



HEALTH AND SAFETY POLICY

SECTION 1: STATEMENT OF INTENT

The Employing Body of Littletown Primary Academy & Nursery 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 and issued to all new members of staff upon their induction. A master copy of this policy shall be kept in the Administration Offices and on the academy's shared hard drive.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis by the Finance & Environment Committee.

..... 11 October 2016 ~~DATE~~
NEEDED.....
Chair of ~~Governors~~ Finance & Environment Committee
Date

.....
Principal Date



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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 Employing Body in discharging its legal obligations, the academy has appointed the Health, Safety & Wellbeing Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- The specific arrangements adopted will be guided by the Health, Safety & Wellbeing Service's Health & Safety Guidance 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 Employing Body to ensure that this policy and its associated arrangements are implemented and complied with
- Communicate the policy and other appropriate health and safety information to all relevant people including contractors
- Report to the Employing Body on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
- Report to the Employing Body any significant risks or policy requirements which cannot be met within the establishment's budget
- Identify the training needs of staff and hence ensure that they are competent to carry out their roles and are provided with adequate information, instruction and training



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- Ensure consultation arrangements are in place for staff and their trade union representatives.
- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised
- Promote a positive health and safety culture by leading by example

Whilst overall *responsibility* for health and safety cannot be delegated the Principal may choose to delegate certain tasks to the Health & Safety Coordinator.

The role of Health & Safety Coordinator for the Academy has been delegated to the [administration manager Senior Administrator](#).

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
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Principal and Employing Body
- co-ordinate 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 Employing Body if funds are not available
- assist with the identification of training needs and training delivery across the academy to ensure that staff 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 Employing Body in relation to findings and any associated remedial actions
- carry out any other delegated tasks as may from time to time be assigned by the Principal

The Duties of the Senior Leadership Team, Subject Leaders, Senior Administrator, Premises Manager and Kitchen Manager

The Senior Leadership Team (excluding Principal), Subject Leaders, [administration manager Senior Administrator](#), Premises Manager and Kitchen Manager have specific delegated tasks in relation to health & safety management within their departments/subject areas. They must ensure that:



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- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented
- Appropriate safe working procedures are brought to the attention of all staff via appropriate instruction and training and are enforced effectively
- They take appropriate action on health, safety and welfare issues referred to them, informing the Principal or Employing Body of any problems they are unable to resolve within the resources available to them
- They carry out regular inspections of their area of responsibility and report / record these inspections to the Principal or Employing Body
- 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
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery that they are competent / have been trained to use
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

Pupils

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

- 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



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- 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, pupils and visitors.

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

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



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SECTION 3: ARRANGEMENTS

Risk Assessment

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the [Health and safety Health, Safety & Wellbeing Service](#)

Risk assessments are available for all staff to view and are held centrally in the Administration Offices. 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 which shall be included in a regular Health & Safety Update to all staff.

Risk assessment records will be reviewed annually.

For full details relating to risk assessment arrangements, reference should be made to the HSA0047 Guidance Note.

Accident/Incident Reporting

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

Accidents to pupils and other non-employees should be recorded in the accident book in the Administration Offices.

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 Employing Body and the Health, Safety & Wellbeing Service by entering accident details onto the OSHENS on-line accident reporting system.

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

The 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 Health, Safety & Wellbeing Service](#).

For full details relating to accident reporting arrangements, reference should be made to the HSA001 Guidance Note.



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Asbestos

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located in the Administration Offices.

The Asbestos Register is held in the Administration Offices 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 Employing Body
- That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASB1 form
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASB2 form according to the frequencies identified in the AMP. Any subsequent changes to asbestos containing materials on site will be recorded in the Register

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the Premises Manager and Health & Safety Co-ordinator at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HSA004 Guidance Note as well as the Asbestos Management Plan.

Communication and Training

Detailed guidance and information about health & safety issues can be found in the Health, Safety & Wellbeing Service's Guidance Notes which are located in the OSHENS Document Library. The [Health and Safety Health, Safety & Wellbeing](#) 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 the Staff Room.

Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy



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

Training records will be kept in the Administration Offices, the Principal 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.

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 HSA0055 Training Guidance Note.

Consultation

Staff are represented on the Finance and Environment Committee of the Employing Body. Consultation of day to day matters will be achieved by regular staff meetings and notices in the Staff Room.

Members of staff with concerns should raise them initially with their line manager or the Health & Safety Coordinator. If required, requests for external advice should then be sought from the [Health and Safety 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 Employing Body welcome the support of trade unions in health and safety matters.

For full details relating to staff consultation, reference should be made to the HSA008 Guidance Note.

Contractors

All contractors must report to Reception 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 Employing Body will undertake appropriate competency checks prior to engaging a contractor. The Premises Manager is responsible for monitoring areas where the contractor's work may



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directly affect staff and pupils. The Health and Safety Governor will ensure that, where applicable, 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 HSA0007 CDM Guidance Note.

Curriculum Activities

Risk assessments for the significant hazards within curriculum activities will be carried out by the Senior Leadership Team using the appropriate Health, Safety & Wellbeing Service's model risk assessments listed above.

For full details relating to the primary curriculum areas, reference should be made to the HSA0046 Guidance Note.

Display Screen Equipment (DSE)

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. This will be achieved by completing the OSHENS DSE online training and assessment.

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

For full details relating to DSE, reference should be made to the HSA0012 DSE Guidance Note.

Fire and Emergencies

The Principal is responsible for ensuring that the fire risk assessment is undertaken using the RAA08 document and controls implemented accordingly. The fire risk assessment is located in the Administration Offices and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the Administration Offices. All staff will be briefed in the contents of this plan at induction and on an annual basis. This will be augmented by fire drills which will be undertaken termly. Evacuation procedures are also made known to all contractors / visitors.

The Health & Safety Co-ordinator is responsible for ensuring that the academy's Fire Log is kept up to date.

Procedures for other critical incidents and off-site emergencies are contained within the Academy's Emergency Management Plan which is located in the Administration Offices and will be reviewed annually. Emergency contact and key holder details are held by Devon County Council.



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For full details relating to fire safety, reference should be made to the HSA0018 Fire Safety Guidance Note.

First Aid

The academy has risk assessed the need for first aid provision and the names of trained personnel and date of training is contained in the Health and Safety File.

First Aid boxes are located at the following locations:

Inside the Building:

- First Aid Area adjacent to Kitchen Corridor
- Emergency Eye Wash Unit in Cleaners Store

Externally:

- Rear of Building on external wall to Years 5/6
- Front of Building on external wall outside Staff Room

The Health and Safety Co-ordinator will ensure that refresher training is organised and for maintaining the contents of first aid boxes.

For full details relating to first aid, reference should be made to the HSA0019 First Aid Guidance Note.

The academy regularly reviews the first aid qualifications and ensure there are at least the following amount of trained people:

1 x First aid at work , 6 x paediatric First aiders and 4 x Emergency First aiders .

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.

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 and kept in the Cleaners COSHH File located Administration Offices
- risk assessments are conducted by the Premises Manager to identify the safe working method and appropriate emergency procedures



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- 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 HSA0010 COSHH Guidance Note.

Legionella

A water risk assessment for the academy has been completed by Interserve and the Premises 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.

For full details relating to the control of legionella, reference should be made to the HSA0028 Legionella Guidance 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 Academy 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 Principal. 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:

- Annual gas appliance inspection and maintenance, to be undertaken by Integral
- Annual gas tightness test, to be undertaken by Integral
- Electrical installation inspection every 5 years by Ford & Sons of Sidmouth

Portable Electrical Appliances

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



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All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependant upon the level of risk associated with the particular appliance type testing shall be carried out on an annual basis and records of such testing kept in the Administration Offices. This inspection and testing will be conducted by the Premises Manager.

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.

For full details relating to work equipment and electrical safety, reference should be made to the HSA0016 and HSA0058 Guidance Notes.

Medication Arrangements

Arrangements for medication are detailed in the separate policy for Supporting Pupils with Medical Conditions, which is reviewed annually. A copy of this policy can be found in the Administration Offices.

For full details relating to the administration of medication, reference should be made to the HSA0032 Medication Guidance Note.

Monitoring

The Principal 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 Health, Safety & Wellbeing](#) Service. Feedback from this process is to be referred to the Employing Body.

A general inspection of the site will be conducted each term and be undertaken by the Health & Safety Governor and Premises Manager. Feedback from this process is to be referred to the Principal and Employing Body.

For full details relating to monitoring, reference should be made to the HSA0005 Audit & Monitoring Guidance Note.

Moving and Handling

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

All moving and handling of pupils will be risk assessed by a member of the Senior Leadership Team and [administration manager](#) ~~Senior Administrator~~ and recorded in a specific Handling Plan 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



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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 HSA0034/35 Moving and Handling Guidance Notes.

Offsite Visits

The Academy has adopted the Devon County Council's (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.

For lower risk Category A visits the Academy's Educational Visits Co-ordinator, will check the documentation and planning of the proposed activity and initially approve the visit before referring to the Principal for final approval.

For full details relating to educational visits, reference should be made to the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2014*.

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 / Code of Conduct 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 Principal in order to identify and implement control measures. This will be reviewed annually or after significant change and recorded by amending the relevant section of the RAA22 risk assessment document.

Staff working outside normal school 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.

Academy Security



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The Principal is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area.

This will be reviewed annually or after significant change and recorded by amending the relevant section of the RAA22 risk assessment document.

For full details relating to security and lone working issues, reference should be made to the HSA0031 Lone Working and HSA0050 Security Guidance Note.

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 may be put in place to respond to individual concerns and monitoring staff workloads e.g. the school may buy back [by Wellbeing@Work](mailto:Wellbeing@Work) occupational health support.

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 HSA0024 Health Issues for Staff Guidance 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.

Formal training on work at height will be undertaken where the need is identified in the risk assessment process described above. It will be ensured that:

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

For full details relating to the control of work at height, reference should be made to the HSA0060 Work at Height Guidance Note.



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Work Experience

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