a safe condition and have been tested by a competent person e.g. electrician.
- b) Logging of all tests on portable electrical appliances in Electrical Appliances Log Book.
- c) Testing of fixed installations by competent persons.
- d) Undertaking daily visual inspections of electrical appliance before use.
- e) Implementing good cable management so as to prevent slips trips and falls and damage to equipment etc.
- f) Providing and using a Residual Current Device (RCD) where applicable.

3.13 **WORK EQUIPMENT**

- a) Safe guarding of machines.
- b) Undertaking a Machinery/equipment inventory.
- c) Provide work equipment that is safe and properly maintained.
- d) Safe use of machinery.
- e) Carrying out risk assessments where appropriate.
- f) Providing adequate training for employees on work equipment, machinery etc.

3.14 **STORAGE OF FLAMMABLE LIQUIDS**

- a) Containing and controlling the amount held in storage.
- b) Safety and Security of storage of flammable liquids.
- c) Providing a list of what is in storage.
- d) Where and how is it stored.
- e) Who has access and is access restricted to others e.g. children etc.
- f) Providing appropriate signage

3.15 **SAFETY SIGNS**

- a) Displayed on each level of the premises, workplace.

Westcountry Schools Trust (WeST)

- b) Signs comply with current legislation.
- c) Are recognisable and easy to understand.

3.16 **IONISING RADIATION**

- a) Where applicable a Radiation Protection Supervisor is appointed.
- b) Safe storage, handling and use off including the removal of radioactive waste following College Science Service {CLEAPSS} Laboratory Handbook).

3.17 **SPORTS FACILITIES AND ACTIVITIES**

- a) Equipment and premises - safety of use, clear written guidance and procedures.
- b) Supervision of activities.
- c) Rules for staff and other users of sports equipment and facilities.
- d) Training of employees.

3.18 **MANUAL HANDLING AND LIFTING**

- a) Recognising what needs to be lifted, handled, carried etc. i.e. persons, static loads such as furniture etc.
- b) Who will carry this out?
- c) Undertaking Manual Handling Assessments.
- d) Training in correct lifting techniques.
- e) Safe systems of work

3.19 **USE OF DISPLAY SCREEN EQUIPMENT (DSE)**

- a) Undertaking DSE Assessments.
- b) Eye tests provision including the cost of basic corrective appliances i.e. spectacles
- c) Safe place of work, ergonomics including posture considerations etc.

3.20 **SAFE USE OF VEHICLES**

- a) Speed restriction signs displayed.
- b) One way traffic system.
- c) Segregation of vehicles and pedestrians.
- d) Clearly marked parking bays and areas.
- e) College minibuses and coaches to be fitted with audible reversing alarms.
- f) Care whilst driving especially where children, elderly are present.
- g) Vehicles are road worthy, are taxed, insured and have a valid MOT etc.
- h) Ensure that drivers on College business have a valid driving licence for the categories of vehicle concerned.

3.21 **ACCESS EQUIPMENT AND WORKING AT HEIGHTS**

Westcountry Schools Trust (WeST)

- a) Visual inspection of steps, ladders and scaffold before use to ensure safety and integrity.
- b) Access to and work on some areas e.g. roofs and windows will be subject to a separate risk assessment and method of work statement.
- c) Access to equipment, high levels to be restricted to unauthorised and untrained persons.

3.22 **GOOD HOUSE KEEPING**

- a) Clean and tidy premises.
- b) Maintenance programmes and procedures in place to deal with repairs, etc.
- c) Immediate clean-up of spills.
- d) Litter-free zone.
- e) External areas, grounds, play areas and equipment are safe for use.
- f) Promoting and maintaining a safe and healthy working environment.

3.23 **COMMUNICATION**

- a) Providing employees with information about the general duties under the Health and Safety at Work Act and specific legal requirements relating to their work (see Health and Safety Law Poster).
- b) Employees will be given information about substances, plant, materials, machinery etc. which they come into contact with.
- c) Discussing with contractors before they start work on site, how they plan to do their job, whether they need the organisation's equipment to help them, whether they can operate in segregated areas or when The College is closed down and if not what hazards do they create for employees and vice versa.

3.24 **TRAINING**

- a) Training employees, supervisors and managers to enable them to work safely and carry out their health and safety responsibilities.
- b) Supervising employees as far as necessary for their safety - especially young workers, new employees and employees carrying out unfamiliar tasks.

3.25 **SAFETY AUDITS AND INSPECTIONS**

- a) Regular checks and inspections of the workplace, machinery, appliance, equipment and working methods etc. to be carried out by Managers etc.
- b) Corporate Healthy and Safety Advisers will carry out sample health and safety audits of health and safety management systems and workplaces.

4.0 GENERAL

Further advice and assistance can be obtained by contacting the Corporate Health, Safety & Wellbeing Team, Plymouth City Council

Ballard House
West Hoe Road
Plymouth
PL1 3BJ

T +441752312500