



SOUTH WEST SCHOOLS' FEDERATION HEALTH AND SAFETY POLICY

- 1.1 This policy statement is the local supplement to Devon County Council's (DCC) Health and Safety Policy Statement. The SWSF Governing Body and Senior Leadership Team recognise and accept their responsibilities under law and under DCC's delegation for local management of schools.
- 1.2 The South West Schools' Federation recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its parallel obligations for the Health and Safety of pupils, visitors and others who might be affected by its operations.
- 1.3 The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the schools operate. Thus, Health and Safety will be included in Woolacombe School's and Combe Martin Primary School's and Bampton CE Primary School review and planning process as an issue essential to the development and maintenance of the Schools management systems.
- 1.4 The purpose of the Policy is:
 - To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
 - To set out duties and responsibilities.
 - To recognise the partnership necessary with the Local Authority to ensure that all statutory duties in this field are met.
 - To emphasise the importance of keeping hazards under control by making an assessment of operating risks.
- 1.5 The SWSF Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by school activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also a legal duty.
- 1.6 A copy of this statement has been provided to each member of staff in the staff handbook located on Staff Drive
- 1.7 The Policy statement, together with the organisation and arrangements and procedures, has been approved by the SWSF Governing Body.



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2. ORGANISATION

- 2.1 The Executive Head-Teacher, School Business Managers and Head of Schools have overall responsibility for the implementation of this Policy. To facilitate this, the Head has designated Brenda Read overall SWSF for (Woolacombe & Combe Martin School) and Sue Cottrell to be the Health and Safety Co-ordinator. Phil Moore to be the named Health and Safety Governor. Each line manager will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the SWSF Governing Body requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.
- 2.2 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisor or senior colleague. Special care should be taken with the health and safety issues in any new venture.
- 2.3 Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others. This includes observing all the health and safety rules of the school and in particular the instructions of staff.
- 2.4 Visitors and members of the public are required to co-operate with the health and safety arrangements put in place by the school when using the school premises or land.

3. ARRANGEMENTS FOR IMPLEMENTING THE POLICY

Risk Assessment

- 3.1 The underlying process, which secures this Policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and a written record made. It will be the responsibility of the Headteacher, Senior Leadership Team and line Managers to ensure that relevant risk assessments are maintained and kept up to date.
- 3.2 The schools will follow the guidance contained within the DCC Health and Safety Manual. In addition, the following school specific arrangements are in place:



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- **Accident / Incident Reporting:** *Every injury should be reported in the school accident book, locate in the office. An injury that needs medical attention or involves time off work must be investigated by the head. Where the accident falls within the LA Accident reporting criteria, the County Accident Form must be completed by the relevant member of staff, signed by the Headteacher and sent to the Devon Health and Safety Service.*
- **Consultation:** Employees with concerns should normally raise them with the Head or Health and Safety Co-ordinator. However, the Governors welcome the support of trade unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Headteacher or Health and Safety Co-ordinator, who will seek advice from the Devon Health and Safety Service, on any concerns that cannot be resolved locally.
- **Contractors:** Contractors carrying out work for the Schools will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the Schools' specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Headteacher to ensure that the SWSF Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- **Curriculum Safety:** The schools recognise that programmes of study require that children 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 necessary supervision to ensure safety. School staff will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use.
- **Fire Safety:** The person responsible for carrying out the schools fire risk assessment is the Head alongside the named above and Nigel Martin. All school arrangements for fire prevention and dealing with an emergency are contained within the schools' emergency fire plan.



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- **Inspection and Monitoring:** Either the Head, School Business Manager or the Health and Safety Co-ordinator, or all, will undertake the necessary arrangements for procedures to be examined and for workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be presented to the Governing Body.
- **Lettings/shared use of premises:** The governing body will ensure that the hirer/tenant has public liability insurance and share all relevant school health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities may compromise the safety or health or the building or occupants.
- **Medication Arrangements:** There is no legal duty requiring the school to administer medicines. However, the schools recognise that children with medical needs have the same rights of admission to a school and therefore do administer prescribed medicines.
- **Moving and Handling:** Any activities that involve significant manual handling tasks should be risk-assessed and, where appropriate, training provided for staff.
- **Offsite Visits:** The schools will follow the DCC arrangements in regard to any visits off the school premises. Sandy Brown, Heads of School, Lucy Bull (EVCO), Sarah Thornborough, Brenda Read are trained alongside SB and DR.
- **School Partnerships:** School linked partners and hirers, will exchange health and safety policies and procedures with the schools and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the school. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures that will be new or unusual in comparison with school activities.
- **Training and Information:** Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records mainlined by the Senior administrator. The DCC Health and Safety Manual will be made readily available to employees with relevant notes held on the



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Intranet for the employees concerned to refer to them.

4. POLICY REVIEW

- 4.1 This Policy, its organisation and arrangements will be reviewed annually. The Governing Body will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.

Signed:

Chair of Governors

Signed: **Sandy Brown**

Executive Headteacher

Date: **October 2015**



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Appendix

THE SWSF GOVERNING BODY

In consultation with the Executive headteacher and School Business Managers the Governors will:

1. approve a clear written policy statement which is regularly reviewed;
2. ensure that measures are in place to monitor the effectiveness of the policy;
3. ensure that where required, objective support and advice is obtained on health and safety issues from the Education Department, the Health and Safety Executive and other professional bodies' officers and advisers.

THE HEAD ODF SCHOOLS

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Head of School who will:

1. be the focal point for reference on health, safety and welfare matters and give advice, or indicate sources of advice
2. coordinate the implementation of governors' health, safety and welfare procedures in school;
3. make clear any duties in respect of health and safety which are delegated to members of staff;
4. ensure that there is an effective communications network both within the school and with outside organisations, to enable effective dissemination of health and safety information and action on concerns.
5. put in place procedures to monitor the effectiveness of school management of health and safety and its policy;
6. in consultation with the Local Authority, liaise with the Health and Safety Executive (HSE) Inspectors and other enforcement agencies;
7. in consultation with the Local Authority, to arrange for the reporting and subsequently investigation of all serious incidents and accidents according to the RIDDOR procedures, ensuring that appropriate remedial measures are taken to prevent reoccurrence;
8. ensure that contact with agencies able to offer expert advice, such as officers of the Local Authority, County Council and HSE, is maintained;



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9. arrange for risk assessments of the premises and working practices to be undertaken, recorded, added to, and reviewed as necessary (e.g. when a situation changes, or new equipment is acquired)
10. ensure that the appropriate emergency procedures and first aid provision are in place in school;

ALL EMPLOYEES

Under the Health and Safety at Work Act 1974 it is the duty of every employee, while at work:

1. to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work, and
2. to co-operate with the employer so far as it is necessary, to enable the employer or any other person to perform or comply with any duty or requirement imposed by or under any of the relevant statutory provisions
3. not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Thus all employees should:

1. know the health and safety organisation and arrangements to be adopted in their own working areas and ensure they are applied;
2. observe standards of dress consistent with safety and hygiene;
3. exercise good standards of housekeeping and cleanliness;
4. report all accidents, defects and dangerous occurrences.

STAFF WITH SPECIAL RESPONSIBILITY

Subject Co-ordinators have special responsibility for:

1. the local arrangements to ensure the effective control of risks within the specific areas under their control;
2. the local arrangements for the purchase, inspection and maintenance of equipment and its specification
3. the co-ordination of the school's health and safety policy in their own department or area of work, directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;



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4. establishing and maintaining safe working practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances , e.g. chemicals, hot water, sharp tools, etc.;
5. resolving health, safety and welfare problems referred to them by members of staff or referring to the Headteacher any problems they are unable to resolve within the resources available to them;
6. ensuring that risk assessments are carried out when necessary, and on a regular basis within the overall programme for the school, on the activities and equipment for which they are responsible;
7. ensuring, as far as is reasonably practicable, that sufficient information, instruction, training and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own health and safety;
8. obtaining relevant advice and guidance on health and safety matters.

SPECIAL OBLIGATIONS OF ANY CLASS TEACHER

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

1. raise any health and safety concerns outside their control related to their class area with their immediate line manager;
2. exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
3. know the particular health and safety measures to be adopted in their own teaching areas and to ensure that they are applied;
4. give clear instructions and warnings to pupils as often as necessary;
5. follow safe working procedures personally;
6. require the use of protective clothing and guards where necessary;
7. avoid introducing any personal items of equipment or substances that may cause a physical risk in their use.

SCHOOL HEALTH AND SAFETY REPRESENTATIVES

Safety Representatives are appointed by recognised Trade Unions.
At present there are no such Representatives.



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

THE PUPILS

Pupils will be reminded that they are expected to:

1. exercise personal responsibility for the health and safety of themselves and others;
2. observe standards of dress consistent with safety and hygiene, as detailed within the appropriate curriculum safety guidelines;
3. observe all the health and safety rules of the school and, in particular, the instructions of staff given in an emergency;
4. use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

All pupils and parents will be made aware of the contents of this section of the policy through letters to parents and the School Prospectus.

CONTRACTORS

1. Contractors must abide by the school health and safety policy and not endanger pupils, staff or other visitors to the site.
2. The Heads will be responsible for the co-ordination of contractors' activities on site, bearing in mind the guidance given in the *aide memoire* on small building works.
3. The heads must ensure that any temporary rules, such as exclusion from parts of the premises, are made known to all staff, pupils and students and visitors to the premises. This might be achieved by the posting of suitable notices by the Headteacher, or by the contractor, in consultation with the Headteacher.
4. The Head will consult the Local Authority or NPS, for any additional guidance on these matters.
5. All contractors must report to the Head before any work takes place and prior to each working session. The Head should then inform the contractor of any conditions which may affect his safety and that of others.