



## **Uffculme Academy Trust**

# **Health & Safety Policy**

February 2019

Approved by The Finance, Audit & Premises Committee on: 7<sup>th</sup>  
February 2019

Next review date: February 2021

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# STATEMENT OF INTENT

## 1. GENERAL

Uffculme Academy Trust (the Trust) as the employing body recognises its overall responsibility for the health, safety and welfare of all employees, students and others who may be affected by using the trusts premises or participating in trust sponsored activities.

We regard the promotion of health and safety to be critical to our success and in supporting our aim “to provide a safe and healthy working and learning environment for students, staff and visitors”. Therefore we shall in so far as is reasonably practicable, comply with the requirements of the Health and Safety at Work Act 1974 and all statutory provisions associated with it and support staff in meeting their obligations under the Act.

High standards can only be achieved with the full involvement of the Academy Trust community. The Chief Executive Officer should be supported with a high degree of commitment from managers, teachers and supervisors at every level.

Uffculme Academy Trust believes that by integrating sensible health, safety and welfare practices into all our work/educational related activities will form part of the good education of our students; this will effectively control and manage risks

Uffculme Academy Trust will review the health and safety policy on a regular basis and bring any revisions to the attention of all students and staff.

Signed..... Date.....

Chair of Finance, Premises & Risk Committee  
Uffculme Academy Trust

Signed..... Date.....

Chief Executive Officer  
Uffculme Academy Trust

## **2. RESPONSIBILITIES**

### **2.1 Responsibilities of the Trust**

The Trust acknowledges that as the employer, they are ultimately responsible for health and safety in each school. They will ensure they are fulfilling their legal requirements and that persons using the premises are safe and levels of risk are reduced to acceptable levels. The Trust appoints the Headteacher of each school who holds overall responsibility for health & safety within their school.

The Trust is responsible for:

- Appointing a “Competent Person” as defined by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This responsibility is currently carried out by the Devon Health and Safety Service under an annual Service Level Agreement. They will advise, consult, support and liaise with the Chief Executive officer and other relevant employees.
- Leading an effective health and safety culture which seeks to promote high standards of health and safety within the establishment;
- Integration of good health and safety management with business decisions
- Ensuring that there is an effective and enforceable policy for the provision of health, safety and welfare, and that it is reviewed annually
- Ensuring that each school has access to competent health and safety advice
- Employees or their representatives are involved in decisions that affect their health and safety.

### **2.2 Responsibilities of the Finance, Premises and Risk Committee**

The Trust’s Finance, Premises and Risk Committee will take a more supportive role in upholding the Trust’s responsibilities. It will ensure that there are practical arrangements in place to support the aims of the health and safety policy and it will regularly review information and reports regarding health and safety across the year.

The Finance, Premises and Risk Committee is responsible for:

- Carrying out and recording a formal health and safety inspection, using a competent practitioner, of all parts of the premises and sites of each school within the Trust at least annually and implementing new arrangements where necessary
- Ensuring that sites and premises are a safe place of work for employees and pupils, including safe means of access and egress
- Ensuring that adequate health and safety resources are available to meet health and safety requirements

- Having procurement standards for goods, equipment and services can help prevent the introduction of expensive health and safety hazards
- Ensuring health and safety appears regularly on the agenda for committee meetings including health and safety inspection reports and accident reports, and reporting on health and safety matters to parents through the minutes, Annual Reports etc.
- Considering immediate reviews in the light of major shortcomings or events.

### **2.3 Responsibilities of Heads of schools**

The overall responsibility for each school's health and safety system and implementation of the safety policy rests with the Headteacher of each school.

In each school the Headteacher is responsible for:

- Demonstrating visible, active commitment to health and safety improvement
- The overall maintenance and development of safe working practices and conditions for all employees, pupils and other non-employees on site
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy, and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that the requirements of all relevant legislation, codes of practice and school policies are met at all times in order to comply with statutory duties
- Consulting with employees, and safety representatives, on health and safety issues, providing necessary facilities as far as reasonable for trades union safety representatives in their efforts
- Carrying out their functions and to establish a H & S Committee if requested
- Ensuring effective means of communication with staff on health, safety and welfare issues
- Ensuring that risk assessments are undertaken and reviewed annually for all the school's work activities including those off site
- Ensuring that staff involved in educational visits are aware of their responsibilities regarding the Off-Site Visits Policy and have access to it
- Identifying the training needs of employees and arranging for training to be undertaken to ensure that they are 'competent' to carry out their activities
- Ensuring that arrangements are made for defects in the premises, its plant, equipment or facilities which are reported in order to make them safe
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards
- Ensuring that accident, work-related ill health and violent incidents are reported and investigated as necessary and that there is effective first aid provision in place

- Monitoring the standard of health and safety throughout the academies within the trust.
- Ensuring that effective emergency procedures are in place
- Authorising all Off-Site Visits. Inform the Governors of all non-routine Off-Site Visits
- Ensuring effective control of contractors and sub-contractors undertaking building works on the school's premises.

Each school's Headteacher may delegate tasks to others and authorise others to undertake duties on their behalf, but will retain overall responsibility for the implementation and management of proper health and safety controls within the school on behalf of the Uffculme Academy Trust.

## **2.4 Responsibility of the Trust's Business Manager**

The Business Manager must ensure that arrangements are in place to manage all aspects of the school's sites, buildings and premises in compliance with the health and safety policy and associated guidance.

The Business Manager is responsible for

- Ensuring that a competent person is appointed as Health & Safety Officer
- Ensuring the efficient reporting, recording and investigation of accidents and that where appropriate accidents are reported as necessary to the HSE if RIDDOR reportable
- Ensuring that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency and that firefighting equipment is available and maintained and that emergency drills and procedures are carried out regularly and monitored for effectiveness;
- Overseeing contractors on site and arranging for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures.

## **2.5 Responsibilities of the Health & Safety Officer**

In addition to the appointment of the Devon Health and Safety Service to act as the Competent Person and in addition to the general duties which all members of staff have, the health and safety officer has responsibility for the day-to-day maintenance and development of safe working practices and conditions for students, staff, and any other person using any of the Trusts premises or sites or engaged in activities sponsored by the Trust.

They shall be responsible to the Headteacher of each school and to the Trust Board for:

- Attending appropriate Health and Safety Training Courses including IOSH Managing Safely to enable him/her to discharge his/her duties effectively;

- Promoting health and safety matters throughout the school by co-ordinating Health and Safety and disseminating safety information to all staff, through notices and appropriate meetings.
- Carrying out inspections of the school at least once a term with the Premises or Business Manager, ensuring that appropriate action has been taken to address any deficiencies;
- Monitoring the maintenance of plant and equipment, ensuring that all statutory inspections of equipment are completed and records kept.
- Ensuring that Health and Safety Manuals and associated Logs (fire, asbestos, legionella etc.) are kept up to date;
- Supporting Department Managers in the preparation and monitoring of Risk Assessments for their area
- Arranging the necessary health and safety training for all staff including temporary employees, and an induction to ensure that new employees are briefed about safety arrangements and have access to a copy of the school's Health and Safety Policy (this document) and the opportunity to read it;
- Keeping staff health and safety training records up to date.

## **2.6 Responsibility of Heads of Department (Curriculum and Support)**

Heads of Department are directly responsible to the Headteacher of the school in which they work and have a responsibility for the application of any safety measures and procedures within their own department or area of work.

Heads of Department are responsible for:

- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Dealing with any health and safety matters referred to them by a member of staff and referral to the Health & Safety Officer or school Headteacher if they cannot resolve any of these matters where necessary,
- Establishing and maintaining safe working procedures including arrangements for ensuring, so far as reasonably practicable, safety and reducing risks to health in connection with the use, handling, storage and transport of equipment, articles and substances (e.g. guillotines, chemicals, boiling water);
- Regularly reviewing departmental arrangements, procedures and risk assessments (at least annually);
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Health & Safety Officer or school Headteacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections

- Providing the necessary information, instruction, training and supervision as necessary to all staff and pupils within the department in order to control hazards and contribute positively to their own safety;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety audits, reports and inspections and seeking advice and guidance from the Health & Safety Officer where necessary.

## **2.7 Responsibilities of all employees**

The Health and Safety at Work etc., Act, (1974) and Management of Health and Safety at Work Regulations (1999), require every employee whilst at work to take reasonable care for the health and safety of themselves and of any other persons, including pupils and visitors, who may be affected by their acts or omissions at work.

All employees are responsible for:

- Taking action to prevent work related accidents and ill health
- Reporting unsafe processes, practices and equipment to supervisors or managers
- Raising health and safety concerns with supervisors or managers
- Reporting all health and safety incidents however minor to supervisors or managers
- Following the appropriate safety rules and procedures relating to each work activity
- Using the safe systems of work, control measures, protective clothing, equipment and devices where required
- Not intentionally or recklessly interfering with, or misusing anything provided in the interest of health, safety and wellbeing
- Co-operating with their manager in implementing the necessary health and safety arrangements and procedures as required
- Observing good standards of dress consistent with safety and hygiene
- Setting a good example to others, always behaving in a responsible manner and never instigating or participating in any form of reckless behaviour will ensure that a safe and enjoyable working/learning environment is maintained for the good of all users of the school.

## **2.8 Responsibilities of the duty staff**

- Staff duty teams are as directed by each school's Leadership Group. The team will be responsible for the general welfare and order of the school before registration, during break and lunch and after school. The duty times will be site specific.

- All of the team will be on duty and it should be agreed by them which areas they will cover.
- In addition, as a back up to the duty team, all staff are deemed to be on duty and are responsible for the school during breaks and it is expected they will deal with any unsatisfactory behaviour or emergency
- Every classroom and open area should be visited at least once during break by at least one member of the team. Particular attention should be paid to toilets and the dining hall. Staff will ensure that the pupils behave in a civilised fashion.
- Bus Duty staff should ensure that students board the buses in an orderly fashion and monitor traffic in the bus park.

## **2.9 Responsibilities of Students**

Whilst at school students are expected and required to:

- Exercise personal responsibility for their own safety and other pupils
- Observe standards of dress consistent with safety and/or hygiene (this includes items of 'jewellery');
- Observe all safety rules of the school and, in particular, the instructions of teaching staff given in an emergency;
- Not intentionally or recklessly interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.

## **2.10 Responsibilities of Visitors**

Regular visitors, Contractors and other users of the premises and sites within the Trust must observe the safety rules of the school. In particular adult volunteers will be made aware of health and safety arrangements applicable to them by the teacher to whom they are assigned.

## **2.11 Responsibilities of hirers, contractors and others**

- When Trust premises or sites are used for purposes not under the direction of the Headteacher of the school in question, then the person in charge of the activities for which the premises are in use will have responsibility for the safe practices undertaken.
- Each school's Health and Safety Officer will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.
- When a school's premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this.

- When premises or site are hired to persons outside the employment of the Trust, it will be a condition for all hirers, contractors and others using that school's premises or facilities to familiarise themselves with this policy, to comply with all safety directives and that they will not without the prior consent of the Trust:
  - introduce equipment for use on the school premises
  - alter fixed installations
  - remove fire and safety notices or equipment
  - take any action that may create hazards for persons using the premises or the staff or students of the school
- Hirers of the Venue or Sports Centre should be made aware of fire evacuation procedures and provide their own first aiders (if the event is not a school, Trust or Venue event).

The Fire Plan and evacuation procedures for The Venue are situated by each exit and fire call point along with the trained First Aiders list as these differ to the evacuation plans during the day.

The Hirer of either of these buildings will be responsible for safe evacuation of people to the area between the sports hall car park and the main theatre car park to allow access for emergency vehicles.

- All contractors who work on Trust sites and premises are required to ensure safe working practices are followed by their own employees according to the appropriate legal requirements and must pay due regard to the safety of all persons using the premises.
- In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as is necessary to prevent persons in their care being put at risk from injury.

### **3. ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

#### **3.1 Management Tools**

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

The Trust 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.

DCC Health & Safety Service agree a focus for the annual audit with the Trust's Health & Safety Officer and the Academy Business Manager

#### **3.2 Risk Assessment**

The underlying process, which informs this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those persons responsible for the activity/area affected and recorded in writing. 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 assessments are available for all staff to view and are held within departments with a master copy held by the Health & Safety Officer. It will be the responsibility of each school Headteacher, Heads of Departments and Line Managers to ensure that relevant risk assessments are maintained and kept up to date.

Risk assessments for events in The Venue will be carried out by the Venue Events/Theatre Manager and kept on file in The Venue office. Each event will require an individual risk assessment. This RA is a stand-alone document for The Venue only.

Uffculme Sport and Fitness also hold a separate stand-alone Risk Assessment that will be reviewed by the Sports Centre Manager/Duty Manager.

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.

This will be achieved principally by amending and adopting the model risk assessments provided by the Health & Safety Service. Specifically the model risk assessments amended and adopted in order to identify suitable risk control measures are listed in Appendix 1.

### **3.3 Related Policies**

This policy is supported by a number of other policies and guidance. These are:

HS1	Asbestos Policy
HS1a	Asbestos Management Plan – Uffculme School
HS1b	Asbestos Management Plan – Uffculme Primary School
HS2a	Emergency & Business Continuity Plan – Uffculme School
HS2b	Emergency & Business Continuity Plan – Uffculme Primary School
HS3a	Administration of Medicines Policy – Uffculme School
HS3b	Administration of Medicines Policy – Uffculme Primary School
HS4	Off Site Visits and Activities Policy
HS5	Lone Working Policy
HS6a	Security Policy – Uffculme School
HS6b	Security Policy – Uffculme Primary School
HS7	Mini Bus Policy
HS8a	Fire Arrangements – Uffculme School
HS8b	Fire Arrangements – Uffculme Primary School

### **3.4 Specific arrangements**

The Trust will take note of the guidance contained within the Devon Health and Safety Guidance Notes for Academies.

#### **Accident/Incident Reporting**

All employee accidents must be reported to the Finance, Premises and Risk Committee of the Trust. This will be achieved by entering accident details onto the OSHENS on-line accident reporting system and through an annual report to the committee.

Accidents to students and other non-employees should be recorded in the accident.

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 Finance, Premises and Risk Committee entering accident details onto the OSHENS on-line accident reporting system. This relates to any accident that has happened on the site at any time of the day or night.

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

Accidents will be monitored for trends and a report made to the Finance, Premises and Risk Committee of the Trust.

The Trust's Health & Safety Officer will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Health & Safety Service.

## **Asbestos**

The Trust will take all necessary steps to avoid the possibility of uncontrolled release and exposure by carefully controlling building and refurbishment projects to its estate. Detailed arrangements are contained in the Asbestos Policy & Management Plan (HS1).

## **Buildings/Premises**

The Operations Manager is responsible for undertaking a risk assessment for general sites and buildings safety in order to identify and implement control measures for the following site workplace hazards:

- Slips, trips and falls
- Glazing
- Trees
- Waste storage and disposal
- Vehicle/pedestrian conflict.

We will ensure that our sites are kept in a condition which is safe for staff, students and others who may be present, in accordance with statutory requirements, including statutory inspection and maintenance of workplace plant and equipment.

## **Communication and Training**

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

The Health and Safety Law poster is displayed in each school's staff room and next to the Trust's Finance office and is accessible to all staff.

### *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.

The Health & Safety Officer is 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.

Health and Safety training can be given in varying formats. This will include on-site/off-site training with external providers or through the online training system (currently 'EVERY' and as allocated by the Trust's Health and Safety Officer).

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.

### **Consultation**

Members of staff with concerns should normally raise them with their department head. If the matter cannot be resolved by them then it should be referred to the Health & Safety Officer for the Trust.

### **Contractors**

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

All contractors must report to Main Reception of the school in which they are working where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency, the Trust Business Manager or external Project Manager 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 school, 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.

The individual school's site teams are responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work. The Trust Business Manager or external Project Manager will ensure that the specific client requirements of the Construction (Design & Management) Regulations 2007 have been complied with.

### **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 risk assessments are incorporated into point-of-use documents within the department.

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 relevant staff are trained in the safe handling of hazardous substances (and reviewed every 3 years)
- 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.

### **Curriculum Safety**

All programmes of study require that students should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the supervision necessary to ensure safety. Staff will ensure that they are familiar with all risks that might arise from the tools, equipment, materials and processes they plan for children to use.

Risk assessments for curriculum activities will be carried out by the relevant Heads of Department or Subject Officer using the appropriate Health & Safety Service's model risk assessments listed in Appendix 1.

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.

### **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 carried out by the Academy Health and Safety officer in person or via the OSHENS DSE online training and assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use) subject to a total cost of £35.

### **Electrical Safety**

PAT testing of electrical items is carried out by one of the trained members of the Premises team (usually a caretaker). A log is maintained of all items checked.

Any Electrical Equipment donated or brought from home must be checked for safety before being used in any school. New equipment does not require testing (as long as the purchased equipment meets the minimum British Standard required).

Staff are expected to be aware of the basic safety rules for using electrical equipment. All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Site team

An electrical installation test will be conducted by A.L Coopers every 5 years. The Operations Manager is responsible for arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.

### **Emergency & Business Continuity Plan**

This deals with incidents liable to attract national media attention such as the death or serious injury of a pupil(s) a major fire or traffic accident. There is a separate plan for each school within the trust and staff must be particularly aware of procedures in these situations.

### **Fire Safety**

Each school within the Trust will have individual Fire Risk Assessments covering all their buildings. In addition, each school will have detailed Fire Evacuation Arrangements in place and displayed in each room. All staff must be familiar with the fire drill and in particular the arrangements for those with mobility difficulties. There will be a fire drill every term and this is to be recorded in the Fire Book. Each September when the new cohort of pupils arrive the fire drill is to be instructional rather than a 'practice'. Fire safety training is available on the Intranet and must be completed by all staff annually. Where the Fire Evacuation Arrangements identifies Building Wardens, these nominated members of staff must complete an additional training programme on the intranet.

A member/members of the site team in each school is responsible for ensuring that the school'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.

### **First Aid**

The Trust is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries. Each school within the Trust will have in place a First Aid Risk Assessment providing detailed arrangements. The Academy will provide information and training on first aid to staff to ensure that statutory requirements and the needs of the school are met. A list of the staff who hold current first aid certificates is displayed in every building.

For evening events in The Venue or the Sports Centre, there will be always be a First Aider on site with the named list of qualified staff clearly on display (for The Venue, this is displayed on the noticeboard in the foyer and by exit points).

### **Legionella**

A water risk assessment for the school has been completed by our Water safety Contractors – Dantek. The Trust Operations Manager 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.

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

The Trust will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant school's 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 on the 'Every' Premises management system. 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 current Lift contractor
- Pressure Vessel Thorough Examination according to a Written Scheme, to be undertaken by agent of Insurance Company
- Annual gas appliance inspection and maintenance, to be undertaken by MBH
- Annual gas tightness test, to be undertaken by MBH
- Annual Inspection of Kiln
- Weekly inspections of Design & Technology workshop equipment
- Monthly inspection of Site Team workshop equipment

Relevant departmental managers 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.

### **Medication Arrangements**

The Trust recognises that children with medical needs have the same rights of admission to its schools and that there will be children who will need to take medication during the school day. Each school within the Trust has a policy for the Administration of Medicines. In addition, where appropriate an individual school will have in place an Intimate care policy. The Trust has a policy to support pupils with medical conditions in its schools.

### **Monitoring**

The Health and Safety Officer, will put in place procedures to monitor compliance with the arrangements described in this policy using the 'Every' Property Maintenance Management System. The central component of this process is the 3 yearly Health & Safety Review process undertaken by the Devon Health & Safety Service. Feedback from this process is to be referred to the Main Board.

An annual audit of each school within the Trust will be carried out by the Devon County Council Health & Safety Service. This will focus on an area agreed between the Health & Safety Officer and the Health & Safety advisor.

### **Moving and Handling**

Generic risk assessments for regular manual handling operations are undertaken as described in the risk assessment section (3.2). Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

All moving and handling of students will be risk assessed by the SENCO and recorded in a specific Handling Plan and risk assessment for the individual concerned. The format found in the HSA0035 Guidance 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.

Equipment (EVAC chair) for moving and handling people is subject to inspection on an annual basis by Evachair Ltd.

### **Offsite Visits & Activities**

The Trust has a separate policy for the organisation and execution of Off Site Visits and Activities. The Trusts Educational Visits Co-ordinator is responsible for overseeing this.

### **Personal Safety**

Certain personal safety issues may arise, such as lone working (Lone Working Policy), work affecting new and expectant mothers, young people and volunteers. We will seek to ensure that such issues are appropriately risk assessed, controlled, supervised and managed.

The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. A behaviour policy is in place in each school.

### **Radioactive Sources**

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 document
- The Health & Safety Service provide the Radiation Protection Officer role and contact details are contained within the Standard Operating Procedures document
- Each Secondary school has its own Radiation Protection Supervisor who would normally be 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.

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.

### **Radon Gas**

Uffculme School and Uffculme Primary school are located in an area with less than 1% potential for Radon Gas.

### **Repairs and Maintenance**

All staff should be consciously monitoring all areas of the school and report any dangerous or potentially dangerous situations. There is a maintenance 'defects' log on the cloud/intranet site. The caretakers will examine this log at least once a day and

update the item when actioned. Any item of an urgent H&S nature should be logged as a Health & Safety issue. In particular gas, electrical and other items of a particularly dangerous nature should be logged as urgent. Maintenance contracts are in place for all machinery and other items requiring statutory inspections. A list is available of all such contracts is available from the Premises office.

## **Security**

Each school within the Trust will have an individual Security Policy. All visitors have to report to the office and collect a visitor's badge. Reception has a list of all regular visitors who have had a CRB/DBS check. These people will be issued with a badge on a black lanyard indicating that they may move around the site un-accompanied. Visitors not on the list will be given a red lanyard and must be accompanied at all times when students are on site. If you have any doubts about strangers, ask if you can help them: report their presence if you still have doubts. Any staff leaving the premises during the school day should sign in and out. Lists of pupils who go off the site on visits must be provided.

## **Specialist Subjects**

Only qualified staff may supervise certain curriculum activities. The obvious ones are in physical education, outdoor education, technology and science. Staff leaving work for classes should be aware that it may not be possible to cover the class with a suitably qualified teacher. All staff in unfamiliar situations need to assess the risks posed by the context, such as taking a lesson in a laboratory.

## **Stress at Work**

Staff or pupils under stress can react in a manner that is likely to affect the Health and Safety of themselves or others. The Trust has a generic Stress Risk Assessment and an individual Risk Assessment will be conducted by the HR Officer with those suffering from stress. A Wellbeing programme is offered to all staff within the Trust and the Trust has a stress management policy.

## **Training and Induction**

Training and development needs will be evaluated and appropriate briefing and training provided. Health and safety training will be available to employees and records maintained by the Health & Safety Officer. All new staff will receive an Induction Pack guiding them to health and safety information and training. No machinery will be used until the operator has been instructed in its use or has undergone specific training, depending on the complexity of the machinery.

## **Trees**

Schools within the Trust that have large trees on their premises will be subject to an annual inspection by a qualified arboriculturist. The Operations Manager is responsible for ensuring that any recommendations are followed.

## **Vehicle & Road Safety**

The Trust recognises that there needs to be careful management of traffic on their sites but relies heavily on each school community and visitors to take responsibility for the safe movement of traffic around each school. Each school within the Trust will have local policies and guidelines to suit their particular site situation.

## **Working 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 Trust's nominated person responsible for work at height is the Health & Safety Officer

The nominated person 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 (review period of 5 years)
- 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.

## **Work Experience**

The Pastoral Assistant (Uffculme School) is responsible for managing and co-ordinating work experience placements for secondary school children.

All placements are subject to pre-placement checks (currently) 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 school at the earliest possible opportunity

- Providers/hosts of work experience placements should be DBS checked.

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

## Appendix 1 Schedule of Risk Assessments

Ref.	Detail	Trust	Secondary	Primary
RA.02	Art & Pottery			RA.21
RA.03	Building & Site Safety			RA.22
RA.04	Cleaning, Caretaking and Maintenance			RA.22
RA.05	COSHH			
RA.06	Design & Technology			RA.21
RA.07	Drama Area and Activities			RA.21
RA.08	Fire			
RA.09	First Aid			RA.21
RA.10	ICT Department			RA.22
RA.11	Kitchen Areas & Activities			
RA.12	Library			RA.22
RA.13	Lone Working on premises			RA.21
RA.14	Moving & Handling Objects			
RA.16	Moving & Handling Young People			
RA.17	Music Area and Activities			RA.22
RA.18	New and Expectant Mothers			
RA.19a	Public Events - School			
RA.19.b	Public Events - External			
RA.20	Physical Education			RA.22
RA.21	Primary Curriculum Activities			
RA.22	Primary Non Curriculum Areas			
RA.23	Science Department			RA.21
RA.24	Security Arrangements			RA.24B
RA.25	Stress			
RA.27	Working at Height			
RA.28	Work Experience Placement			
RA.29	Driving on Academy Business			
RA.30	Glazing			
RA.31	Kiln			
RA.35	Student Behaviour			RA.22
RA.36	Vehicle and Pedestrian Safety			
RA.37	Educational Visits and Offsite Activities			

### The Venue

Event/show Risk Assessment form (stand-alone)

### Uffculme Sport and Fitness

Risk assessment form (stand-alone)