



## HEALTH AND SAFETY POLICY 2021-22

### SECTION 1: STATEMENT OF INTENT

The *Governing Body* of The Topsham School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the *Health and Safety at Work etc Act 1974* and other statutory and common law duties.

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

This policy will be brought to the attention of all members of staff through their induction when they commence employment and through a copy kept in the office policy folder.

This policy statement and the accompanying organisation and arrangements will be reviewed as per the Governing body review cycle.

Chair for the Governing Body

Date Autumn 2021

Head Teacher Emma Pipe

Date Autumn 2021

## **SECTION 2: ORGANISATION**

### **The Duties of the Governing Body**

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

### **The Duties of the Head Teacher**

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

In particular, the Head Teacher will:

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

Whilst overall *responsibility* for health and safety cannot be delegated the Head Teacher may choose to delegate certain *tasks* to other members of staff; Jenny Adesina, Kevin Yeo, Jayne Edwards and the Health and Safety Governor.

**The team roles are:**

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

**The Duties of all Members of Staff**

Under the *Health and Safety at work Act etc 1974* all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the School.

Specifically, all employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the school's health and safety policy arrangements at all times
- Report all accidents and incidents in line with the reporting procedure
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery that they are competent / have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

**Pupils**

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

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

### **Contractors**

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

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

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

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

- RA22: Whole School Risk Assessment
- RA08: Fire Risk Assessment
- **RA 100: COVID 19 Pandemic Risk Assessment regularly updated including outbreak control measures; this is available on website and shared with Govs for agreement**

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

Risk assessment records will be reviewed annually by the Health and Safety team. This will be identified on the risk assessment record.

For full details relating to risk assessment arrangements, reference should be made to the HS47 Arrangement Note.

*Other arrangements in alphabetical order:*

### **Accident/Incident Reporting**

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

Accidents to pupils and other non-employees should be recorded in the accident books located in the Specialist room, Chatterbox, FSU, and Y2 Classroom. All head injuries require a 'Blue Form' and telephone call should be made to the parent/carer also to notify them. Those accidents to pupils and members of the public, which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the Governing Body by entering accident details onto the OSHENS on-line accident reporting system.

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

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

All accidents, which fall within the scope of the Reporting of Diseases Injuries

and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Health & Safety Service.

For full details relating to accident reporting arrangements, reference should be made to the HS01 Arrangements Note.

### **Asbestos**

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located in the school office, although the age of construction of the building and register indicates no asbestos on site.

The Asbestos Register is held in *the school office* and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment containing asbestos. 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 Headteacher at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HS04 Arrangement Note as well as the Asbestos Management Plan.

***The Topsham School has NO ASBESTOS***

### **Communication and Training**

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

The Health and Safety Law poster is displayed *in the Staff toilet*.

### *Health and Safety Training*

All employees will be provided with:

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

Training records will be kept in personnel folders and maintained by the administrator responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

***AT THE TOPSHAM SCHOOL ALL POLICIES ARE SHARED WITH STAFF AFTER ANY REVIEW AND DISCUSSED AS NEEDED; SEE SAFE SCHOOL SAFE GUARDING FOLDER FOR EVIDENCE OF THIS***

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

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

### **Consultation**

Staff are represented by the Headteacher. Consultation of day to day matters will be achieved by regular informal contact.

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

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

For full details relating to staff consultation, reference should be made to the HS08 Arrangement Note.

### **Contractors**

All contractors must report to the school office where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency, the administrator will undertake appropriate competency checks prior to engaging a contractor. The head teacher, caretaker and administrator is responsible for monitoring areas where the contractor's work may directly affect staff and pupils. *The head teacher* will ensure that the specific client requirements of the Construction (Design & Management) Regulations 2015 have been complied with. Specifically, the Headteacher of this Local Authority School, in consultation with and advised by the DCC, will ensure that any Designer/Principal Designer and Contractor/Principal Contractor is appointed in writing and will ensure that a Construction Phase H&S Plan is in place prior to any works commencing on the site.

For full details relating to the control of contractors, reference should be made to the HS07 CDM Arrangement Note.

### **Curriculum Activities**

Risk assessments for the significant hazards within curriculum activities will be carried out by the *class teachers and/or the* subject leader using the appropriate Health & Safety Service's model risk assessments listed above. Trips and visit Risk Assessment will be completed by the adult or teacher leading the activity and reviewed by the headteacher. ***All trips are risk assessed using the appropriate template and uploaded to EVOLVE for review by the Headteacher and Local Authority as needed. There are clear time frames that need to be adhered to and these are on the Evolve system and on the Staff Drive under Health and Safety.***

For full details relating to the primary curriculum areas, reference should be made to the HS046 Arrangement 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 £45.00.

For full details relating to DSE, reference should be made to the HS12 DSE Arrangement Note.

### **Fire and Emergencies**

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

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document, which is located in the school office. 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 Headteacher with the support of the administrator and caretaker are responsible for ensuring that the school's Fire Log is kept up to date.

Procedures for other critical incidents and off-site emergencies are contained within the School's Emergency Management Plan which is located *in the office* will be reviewed annually. Emergency contact and key holder details are *held in the office*.

For full details relating to fire safety, reference should be made to the HS18 Fire Safety Arrangement Note.

### **First Aid**

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

#### **Paediatric First Aid:**

Sharon Wannell  
Lauren Hockaday  
Sarah Haysom  
Terri Curran  
Kayleigh Owens  
Helen Daitz  
Jenny Hodges  
Alison Gater

First Aid boxes are located at the following locations:

*Specialist Room, PPA Room, FSU (Yellow Room next to fridge), outside Y5/6 Area and in the Hall. Each classroom has its own first aid cabinet with inhalers etc. for children in the class.*

*Jennifer Adesina* will ensure that refresher training is organised and Sharon Wannell will be responsible for maintaining the contents of first aid boxes.

For full details relating to first aid, reference should be made to the HS19 First Aid Arrangement Note.

### **Legionella**

A water risk assessment for the school has been completed by *Churchill (NPS Group)* and *the Caretaker* is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. This risk assessment will be reviewed where significant changes have occurred to the water system.

For full details relating to the control of legionella, reference should be made to the HS28 Legionella Arrangement Note.

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

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

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

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

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

- Annual gas appliance inspection and maintenance, to be undertaken by *Cannings*
- Annual gas fixed heating plant inspection and maintenance, to be undertaken by *Cannings*
- Annual gas tightness test, to be undertaken by *Cannings*
- Electrical installation inspection every 5 years by *Cannings*
- Annual Gym Equipment inspection report to be undertaken by DTGS
- Annual Fire Extinguisher/Blankets Service to be undertaken by Chubb
- Annual service of Fire Alarm System and Emergency lights to be undertaken by Chubb
- Annual Display Energy Certificate to be undertaken by NPS
- Tree/Grounds Safety to be undertaken by Dartmoor Tree Surgeon
- Annual Safety Glazing inspection to be undertaken by NPS
- Annual Lightning protection system inspection to be undertaken by Local Authority services
- 6 monthly Emergency Lighting inspection to be undertaken by Chubb

### ***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. Inspection and testing will be conducted by the school caretaker who is to be trained in this area.

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

For full details relating to work equipment and electrical safety, reference should be made to the HS16 and HS58 Arrangement 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 found in the school office.

For full details relating to the administration of medication, reference should be made to the HS32 Medication Arrangement 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 Governing Body. *The next one is due March 2022*

A general inspection of the site will be conducted annually and be undertaken by Health and Safety Governor and Caretaker. Feedback from this process is to be referred to the Governing Body.

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

- Termly check of the accident report book
- Annual repairs and improvement site walkabout and list of works achieved recorded.
- For full details relating to monitoring, reference should be made to the HS05 Audit & Monitoring Arrangements Note.

### **Moving and Handling**

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

**All moving and handling of pupils will be risk assessed by Nasim Hartmann SENDCO, and recorded in a specific Handling Plan for the individual concerned. The format found in the HS35 Arrangements Note will be used.**

All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use.

For full details relating to moving and handling, reference should be made to the HS34/35 Moving and Handling Arrangements Notes.

## **Offsite Visits**

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

The Topsham School uses the processes and procedures identified as best practice by the Local Authority through the use of *Evolve*. For lower risk Category A visits the School's Educational Visits Co-ordinator, the Headteacher, will check the documentation and planning of the proposed activity before giving final approval, even for these visits staff complete a risk assessment and submit to *Evolve* for the attention of the Headteacher.

For full details relating to educational visits, reference should be made to the

### **“Policy for the Management of Outdoor Education, Visits and Off-Site Activities”**

## **Personal Safety and Security**

The school believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. A separate specific Behaviour Policy is in place at the school. ***This is the schools: “Promoting Positive Behaviour Policy”***

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

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

Key holders working outside normal school hours need to ensure that they inform a family member that they are working at school and ensure they have a contact number for the Heateacher should they need it.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RA22 Risk Assessment.

### *School 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 RA24B risk assessment document, using the Security Checklist as an aide.

For full details relating to security and lone working issues, reference should

be made to the HS31 Lone Working and HS50 Security Arrangements Note.

### **Stress/Wellbeing**

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

The school implements return to work procedures following absence, the school buys back Wellbeing@Work occupational health support, participates in the Employee Assistance Programme when needed, facilitates performance management arrangements three times a year and puts in place mentoring and support plans when deemed necessary. The school has identified a Well Being Leader to support Well Being across the school.

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

For full details relating to staff wellbeing, reference should be made to the HS24 Health Issues for Staff Arrangements Note.

### **Work at Height**

Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. When working at height (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. Staff *must not* climb onto chairs.

For full details relating to the control of work at height, reference should be made to the HS60 Work at Height Arrangements Note.

### **Work Experience**

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