

Exmouth Community College



HEALTH AND SAFETY POLICY

Policy Details	Date
Policy Written	Graham Allen
Policy Reviewed by Governors	Resources Committee
Policy ratified by Governors	26.06.18
Review Cycle	Annually
Policy Review date	Summer 1 2019

SECTION 1: STATEMENT OF INTENT

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

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

This policy will be brought to the attention of all members of staff *through email notification, daily briefing notices and through the Staff Drive on the College network*

This policy statement and the accompanying organisation and arrangements will be reviewed *annually*.



Chair of the Governing Board

Date: 28.06.18



Principal

Date: 28.06.18

SECTION 2: ORGANISATION

The Duties of the Employing Body

- To produce and regularly review the Health & Safety Policy for the academy. 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 academy's legal responsibilities as well as compliance with this policy.
- To assist the employing body in discharging its legal obligations, the academy has appointed the Health and 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 Health and Safety Service's Health & Safety Arrangement Notes for Academies.

The Duties of the Principal

The Principal 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 academy premises or participating in academy sponsored activities.

In particular, the Principal 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 Board* 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 Board* 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 Board* any significant risks or policy requirements which cannot be met within the establishment's budget
- 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.
- Ensure consultation arrangements are in place for staff and their trade union representatives (*Mrs Skinner*).
- 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 Headteacher may choose to delegate certain *tasks* to the Health & Safety Coordinator.

The role of Health & Safety Coordinator for the Academy has been delegated to *Graham Allen (Deputy Principal)*. Within departments this task is further delegated to the *Head of Department or Head of Year*. A full list of *responsibilities* is available.

The Duties of the Health and Safety Co-ordinator

The health and safety co-ordinator has the delegated task of assisting the Principal discharge their duties in relation to day-to-day health and safety management.

To do this the health and safety co-ordinator will:

- co-ordinate and manage the risk assessment process for the academy.
- in consultation with the Premises Manager, co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the principal and the *Governing Board*.
- in consultation with the Premises Manager, 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 Board* if funds are not available.
- assist with the identification of training needs and training delivery across the academy to ensure that staff and students are adequately instructed.
- collate accident and incident information and, when necessary, carry out accident and incident investigations.
- arrange periodic health and safety audits and liaise with the Principal and *Governing Board* in relation to findings and any associated remedial actions.

The Duties of Heads of Departments and Subject Coordinators

The Heads of Departments and Subject Coordinators have specific delegated tasks in relation to health & safety management within their departments and subject areas.

They must ensure that:

- 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.
- Staff under their control are aware of and follow any externally adopted health and safety guidance [*from sources such as CLEAPSS etc.*]
- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented.
- They ensure that appropriate safe working procedures are brought to

- the attention of all staff under their control and are enforced effectively.
- They take appropriate action on health, safety and welfare issues referred to them, informing the Principal or Governing board of any problems they are unable to resolve within the resources available to them.
 - They carry out regular inspections of their areas of responsibility and report / record these inspections to the Deputy Principal.
 - 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.
 - all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

The Duties of all Members of Staff

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

Specifically, all employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the academy's health and safety policy arrangements at all times.
- Report all accidents and incidents in line with the reporting procedure
- 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 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

Students

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

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

Contractors

All contractors who work on the academy premises are required to identify and control any risks arising from their activities and inform the principal of any risk that may affect the staff, students 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 principal will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury.

SECTION 3: ARRANGEMENTS

Arrangements are made using the Health and Safety Wellbeing Service's Arrangement Notes HSA01-60. A full list is available in Appendix A and the remainder of this document features a summary of arrangements in the following key areas:

- *Risk Assessment*
- *Accident/Incident Reporting*
- *Asbestos*
- *Communication & Training*
- *Consultation*
- *Contractors*
- *Curriculum Activities*
- *Display Screen Equipment*
- *Fire Safety*
- *First Aid*
- *Legionella*
- *Lettings*
- *Maintenance*
- *Medication*
- *Monitoring*
- *Moving and Handling*
- *Personal Safety and Security*
- *Radioactive Sources*
- *Stress/Wellbeing*
- *Work Experience*
- *Work at Height*

The specific arrangements adopted by the academy are guided by the Health & Safety Arrangements Notes provided by the Health and Safety Service. Details of these arrangements can therefore be found in the Arrangements Notes which can be accessed via the OSHENS system Document Library.

The Academy also has a subscription to CLEAPSS via the Health and Safety Service. CLEAPSS guidance has been adopted to guide arrangements in Science, D&T and Art.

In addition the following publications have been adopted to guide arrangements for safety in specific curriculum areas:

- *Safe Practice in Physical Education and School Sport' Association of Physical Education 'AfPE' <http://www.afpe.org.uk/>*

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 and Safety Service. Specifically the model risk assessments amended

and adopted in order to identify suitable risk control measures are shown in Appendix B.

Where model risk assessments do not address all the significant hazards of the academy, the RAA01 format will be used to record the significant findings of risk assessment decisions.

Risk assessments are available for all staff to view and are held centrally with the Deputy Principal. 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 either annually or every 3 years depending upon the levels of risk. This will be identified on the RAA model risk assessments.

For full details relating to risk assessment arrangements, reference should be made to the HSA047 Arrangement Note.

Other arrangements in alphabetical order:

Accident/Incident Reporting

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

Accidents to students and other non-employees should be recorded in the accident log, which is held on the Staff Drive and updated by Carol Heavens on Green Close and First Aiders based on Gipsy Lane. Accidents that require hospitalization and 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 Governing Board by entering accident details onto the OSHENS on-line accident reporting system.

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

Accidents will be monitored for trends and a report made to the Premises Committee at least termly.

The Principal or Deputy Principal 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 and Safety Service.

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

Asbestos

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located *with the Premises Manager*.

The Asbestos Register is held with the Premises Manager and in each staff room 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 Board.
- 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.
- All changes to asbestos containing materials on site, whether due to removal works or accidental damage, 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 James Murphy at the earliest opportunity.

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

Communication and Training

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

The Health and Safety Law poster is displayed in Green Close and Gipsy Lane staffrooms.

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 on SIMS and HR and Loraine Bowles are responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

For full details relating to staff training, reference should be made to the HSA055 Training Arrangement Note.

Consultation

Staff are represented on the Premises Committee. Consultation of day to day matters will be achieved by notices on Daily Briefing, Heads of Department/Year meetings and staff meetings.

Members of staff with concerns should raise them initially with their departmental head or the Health & Safety Coordinator. If required, requests for external advice should then be sought from the Health, Safety & Wellbeing 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 Board 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 Arrangement Note.

Contractors

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to the College reception, where the Premise Team will be notified, they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency, James Murphy will undertake appropriate competency checks prior to engaging a contractor. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The academy, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

James Murphy is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work. James Murphy will ensure that the specific client requirements of the Construction (Design & Management) Regulations 2007 have been complied with.

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

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant Heads of Department using the appropriate Health and Safety Service's model risk assessments listed above.

Within science, CLEAPSS *Hazards 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 and technicians requisition sheets*.

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

Display Screen Equipment (DSE)

The following guidance is used to determine DSE users.

1.	2.	3.	4.
Continuous spells on DSE of one hour or more	Daily use of DSE	High dependency on DSE	Little choice whether or not to use DSE
Guidance on decision making			
User	If you have answered Yes to both 1 and 2, regardless of the other answers.		
User	If you have answered Yes to only one of either 1 and 2, plus Yes to 3 and 4		
Non-user	If you have answered Yes to only one of either 1 and 2, and No to 3 and 4		
Non-user	If you have answered No to both 1 and 2, regardless of the other answers		

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) . They will receive a voucher which covers the cost of the eye test and a pair of classes from the £45 range.

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

Fire Safety

The Principal is responsible for ensuring the academy's fire risk assessment

is undertaken using the RAA08 document and controls implemented accordingly. The fire risk assessment is located with the Premises Manager and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located with the Premises Manager 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.

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 with the Premises Manager

Alex Binks is responsible for ensuring that the academy's Fire Log is kept up to date and that the following inspection / maintenance is undertaken:

- Dates of fire fighting equipment inspections and checks
- Dates and outcome of fire alarm system(s) inspections and checks
- Dates and outcome of emergency lighting system - records of tests
- Dates and outcome of visits by Devon & Somerset Fire & Rescue
- List of all fire training / instruction carried out
- Dates and outcome of fire drills

Procedures for other critical incidents and off-site emergencies are contained within the Academy's Emergency Management Plan which is located with the Premises Manager and will be reviewed annually.

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

First Aid

The school has risk assessed the need for first aid provision and this is recorded on the RAA09 risk assessment document. A list of first aid provision is provided as Appendix C.

HR will ensure that refresher training is organised to maintain competence and that new persons are trained should first aider trained staff leave.

First Aid boxes are located in Science and Technology rooms and in PE.

Carol Heavens is responsible for maintaining the contents of first aid boxes and replenishing stocks as necessary.

For full details relating to first aid, reference should be made to the HSA19

First Aid Arrangement Note.

Hazardous Substances

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.

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 model risk assessments are incorporated into point-of-use documents within the department such as schemes of work and lesson plans.

In all other areas the responsible manager shall ensure that:

- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted 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

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

Legionella

A water risk assessment for the academy has been completed by Interserve FS Water Services and Alex Binks 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 HSA28 Legionella Arrangement Note.

Lettings/shared use of premises

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

Maintenance of Plant and Equipment

Regular inspection and testing of school equipment is conducted to legislative

requirements by competent contractors. Records of such monitoring will be kept by the Premises 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.

The following specific statutory inspections and tests will be undertaken:

- 6 monthly lift Thorough Examination, to be undertaken by P&P Lifts, Teignmouth.
- Pressure Vessel Thorough Examination according to a Written Scheme, to be undertaken by British Engineering Services.
- Annual gas appliance inspection and maintenance, to be undertaken by IJ Cannings, Exeter.
- Annual gas tightness test, to be undertaken by Lorne Stewart.
- Airconditioning inspection and maintenance, to be undertaken by Devon Airconditioning, Crediton.
- Automatic Gates inspection and maintenance, to be undertaken by Wessex Gates, Yeovil.
- Dust Extraction Systems inspection and maintenance, to be undertaken by A1 Extraction Ltd, Newton Abbot.
- Fan Convection Heaters inspection and maintenance, to be undertaken by Lorne Stewart.
- Fire Alarm and Emergency lighting inspection and maintenance, to be undertaken by Trinity Fire and Protection.
- Fire Fighting equipment inspection and maintenance, to be undertaken by Rhino Fire Systems, Bridgwater.
- Heating Systems inspection and maintenance, to be undertaken by Lorne Stewart.
- Kitchen equipment inspection and maintenance, to be undertaken by GAC catering.
- Lightning Conductors inspection and maintenance, to be undertaken by Redpath Buchanan, Totnes.
- Light Rigging inspection and maintenance, to be undertaken by Stage Electrics, Bristol.
- Seating System inspection and maintenance undertaken every year by Audience Systems.

Heads of Department are 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.

Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Premises Manager.

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 doc Prem001 held with the Senior Caretaker. This inspection and testing will be conducted by Tony Sussex (ICT) Robert Mitchell (Science) Gareth Lomas (Music) Tony Williams (Technology) Trevor Bray (Premises)

Heads of Department are 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.

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.

An electrical installation test will be conducted by DS Electrical, Bideford every 5 years. James Murphy is responsible for arranging the remedial actions for all Code 1 and 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 Arrangement Notes.

Medication Arrangements

See separate Medications policy.

Students will be encouraged to self-administer medications wherever this is appropriate. Nevertheless, the academy will, at the request of the parent / carer and with the consent of the Principal, administer medication prescribed by a doctor.

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.

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

Carol Heavens is 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 by Carol Heavens on the Staff Drive. Where required, training will be undertaken by staff to administer specific medications.

All non-emergency medication kept in school is securely stored in KS4 and KS3 offices with access strictly controlled. Where children need to have

immediate access to emergency medication i.e. asthma inhalers, epi-pens, etc., it will be kept in First Aid and clearly labelled.

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

Monitoring

The Principal, assisted by the Health and Safety Co-ordinator, will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health & Safety Review process undertaken by the Health and Safety Service. Feedback from this process is to be referred to the Governing Board.

A general inspection of the site will be conducted annually and be undertaken by James Murphy. 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 Principal (Site) and Deputy Principal (Departments) Responsibility for following up items detailed in the safety inspection report will rest with Graham Allen and James Murphy.

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

Moving and Handling

Generic risk assessments for regular manual handling operations are 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 manual handling activities which present a significant hazard, which are not accounted for in the generic risk assessments described above, will be reported to James Murphy. 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 students will be risk assessed by the Head of Key Stage and recorded in a specific Handling Plan for the individual concerned. The format found in the HSA35 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 HSA34/35 Moving and Handling Arrangements Notes.

Offsite Visits

The Academy has adopted the Devon County Council (DCC) document *Outdoor Education, Visits and Off-site Activities Health & Safety Policy* as its own policy.

In line with this policy, the DCC Educational Visit Adviser has been engaged to endorse arrangements for higher risk activities. The DCC Educational Visit Adviser will therefore be notified of all Category B and C visits via the *Evolve* online system.

The *Evolve* system will also be used for the planning and approval of all lower risk Category A offsite visits. Relevant risk assessments will be attached electronically as required. The Academy's Educational Visits Co-ordinator Graham Allen will check the documentation and planning of the trip and, if acceptable, approve the visit on behalf of the Principal.

For full details relating to educational visits, reference should be made to the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2016*.

Personal Safety and Security

The academy believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. A separate specific behaviour policy is in place at the Academy.

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 relevant line manager in order to identify and implement control measures.

Staff working outside normal school or working hours must obtain permission of the Principal

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.

Academy Security

James Murphy 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 RAA24 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.

Radioactive Sources

The Academy 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 document
- The Health and Safety Service provide the Radiation Protection Officer role and contact details are contained within the Standard Operating Procedures document
- The Radiation Protection Supervisor is Robert Mitchell. 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

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.

Stress/Wellbeing

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

Specific arrangements for responding to individual concerns and monitoring staff workloads include return to work procedures following absence (including IMASS occupational health support), MAMSA policy, appraisal arrangements and NQT mentoring.

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.

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 stepladders or kick stools are to be used. Staff *must not* climb onto chairs etc.

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

Academy's nominated person(s) responsible for all premises related work at height is James Murphy.

The nominated person(s) shall ensure:

- 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
- a register of access equipment is maintained and all equipment is regularly inspected and maintained
- access to fragile surfaces is properly controlled.

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

Work Experience

Jenna Westcott-Wolstenholme 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.

- 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
- 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 Academy *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 RAA28 risk assessment document.

Workplace safety

James Murphy 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:

- Slips, trips and falls
- Glazing
- Trees

- Waste storage and disposal
- Vehicle/pedestrian conflict

This will be reviewed annually or after significant change and recorded by amending the RAA03 risk assessment document.

For full details relating to the control of hazards within the premises, reference should be made to the HSA44 Premises Arrangements Note.

Appendix A

Exmouth Community College - Management of Health and Safety

Key Areas of Responsibility – September 2017

Reference	Key Area	Person Responsible	Risk Ass
HSA0001	Accident Information	G. Allen	
HSA0002	Agency and Temporary Workers	G.Keddie	
HSA0003	Art and Pottery	J.Honour	RA02
HSA0004	Asbestos	J.Murphy	
HSA0005	Auditing and Monitoring	G. Allen	
HSA0006	Caretaking and Cleaning Safety	J.Murphy	RA04
HSA0007	Construction, Design and Management	J.Murphy	
HSA0008	Consultation and Communication	G.Allen	
HSA0009	Contractors –selection and control of	K. Dearsly / J.Murphy	
HSA0010	COSHH	Relevant HODs/DCS	
HSA0011	Design and Technology	A.Drake	RA05
HSA0012	Display Screen Equipment	G.Allen	
HSA0013	Drama Safety	J.Turner	RA06
HSA0014	Drug and Alcohol	G.Allen	
HSA0015	Educational, Social and Off Site Visits	G.Allen	
HSA0016	Electrical Safety	J.Murphy	
HSA0017	Emergencies	K. Dearsly	
HSA0018	Fire Safety	J.Murphy	RA07
HSA0019	First Aid	H.Powell	RA08
HSA0020	Gas Safety	J.Murphy	
HSA0021	Grounds Maintenance Safety	J.Murphy	
HSA0022	Hand Arm Vibration	J.Murphy	
HSA0023	Health Issues for Young Service Users	G.Allen	
HSA0024	Health Issues for Employees	SLT as appropriate	
HSA0025	ICT Department Safety	M. Brown	RA10
HSA0026	Infection Control	J.Murphy	
HSA0027	Kitchen Safety	L.Wakeling	RA09
HSA0028	Legionella	J.Murphy	
HSA0029	Library Safety	H. Miles	RA11
HSA0030	Lifting Equipment	J.Murphy	
HSA0031	Lone Working	J.Murphy	
HSA0032	Medication Arrangements	G.Allen (C.Heavens)	
HSA0033	Mobile Phones	G. Allen	
HSA0034	Moving and Handling Objects	J.Murphy	
HSA0035	Moving and Handling People	G.Allen	
HSA0036	Music Safety	P.Stock	RA12
HSA0037	Noise Safety	P.Stock / A.Drake	
HSA0038	Office Safety	J. Powis	RA13
HSA0039	Organising Major Events	G. Allen	
HSA0040	Personal Protective Equipment	J.Murphy + HODs	
HSA0041	Personal Safety	G.Allen	
HSA0042	Physical Education	S.Lowe	RA14
HSA0043	Playground Safety	J.Murphy	
HSA0044	Premises Safety	J.Murphy	RA03
HSA0045	Pressure Systems	J.Murphy	
HSA0046	Primary Curriculum Activities	N/A	RA16
HSA0047	Risk Assessment	G. Allen	
HSA0048	Safety Signs	J.Murphy	

HSA0049	Science Safety	M.Hale	RA17
HSA0050	Security	J.Murphy	RA18
HSA0051	Slips and Trips	J.Murphy	
HSA0052	Stress	A.Davis	RA19
HSA0053	Swimming Pool Safety	A.Davis	
HSA0054	Teleworking		
HSA0055	Training	G.Allen	
HSA0056	Transport	G.Allen	
HSA0057	Volunteer Safety	G.Allen	
HSA0058	Work Equipment	J.Murphy +HODs	
HSA0059	Work Experience	J. Westcott- Wolstenholme	
HSA0060	Working at Height	J.Murphy	RA22
HSA0062	Early Years	H.Miles	

- All items are available within the school's intranet (password protected)
- The College Health and Safety policy is reviewed annually by Governors.

Exmouth Community College

Risk Assessment Review Cycle 2017 -2018

Reference	Key Area	Person Responsible	Risk Ass	Start Date	End Date	Review Date
HSA0001	Accident Information	G. Allen	(RAA09)			
HSA0002	Agency and Temporary Workers	G.Keddie	Through HR			
HSA0003	Art and Pottery (+Kiln)	J.Honour	RAA02/31	1 Jan 2018	31 Jan 2018	1 Jan 2019
HSA0004	Asbestos	K. Dearsly	(RAA03)			James Murphy to monitor
HSA0005	Auditing and Monitoring	G. Allen	Through Finance			
HSA0006	Caretaking and Cleaning Safety	K. Dearsly	RAA04 RAA30	1 April 18	30 April 18	1 April 2019
HSA0007	Construction, Design and Management	K. Dearsly	(RA03)			
HSA0008	Consultation and Communication	G.Allen	N/A			
HSA0009	Contractors –selection and control of	K. Dearsly	(RAA03)			
HSA0010	COSHH	Relevant HODs/DCS	RAA05			
HSA0011	Design and Technology	A.Drake	RAA06	1 Jan 2018	31 Jan 2018	1 Jan 2019
HSA0012	Display Screen Equipment	S.Rogers	OSHENS			
HSA0013	Drama Safety	J.Turner	RAA07	1 Sept 2017	30 Sept 2017	1 Oct 2018
HSA0014	Drug and Alcohol	G.Allen	Through HR			
HSA0015	Educational, Social and Off Site Visits	G.Allen	Evolve			
HSA0016	Electrical Safety	K. Dearsly	(RA03)			

Reference	Key Area	Person Responsible	Risk Ass	Start Date	End Date	Review Date
HSA0017	Emergencies	K. Dearsly	Emergency Plan			
HSA0018	Fire Safety	J.Murphy	(RAA08)	1 August 18	31 August 18	1 August 2019
HSA0019	First Aid	G.Allen	RAA09	1 April 18	30 April 18	1 April 2019
HSA0020	Gas Safety	J.Murphy	(RAA03)			
HSA0021	Grounds Maintenance Safety	J. Murphy	(RAA03)			
HSA0022	Hand Arm Vibration	J.Murphy	(RAA01)	1 Oct 17	31 Oct 17	1 Oct 2018
HSA0023	Health Issues for Young Service Users	G.Allen	(RAA19)			
HSA0024	Health Issues for Employees	G.Keddie	Through HR			
HSA0025	ICT Department Safety	M. Brown	RAA10	1 Oct 2017	1 Oct 2017	1 Oct 2018
HSA0026	Infection Control	J.Murphy	(RAA04)			
HSA0027	Kitchen Safety	L. Wakeling	RAA11	1 Mar 2018	31 Mar 2018	1 Mar 2019
HSA0028	Legionella	J.Murphy	(RAA03)			
HSA0029	Library Safety	A.Davis	RAA12	1 Oct 2017	31 Oct 2017	1 Oct 2018
HSA0030	Lifting Equipment	J.Murphy	tbc			
HSA0031	Lone Working	K. Dearsly/G.Keddie	RAA13	1 July 2018	20 July 2018	1 July 2019
HSA0032	Medication Arrangements	C.Heavens	(RAA09 + ICHPs)			
HSA0033	Mobile Phones	G. Allen	(RAA29)			
HSA0034	Moving and Handling Objects	J.Murphy	RAA14			
HSA0035	Moving and Handling People	G.Allen	RAA16 as needed			
HSA0036	Music Safety	P.Stock	RAA17	1 Jan 2018	31 Jan 2018	1 Jan 2019
HSA0037	Noise Safety	P.Stock / A.Drake	(RAA06/17)			
HSA0038	Office Safety	J. Powis	Part of whole college RAs			

Reference	Key Area	Person Responsible	Risk Ass	Start Date	End Date	Review Date
HSA0039	Organising Major Events/Productions	G. Allen	Own	1 Sept 2017	30 Sept 2017	1 Sept 2019
HSA0040	Personal Protective Equipment	K.Dearsly + HODs	Subject RAs			
HSA0041	Personal Safety	G.Allen	(RAA01 as needed)			
HSA0042	Physical Education	S.Lowe	RAA20	1 Jan 2018	31 Jan 2018	1 Jan 2019
HSA00043	Playground Safety	J.Murphy	(RAA03)			
HSA00044	Premises Safety	J.Murphy	RAA03	1 Dec 2017	18 Dec 2017	1 Dec 2018
HSA00045	Pressure Systems	J.Murphy	(RAA 11/23)			
HSA00046	Primary Curriculum Activities	N/A	N/A			
HSA00047	Risk Assessment	G. Allen	N/A			
HSA00048	Safety Signs	J.Murphy	Within site/fire/subject RAs			
HSA00049	Science Safety	M.Hale	RAA23	1 Jun 2018	30 Jun 2018	1 Jun 2019
HSA00050	Security	J.Murphy	RAA24A+B	1 May 2018	31 May 2018	1 May 2019
HSA00051	Slips and Trips	J.Murphy	(RAA03)			As required by accident log
HSA00052	Stress	A.Davis	RAA25			As required
HSA00053	Swimming Pool Safety	A.Davis	N/A			
HSA00054	Teleworking		N/A			
HSA00055	Training	G.Allen	N/A			
HSA00056	Transport	G.Allen	RAA29	1 Oct 2017	31 Oct 2017	1 Oct 2018
	Vehicle/Pedestrian Conflict	G.Allen/J.Murphy/KD	Own	1 Sept 2017	30 Sept 2017	1 Sept 2018
HSA00057	Volunteer Safety	G.Allen	Own	1 Sept 2017	30 Sept 2017	1 Sept 2018
HSA00058	Work Equipment	J.Murphy	Own	Ongoing	Ongoing	As required
HSA00059	Work Experience	J. Westcott	RAA28	As required	As required	As required
HSA00060	Working at Height	J.Murphy	RAA27	1 May 2018	31 May 2018	1 May 2019

RAA18 -New and Expectant Mothers – used as required

RAA19 – Nursery Unit

2017 -2018 Risk Assessment Programme

Reference	Key Area	Person Responsible	Risk Ass	Start Date	End Date	Review Date
HSA00059	Work Experience	J. Westcott	RAA28	As required	As required	As required
HSA00058	Work Equipment	J.Murphy	Own	Ongoing	Ongoing	As required
HSA00057	Volunteer Safety	G.Allen	Own	1 Sept 2017	30 Sept 2017	1 Sept 2017
HSA0039	Organising Major Events/Productions	G. Allen	Own	1 Sept 2017	30 Sept 2017	1 Sept 2019
	Vehicle/Pedestrian Conflict	G.Allen/J.Murphy/KD	Own	1 Sept 2017	30 Sept 17	1 Sept 2018
HSA0013	Drama Safety	J.Turner	RAA07	1 Sept 2017	30 Sept 2017	1 Oct 2018
HSA0022	Hand Arm Vibration	J.Murphy	(RAA01)	1 Oct 17	31 Oct 17	1 Oct 2018
HSA0025	ICT Department Safety	M. Brown	RAA10	1 Oct 2017	31 Oct 2017	1 Oct 2018
HSA0029	Library Safety	A.Davis	RAA12	1 Oct 2017	31 Oct 2017	1 Oct 2018
HSA00056	Transport	G.Allen	RAA29	1 Oct 2017	31 Oct 2017	1 Oct 2018
HSA00044	Premises Safety	J.Murphy	RAA03	1 Dec 2017	18 Dec 2017	1 Dec 2018
HSA0003	Art and Pottery + Kiln	J.Honour	RAA02/31	1 Jan 2018	31 Jan 2018	1 Jan 2019
HSA0011	Design and Technology	A.Drake	RAA06	1 Jan 2018	31 Jan 2018	1 Jan 2019
HSA0036	Music Safety	P.Stock	RAA17	1 Jan 2018	31 Jan 2018	1 Jan 2019
HSA0042	Physical Education	S.Lowe	RAA20	1 Jan 2018	31 Jan 2018	1 Jan 2019
HSA0027	Kitchen Safety	L. Wakeling	RAA11	1 Mar 2018	31 Mar 2018	1 Mar 2019
HSA0006	Caretaking and Cleaning Safety	K. Dearsly	RAA04 RAA30	1 April 18	30 April 18	1 April 2019
HSA0019	First Aid	G.Allen	RAA09	1 April 18	30 April 18	1 April 2019
HSA00050	Security	J.Murphy	RAA24	1 May 2018	31 May 2018	1 May 2019
HSA00060	Working at Height	J.Murphy	RAA27	1 May 2018	31 May 2018	1 May 2019
HSA00049	Science Safety	M.Hale	RAA23	1 Jun 2018	30 Jun 2018	1 Jun 2019
HSA0031	Lone Working	K. Dearsly/G.Keddie	RAA13A+B	1 July 2018	20 July 2018	1 July 2019
HSA0018	Fire Safety	J.Murphy	(RAA08)	1 August 18	31 Aug 18	1 August 2019

Appendix C

HEALTH AND SAFETY GUIDELINES

Illness and Accidents

While taking every precaution to reduce the possibility of accidents happening in school, they are still a possibility. It is therefore important that for any accident that does occur:

- It is dealt with promptly and professionally to ensure the casualty is correctly treated
- It is recorded accurately
- If necessary, action is taken to ensure a similar incident does not happen again.

First Aid Contacts

Mrs Carol Heavens can be contacted on 5605.

If Mrs Carol Heavens is not available, and the First Aid Office is closed, contact the Key Stage offices for assistance. Contact should be made by phone or by sending a student.

Specific Conditions

- Diabetic Students
 - These students may need to test or snack in class. Please do not draw attention to the student.
- Hypo Warning
 - Shaky, pale, altered behaviour, glazed / unfocused look in eyes, confused, hungry, sleepy.

DO NOT send diabetic student to First Aid unaccompanied if feeling unwell. If in doubt call for an ambulance.

- Action in case of Asthma attack
 - KEEP CALM. Sit, **do not lay**, the student down. Allow the student to use their normal reliever medicine / inhaler. If the student is breathless after 5 minutes call an ambulance. If the student has a supply of oral steroids give the stated dose now. Repeat treatment with the reliever / inhaler. Don't worry about giving an overdose.
- Allergic Reaction
 - Someone having an allergic reaction **should not be moved**. Even if they are able to walk – do not walk them about – get help to them instead. People with breathing difficulties should be allowed to find their most comfortable position, this is often sat upright.
 - Follow procedures for administering the autoinjector/EPI pen as indicated. Ensure you have attended a staff training session.

Procedures for reporting student illness

Follow the guidelines in the attached flow chart.

We are not allowed to let students go home unaccompanied if they are feeling unwell. If a student says they need to go home parents or carers must be contacted.

Procedures for reporting an accident where a student is injured:

- If a student reports to a member of staff with an injury, they should contact Mrs Carol Heavens for advice in the first instance. In some cases it is better for the injured person to remain where they are.
- In case of an accident, call Mrs Carol Heavens (or the Key Stage Office) so an ambulance can be called and parents can be informed.
- If more immediate action is necessary, or it is not possible to make contact as above, an ambulance should be called immediately.

The following information will be needed when calling an ambulance:

- Postcode (Gipsy Lane - EX8 3AF, Green Close EX8 3PZ)
- Exact location on site
- Name of student
- Age of student
- Possible injury
- If there is a First Aider or adult with the child

It is important to establish which hospital the student is being taken to.

If parents are not available then an appropriate adult should accompany the student in the ambulance and at the hospital.

The first aid office should be given details as soon as possible after the incident. Reception should also be contacted in order to be able to deal with any queries from parents.

In the case of serious incidents, the area in which the accident occurred should not be disturbed until an investigation has been carried out by a senior member of staff with the advice of the County Health and Safety officer.

Accident Forms

- The appropriate Deputy Principal and Premises Manager should also be informed of the incident as detailed in the management structure in the Health and Safety policy.
- If the incident does not result in the injured person going to hospital, an entry will be made in the College's injury log.
- If the injured person is taken directly to hospital a P03 accident report form should be completed by the 'responsible person.' This is available from Mrs Carol Heavens or from the Health and Safety section of the College Website and near staffrooms.
- If necessary the details will be sent to the LA via the Online Reporting Service
- They will investigate the incident using the Devon County Council Guidelines for Accident Prevention, Reporting, Recording and Prevention (also available on the College website).

Near Misses

If there is an incident that had the potential to cause a serious injury, the incident should be reported using the management structure in the Health and Safety policy.