Harbour Schools Partnership

A guiding light for education

# HEALTH AND SAFETY POLICY

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# 1. STATEMENT OF INTENT

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

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

## 1.1 Our Health and Safety Aims

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

# 2. ORGANISATION

## The Duties of the Executive Leadership Team

- To produce and regularly review the Health & Safety Policy for the Trust. This policy will reflect the requirements of the Health and Safety at Work etc Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation.
- To monitor both compliance with, as well as the effectiveness of, this policy.
- To provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy.
- Ensure consultation arrangements are in place for staff and their trade union representatives.
- To assist the Board of Trustees in discharging its legal obligations, the Trust has appointed the Devon County Council (DCC) Health & Safety Service as its 'Competent Person' as defined by the *Management of Health and Safety at Work Regulations 1999*
- The specific arrangements adopted will be guided by the DCC Health & Safety Service's Health & Safety Arrangements Notes for Academies.

As a Trust, we must protect people from harm. This includes taking reasonable steps to manage specific infectious diseases to protect our staff, pupils and others, in as far as is reasonably practicable.

We work closely with both the DfE and the local Health Protection Team (HPT) in ensuring protection measures are put in place:

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

## 2.2 The Duties of the Headteacher

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

In particular, the Headteacher will:

- Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review.
- Co-operate with the Board of Trustees 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 Estates Lead and Executive Leadership Team 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 Estates Leads or if necessary, the Executive Leadership Team, any significant risks or policy requirements, which cannot be met from within the school's budget.
- Identify the training needs of staff and ensure they are competent to carry out their roles and are provided with adequate information, instruction and training.
- In consultation with the Estates Leads, 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, with the support of the Estates Leads, take relevant actions to address issues raised.
- Promote a positive health and safety culture by leading by example.
- Keep the Local Governing Body informed of strategic issues in relation to health & safety.

Whilst overall responsibility for health and safety cannot be delegated, the Headteacher may assign specific tasks to members of the leadership team, Heads of Department, supervisory staff, the Lead Administrator, or the Caretaker. In the absence of the Headteacher, responsibility for health and safety will rest with the designated senior member of staff. These tasks can be further delegated.

## 2.3 The Duties of the Health and Safety Co-ordinator (Secondary ONLY)

The Health and Safety Co-ordinator has the delegated task of assisting the Headteacher discharge their duties, in relation to day-to-day health and safety management. To do this they will:

- Co-ordinate and manage the risk assessment process for the school.
- Co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Headteacher, Estates Leads and if necessary, the Executive Leadership Team.
- Share records of external inspections and maintenance to plant or facilities with Estates Team and file.
- Assist with the identification of training needs and training delivery across the school, to ensure that staff and pupils are adequately instructed.
- Collate accident and incident information and, when necessary, support accident and incident investigations.

## 2.4 The Duties of Supervisory Staff/School Leaders /Premises Mgr./Caretaker

These staff have specific delegated tasks in relation to health and safety management within their team's areas of responsibility. They must ensure that:

- They apply the arrangements described in this health and safety policy to their own area of work, including that described in any associated arrangements documents.
- Staff under their control are aware of and follow any externally adopted health and safety guidance, from sources such as CLEAPSS, AfPE etc. (Secondary ONLY)
- Risk assessments are undertaken for the work areas for which they are responsible and that suitable identified control measures are implemented.
- Appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively.
- They carry out regular inspections of their areas of responsibility and report/record these inspections to the Headteacher, Lead Administrator and Caretaker.
- They ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that they are fully aware of their roles and responsibilities, co-operate with the Trust/schools policies, procedures and risk assessments and follow any information, instructions or guidance documents made available to them.
- Ensure that safe working practices are always adopted and comply with the findings/other outcomes of risk assessments, whether in school, as part of extended provision and or on offsite activities.
- Attend health and safety training courses/events/meetings as appropriate.
- Bring to the attention of their Headteacher & H&S Co-Ordinator, any accidents, near misses, dangerous equipment, premises defects or situations which may occur whilst in school or on any offsite activities and ensure they are promptly reported and investigated thoroughly.

## 2.5 The Duties of all Members of Staff

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

Specifically, all employees/volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the Trust's Health and Safety Policy arrangements, at all times.
- Report all accidents, near misses and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not intentionally interfere with, or misuse, any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their Headteacher, or a member of the Senior Leadership Team.
- Ensure that they only use equipment or machinery that they are competent/have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## 2.6 Pupils

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

- 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.

### 2.7 Contractors

All contractors who work on the Trust premises are required to identify and control any risks arising from their activities and inform the Caretaker/Lead Administrator/Headteacher and/or H&S Co-Ordinator of any risks that may affect the buildings, staff, pupils and visitors prior to any work being undertaken.

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

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

All contractors used by the school shall ensure compliance with current health and safety legislation, guidance and good practice. All contractors must report to the main reception where they will be asked to sign the visitors' book and wear an identification badge. Individual contractors must also complete a Contractors H&S Induction Checklist (once annually as a minimum), prior to commencement of any works, this document outlines guidance on fire procedures, H&S, safeguarding arrangements, local management arrangements and vehicle movement restrictions.

The Caretaker, with the support of the Estates Team, is responsible for undertaking risk assessments for their own team's general sites and buildings safety in order to identify and implement control measures for the workplace hazards.

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

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

## 3. ARRANGEMENTS

Our Trust acknowledges that risk assessments are a legal requirement particularly under the *Management of Health and Safety at Work Regulations 1999*, and we will formally record our risk assessments, in part this will be through using curriculum lesson planning/schemes of work documentation, as well as by using generic and specific task & any activity-based risk assessment documents. Risk assessments will be reviewed periodically (depending on the significance of the risks involved), following an accident, on the introduction of any new process/equipment/ substance, or as a result of staff raising concerns or any other significant change in circumstances.

All educational visits undertaken by our schools will also be subject to a written risk assessment, SOPS and appropriate approval in line with school procedures using EVOLVE.
The school also has a subscription to CLEAPSS via the Health & Safety Service. CLEAPSS guidance has been adopted to guide arrangements in Science, D&T and Art. (Secondary ONLY)

### 3.1 Risk Assessment

The underlying process which informs safety management is risk assessment. Assessments of significant risks

will be made by those persons responsible for the activity/area affected, and the significant findings of these decisions will be recorded in writing, shared and signed off by the Headteacher. This will be achieved principally by amending and adopting the model risk assessments provided by the DCC Health & Safety Service and the Trust's own specific risk assessments.

Risk Assessments and a Risk Assessment Register are available for all staff to view and are held in the School Teams area. 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, records are kept as evidence of understanding. Risk assessment records will be reviewed and amended by the Headteacher or by the Health and Safety Co-ordinator (Secondary ONLY) annually; or more regularly if any determining factors arise. These will be shared with all relevant staff and the evidence will be recorded.

Where allergy risks have been identified, risk assessments and control measures shall be implemented in accordance with the requirements of the Trust Allergy Safety Policy.

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

*Other arrangements in alphabetical order:*

## 3.2 Accident/Incident Reporting

All employee, pupil and other non-employee accidents must be reported and recorded in-line with the Trust Incident Reporting Management Procedure. The Headteacher, with the support of the Estates Team when required, will investigate incidents and accidents and take remedial steps to avoid similar instances recurring.

Accidents which are either non-minor injuries or work related, in that they have arisen out of a material defect or organisational failure, must also be reported by entering accident details onto the OSHENS on-line accident reporting system. All accidents which fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 must be reported via the OSHENS on-line accident reporting system. The DCC Devon Health & Safety Service will then report these to the HSE.

All allergy-related incidents and near misses must additionally be managed, recorded and reviewed in accordance with the Trust Allergy Safety Policy.

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

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

## 3.3 Asbestos

The arrangements for the management of Asbestos on the site are detailed in the school Asbestos Management Plan (AMP). The Asbestos Register and plan 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. These are located in the Main School Office.

The authorising manager shall ensure:

- The AMP is reviewed annually by the Estates Leads.
- That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASB1(A) and or Contractor signing-in form.

- An annual visual inspection of those known asbestos containing materials remaining on site is conducted by a competent person and recorded on the Asbestos Register. All changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded in the Register by the Lead Administrator/Caretaker and approved by the Trust Estates Team.

All parties will ensure that any damage to materials known or suspected to contain asbestos should be isolated and reported to the Headteacher at the earliest possible opportunity. The Trust Estates Team should also be notified by the Headteacher or Health & Safety Co-ordinator.

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

## 3.4 Communication and Training

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

The Health and Safety Law poster is displayed in the photocopier room in the KS2 building.

## 3.5 Consultation

Consultation of day to day matters will be achieved via staff meetings and/or e-mail updates delivered by the Headteacher, or person with delegated authority or expertise. This is also covered by the induction process.

Members of staff with concerns should raise them with their Health & Safety Coordinator, or with the Headteacher. If required, requests for external advice should then be sought from the Estates Lead, who may seek support from the DCC Health & Safety Service where concerns cannot be resolved locally.

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

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

## 3.6 Curriculum Activities

Risk assessments for hazards within curriculum activities will be carried out by the relevant Headteacher in consultation with relevant staff, using the appropriate DCC Health & Safety Service's and Trusts risk assessments.
Within science, CLEAPSS HazCards and Recipe Cards are used as model risk assessments to manage the risks within practical activities. The specific controls adopted in these activities will be checked against these models and significant findings incorporated into schemes of work, lesson plans and technicians requisition sheets. (Secondary ONLY)

For full details relating to the higher risk curriculum areas, reference should be made to the HSA03, HSA11, HSA42 and HSA49 Arrangements Notes.

## 3.7 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 Smartlog or iHACSO DSE online training and assessment.

Staff identified as DSE users are entitled to an eyesight test every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use). For more information to check eligibility or to request a voucher, please contact payroll@thsp.org.uk , prior to arranging an eyesight test.

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

## 3.8 Electrical Safety

All portable items of electrical equipment will be subject to the below formal inspection: -
Every **1** year for Portable Electrical Appliances & IT equipment in teaching rooms (which is likely to be tampered with) and every **2** years for fixed IT equipment. Staff also conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment to be immediately removed from use and reported to the Headteacher. New equipment should be supplied in a safe condition and does not require a formal test, just a visual inspection to check for any damage.

PAT testing is either completed internally by a competent person or by an external company and they provide a complete inventory of all electrical appliances tested, it is the responsibility of the Headteacher/Lead Administrator/Caretaker for ensuring that all equipment is tested according to the frequencies set out within the Trust PAT Testing Guidance and to update the Smartlog system. Any remedial actions for all Code 1 and 2 non-compliances identified in the report are shared with the Estates Team and any remedial work completed.

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

The 5 yearly electrical installation test is completed by an external company. The Estates Team arrange the testing and remedial actions for all Code 1, 2 non-compliances identified in the report.

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

## 3.9 Fire Safety & Emergencies

The Headteacher is responsible for ensuring a Fire Risk Assessment is undertaken and findings actioned and controls implemented accordingly. The Fire Risk Assessment is located in the main school office and on the school Teams and will be reviewed at least annually.

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

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

Evacuation procedures are also made known to all contractors / visitors. Emergency contact and key holder details are held in the main school office. The Caretaker is responsible for ensuring that the academy's Fire Log is kept up to date. The Estates Team will ensure that the mandatory inspection / maintenance is undertaken.

Procedures for other critical incidents and off-site emergencies are contained within the schools Emergency Management Plan or Critical Incident and Business Continuity Plan which is located in the main school office and will be reviewed annually. Emergency contact and key holder details are held in the SOE3 folder and Emergency pack in the school office.

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

## 3.10 First Aid

The school has risk assessed the need for first aid provision and this is recorded on the RAA09 risk assessment document. There is an updated list of First Aiders filed in the Main School Office and Emergency pack.

A Lead First Aider has been appointed and is responsible for maintaining the contents of first aid boxes and replenishing stocks as necessary. Refresher training is organised to maintain competence and relevant quantity of First Aiders.

First Aid boxes are located at the following locations:

- School office
- Photocopier room
- School kitchen
- Bum bags in each classroom to be taken out at break times

PPE – first aiders have been supplied with face coverings, gloves and disposable aprons.

EVC Trip leaders will be provided with a first aid bag which will be replenished on their return by the Lead First Aider. The bag will include hand sanitiser, gloves and masks.

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

## 3.11 Hazardous Substances/COSHH

Where possible, every attempt will be made to choose the least harmful chemical possible.

Within curriculum areas, 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 model risk assessments are in place within their department. It shall be ensured that the findings of the risk assessments are incorporated into point-of-use documents within the department. (Secondary ONLY).
Within the school kitchens the Catering Manager and Kitchen Manager are responsible for COSHH records, any relevant training and ensuring relevant risk assessments are made available.
Where schools use a contract cleaning/catering company, the responsibility remains with the company to comply with all relevant regulations and they provide COSHH risk assessments and an inventory of all hazardous substances used.

In all other areas the Headteacher, Caretaker or Lead Administrator shall ensure that:

- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted and that these assessments are recorded, and control measures are understood by those staff that are exposed to the product/substance. This will include the identification and provision of appropriate Personal Protective Equipment
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and never decanted into unmarked containers

The school holds and manages COSHH Risk Assessments RAA05 & MSDS for all chemicals which complies with the *Control of Substances Hazardous to Health Regulations 2002.*

For full details relating to the control of hazardous chemicals, reference should be made to the HSA10 COSHH Arrangements Note.

## 3.12 Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy;
- standard health & safety training as per the Trust training matrix;
- updated training in response to any significant changes;
- training in specific skills needed for certain activities as identified by the relevant risk assessment and Trust training matrix;
- refresher training where required.

Schools must ensure that allergy awareness and emergency response training is delivered in accordance with the Trust Allergy Safety Policy.

Training records are kept on the Smartlog or Ihasco systems. The People team will ensure that the relevant staff undertake the training at the appropriate time and refresher training is undertaken at the appropriate intervals.

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

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

## 3.13 Legionella

A Legionella risk assessment for the school has been completed by a specialist company. 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.

A Legionella Management Plan for the school has been approved by the Headteacher.

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

## 3.14 Lettings/shared use of premises

The Headteacher/Lead Administrator 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 assessments to any lettings and will be required to sign the THSP Lettings Agreement. The hirer/tenant will receive a lettings site induction prior to any facilities being used. A record of inductions will be stored in the main school office.

## 3.15 Maintenance of Plant and Equipment

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

The Estates Team/Premises Managers are responsible for identifying all plant and equipment is kept up to date on Smartlog. Where such plant and equipment present significant hazards, risk assessments will be undertaken and any training needs and personal protective equipment requirements will be sought.

The following specific statutory inspections and tests will be undertaken; records are kept within the main

school office and on the Smartlog system.

- Annual gas appliance inspection and maintenance.
- Annual gas tightness test.
- Asbestos Checks (Known).
- Electrical installation inspection every 5 years.
- Emergency Lighting.
- Legionella.
- Lightning Protection.
- Fire Alarms.
- Passenger & Goods Lifts.
- Radon (7 to 10 rolling year programme)

As part of our insurers requirements Thorough Examination Inspections are completed annually and are undertaken by Zurich. Records are kept on Smartlog and are available on Zurich's portal.

## 3.16 Medication Arrangements

Arrangements for medication are detailed in the separate Administration of Medicines Policy, which is reviewed annually. A copy of this policy can be found on the Trust website.
Pupils will be encouraged to self-administer medications wherever this is appropriate. Nevertheless, the school will, at the written request of the parent/carer and with the consent of the Headteacher, administer medication prescribed by a doctor.
Where a pupil is experiencing a headache, menstrual pain or toothache, a mild analgesic (such as paracetamol, aspirin or ibuprofen) may be administered to pupils under the age of 16, provided that prior written parental consent has been received.

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

The Administrators are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. All administration undertaken by academy staff will be recorded. Records of administration will be kept securely. Where required, training will be undertaken by staff to administer specific medications.

All medication kept in school is securely stored in a locked cupboard, medication is clearly labelled.

Allergy management, adrenaline auto-injectors (AAIs), Individual Healthcare Plans, emergency response arrangements and allergy-related training are governed by the Trust Allergy Safety Policy. Where there is any conflict between this Health & Safety Policy and the Allergy Safety Policy, the Allergy Safety Policy shall take precedence. Schools shall maintain prescribed and spare adrenaline devices in accordance with the Trust Allergy Safety Policy and statutory guidance.

Further guidance can be found https://www.gov.uk/government/publications/using-emergency-adrenaline-auto-injectors-in-schools
For full details relating to the administration of medication, reference should be made to the HSA32 Medication Arrangements Note.

## 3.17 Monitoring

The Estates Team and Headteacher will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health & Safety Review process undertaken by the DCC Health & Safety Service and the Trusts own annual audit. Feedback from this process is to be referred to the Headteacher, Executive Leadership Team and the Board of Trustees.

A general inspection of the site will be conducted daily. Monthly Health & Safety checks are conducted and recorded by the Caretaker and monitored by the Estates Team. These are saved on Smartlog. Inspections of individual departments will be carried out by Heads of Department or nominated staff. In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher and the Trust. Responsibility for following up items detailed in the safety inspection report will rest with the Headteacher and the Health and Safety Co-ordinator. (Secondary ONLY)

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

- Regular site visits by the Estates Team.
- External Health & Safety reviews to be conducted every three years.
- Termly Premises Condition Assessment carried out internally and shared with Estates Team.
- Review of all school accidents & incidents by the Headteacher and Estates Leads.
- Spot checks on risk assessments & audit files by the Estates Team.

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

## 3.18 Moving and Handling

Generic risk assessments for regular manual handling operations are undertaken. Staff engaged in these activities will be provided with training and information on safe moving and handling technique.

All manual handling activities which present a significant hazard, which are not accounted for in the generic risk assessments described above, will be reported to the Headteacher. Where such activities cannot be avoided, a specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instructions given when carrying out the task. Staff should ensure that they do not lift heavy items unless they have received a briefing on the control measures in place.

All moving and handling of pupils will be risk assessed by the HLTA/SENDCo and recorded in a specific Handling Plan for the individual concerned, this must be signed off by the SENDCo. The format found in the HSA35 Arrangements Note will be used. All staff who move and handle pupils will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use. Equipment for moving and handling people is subject to inspection on a 6monthly basis by the Caretaker/Sendco

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

## 3.19 Offsite Visits

The Trust has adopted the Devon County Council (DCC) document- Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2024 (reviewed 2026, in line with OEAP National Guidance) as its own policy, this is detailed in the separate policy and individual Standard Operating Procedures, which are reviewed annually. A copy of these documents can be found online in Evolve.

## 3.20 Personal Safety and Security

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

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

Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance, will be risk assessed by the Headteacher, in order to identify and implement control measures. This will be reviewed annually or after significant change and recorded by amending the relevant section of the RAA13 &13a risk assessment documents.

Staff working outside normal school hours must obtain permission of the Headteacher. The requirement to undertake a Lone Working Risk Assessment will also extend to working alone off-site where staff conduct home visits.

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

## 3.21 Radioactive Sources & Radon Gas

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

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

RADON - The school is not located in a radon affected area as defined by Public Health England (PHE).

Please delete either below statement *depending on the above: -

*If levels are below the 300 Bq/m3 threshold, this process of measurement will continue and radon gas levels will be measured on a 7-10year cycle and detectors returned to PHE for analysis.

*If readings exceed the 300 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 300 Bq/m3. These systems will be maintained.

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

## 3.22 School Security

The Headteacher, with the support of the Estates Team, 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 RAA24B risk assessment.

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

## 3.23 Specific Infectious Diseases

The school complies with health and safety law and puts in place proportionate control measures to help reduce the spread of infectious diseases, adhering to current public health advice and the HSE. When deemed necessary risk assessments are undertaken to identify these measures, to reduce the risks, so far as is reasonably practicable. The school regularly reviews and updates these risk assessments treating them as 'living

documents'. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

### 3.24 Stress/Wellbeing

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

The Trust promote the use of the Devon Partnership NHS Trust Talkworks 0300 555 3344 and Education Support Partnership 08000 562 561. The Trust will arrange counselling for staff through the Occupational Health service and its Employee Assistance Programme. Staff, in the first instance are encouraged to discuss with their Line Manager and/or their Headteacher, see staff noticeboards for details.

Where appropriate, risk assessment findings will be recorded on the RAA25 document. For full details relating to staff wellbeing, reference should be made to the HSA24 Health Issues for Staff Arrangements Note.

### 3.25 Tree Safety Management

The Estates Team will arrange for regular independent expert surveys by a trained arboriculturalist to be carried out every 2 years (or very year if Ash dieback is present on site) and formally documented.
The Caretaker will also conduct a local visual inspection every month and document findings. Ad hoc inspections are carried out on a risk assessment basis such as after severe storms.

Where the tree inspection process makes recommendations for remedial actions, the Estates Team will implement them as described. Records of tree inspections and associated remedial works are kept on Smartlog.

### 3.26 Working at Height

These activities will be discouraged wherever practical to do so, however where staff routinely undertake such tasks a suitable risk assessment, with appropriate procedures and training will be provided as necessary. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto tables and chairs etc.

Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment. Where possible it will be ensured that:

- all work at height is risk assessed and properly planned and organised;
- all those involved in work at height are trained and competent to do so;
- the use of access equipment is restricted to authorised users;
- access equipment is regularly inspected and maintained in a safe condition;
- access to fragile surfaces is properly controlled and planned.

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

### 3.27 Work Experience

- The Headteacher is responsible for managing and co-ordinating work experience. All placements are subject to pre-placement checks by Devon 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.
- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- Arrangements will be in place to visit/monitor students during the placement.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.

- All incidents involving students on work placement activities will be reported to by the employer to the Academy at the earliest possible opportunity.

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

**APPENDIX 1 – POLICY HISTORY**

**POLICY HISTORY**

| Version | Summary of Change | Review Date | Lead Author |
|---|---|---|---|
| 001 | Harbour policy based on previous Ventrus model & updated to reflect new operating model Sept 25 | September 2025 | EM |
| 002 | 3.16 Administration of medicine – Updated list of medicines authorised for administration to pupils.<br><br>3.19 Offsites visits - OEVOSA 2026 review date.<br><br>Replaced Parago and IRIS Building Management software with Smartlog.<br><br>Insertion of references to the new Allergy Safety Policy across the policy document to ensure alignment and consistency. | 20/09/2026<br><br>15/10/2026<br><br>15/10/2026 | EM |
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