

Marland School

Health & Safety Policy and Procedure

Reviewed: 6th March 2017

Next Review: March 2019

HEALTH AND SAFETY POLICY

SECTION 1: STATEMENT OF INTENT

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

This policy will be brought to the attention of all members of staff. It is included in the New Staff Health & Safety Induction Pack. A master copy is kept in the Health & Safety Co-ordinators Office (Health & Safety File 1, section Policies). A copy can also viewed on the school S Drive (S:Drive: Staff: important reference: school policies: 1 statutory policies).

Each time this policy is reviewed, it will be cascaded out to all staff. (Email or hard copy)

This policy statement and the accompanying organisation and arrangements will be reviewed every year by the Health & Safety Co-ordinator and taken to the Governors meeting to be ratified.

Faith Butler
Chair for the Governing Body Date: 6th March 2017

Keith Bennett
Principal Date: 6th March 2017

SECTION 2: ORGANISATION

The Duties of the Governing Body

- To produce and regularly review the Health & Safety Policy for the school. 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 school's legal responsibilities as well as compliance with this policy
- To assist the Governing body in discharging its legal obligations, the college has appointed the Devon 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 Devon Health, Safety & Wellbeing Service's Health & Safety Guidance Notes.

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 school premises or participating in school sponsored activities.

In particular, the Principal will:

- Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
- Co-operate with the Governing 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 Governing 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 Governing Body any significant risks or policy requirements which cannot be met within the establishment's budget
- Identify the training needs of students and staff and hence ensure that all students and staff are competent to carry out their roles and are provided with adequate information, instruction and training
- Ensure consultation arrangements are in place for staff and their trade union representatives – NASUWT, S Cumisky NUT and R Laycock – Unison
- 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 Co-ordinator.

The role of Health & Safety Co-ordinator for the school has been delegated to Debbie Parker. Within departments this task is further delegated to each Line Manager who will recognise and accept a personal role in ensuring that arrangements for Health & Safety are effective within their respective areas. Allan Craig is the named Health & Safety Governor. John Poyner (Premises Manager) has Health & Safety responsibilities for the Premises.

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 school
- co-ordinate general workplace monitoring inspections and report findings to Line Managers and / or Leadership Team.
- co-ordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay, bringing to the attention of J Poyner (Premises Manager) or to the attention of the Leadership Team if funds are not available
- assist with the identification of training needs and training delivery across the school 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 Line Managers / Leadership Team in relation to findings and any associated remedial actions

The Duties of the Leadership Team (Heads of Teaching & Learning, Head of Pastoral Care, Residential Care Managers, Learning Support/SDO, and Strategic Finance Manager)

The Leadership Team have specific delegated tasks in relation to health & safety management within their departments/subject areas.

They must ensure that:

- They apply the arrangements described in this health and safety policy to their own department or area of work, including the arrangements described in any associated guidance notes
- Staff under their control are aware of and follow any externally adopted health and safety guidance from sources such as CLEAPSS, EVOLVE, Devon Health & Safety etc,
- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented
- They ensure that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively
- They take appropriate action on health, safety and welfare issues referred to them, informing the Principal or Governing Body of any problems they are unable to resolve within the resources available to them
- They carry out regular inspections of their areas of responsibility and report / record these inspections to the Principal or Governing Body
- They ensure the provision of sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety
- all accidents / incidents (including near misses) occurring within their area of responsibility are promptly reported to the Health & Safety Co-ordinator and investigated further if

required.

The Duties of all Members of Staff

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

Specifically, all employees have responsibility to:

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

Students

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

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

Contractors

All contractors who work on the school premises are required to identify and control any risks arising from their activities and inform the Premises Manager (Residential Site) Head of Teaching & Learning (Day Site) of any risk that may affect the staff, students and visitors.

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

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

Any work that could create hazardous conditions to be scheduled for the school holidays.

SECTION 3: ARRANGEMENTS

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

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

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

- Safe Practice in Physical Education and School Sport' Association of Physical Education 'AfPE' <http://www.afpe.org.uk/>
- Outdoor Education Visits & Off-Site Activities Health & Safety Policy

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 Devon Health Safety & Wellbeing Service. Specifically the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:

- RA03 Buildings & Sites RA
- RA04 Cleaning Caretaking & Maintenance RA
- RA08 Fire RA
- RA09 Kitchen Safety RA
- RA24 Security RA
- RA23 Science Dept RA
- RA02 Art RA
- RA06 Design & Technology

Where model risk assessments do not address all the significant hazards of the School, the RA01 format will be used to record the significant findings of risk assessment decisions.

- Activity Risk assessments are completed for the numerous activities the school provides

Risk assessments are available for all staff to view and are held centrally on the school server School(S):Staff: Important Reference: Health & Safety: Risk Assessment: Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed either annually or every 3 years depending upon the levels of risk. This will be identified on the risk assessment record.

For full details relating to risk assessment arrangements, reference should be made to the HS0047 Guidance Note.

Other arrangements in alphabetical order:

Accident/Incident Reporting

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

Staff at Marland Residential School complete an Accident / Incident form and pass to the Health & Safety Co-ordinator. Staff at Marland Day School complete an Accident / Incident form and pass to Admin Officer. The Health & Safety Co-ordinator will ensure these incidents are then reported on the OSHENS system

Accidents to students and other non-employees (apart from very minor) we report onto the OSHENS system. 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 be reported by entering accident details onto the OSHENS on-line accident reporting system.

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

Accidents will be monitored by the Health & Safety Co-ordinator for trends and a report made to the Governing Body through the Principals Termly report

A member of the Leadership Team assisted by the Health & Safety Co-ordinator 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 Devon Health, Safety & Wellbeing Service.

For full details relating to accident reporting arrangements, reference should be made to the HS001 Guidance Note.

Asbestos (only applicable to the Residential site)

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located in the Health & Safety Co-ordinators Office.

The Asbestos Register which is maintained by NPS South West is held in Health & Safety Co-ordinators Office and a Contractors copy in the Front Office. This 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 ...[e.g. kilns, boilers. Electrical switch gear, Safe in front office) No work can commence until permission to work has been given by the authorising manager (Keith Bennett – Principal) named in the AMP.

The authorising manager shall ensure:

- The AMP is reviewed annually and that any changes are approved by the Governing 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 and NPS South West have been contracted to undertake an annual inspection of all ACMs on site. All changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded in the Register by returning the ASB3 form to NPS South West.

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to John Poyner – Premises Manager at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HS004 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 Devon Health, Safety & Wellbeing Service Guidance Notes which are located in the OSHENS Document Library. The Devon Health, Safety & Wellbeing Service also provide competent health and safety advice for School staff and can be contacted on 01392 382027 or on healthandsafety@devon.gov.uk.

The Health and Safety Law poster is displayed in the schools reception offices.

Health and Safety Training

All employees will be provided with:

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

Training records will be kept in the Health & Safety Co-ordinators Office. Debbie Parker 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 HS0055 Training Guidance Note.

Consultation

Staff are represented on the Finance and Policies Committee. Consultation on day to day matters will be achieved by daily briefings across the staff teams.

Members of staff with concerns should raise them initially with their Line Manager or the Health & Safety Co-ordinator. If required, requests for external advice should then be sought from the

Devon Health, Safety & Wellbeing Service for concerns of employees which cannot be resolved locally.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Governing 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 HS008 Guidance Note.

Contractors

All contractors must report to Premises Team where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site. 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 Premises Manager will undertake competency checks prior to engaging a contractor.

In respect of construction works, the school will refer to CDM guidance note and seek further advice from the DCC Health & Safety Team with regards to the client's duties under the Construction (Design & Management) Regulations 2015 to ensure the school is compliant. Specifically, the Principal will ensure that any Designer/Principal Designer and Contractor/Principal Contractor is appointed in writing and will ensure that a Construction Phase H&S Plan is in place prior to any works commencing on the site.

For full details relating to the control of contractors, reference should be made to the HS0007 CDM Guidance Note.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant Teachers using the appropriate Health, Safety & Wellbeing Service model risk assessments listed above.

Within science, CLEAPSS Hazcards and Recipe Cards are used as model risk assessments to manage the risks within practical activities. The specific controls adopted in these activities will be checked against these models and significant findings incorporated into lesson plans and the technicians requisition sheets.

For full details relating to the higher risk curriculum areas, reference should be made to the HS0003, HS0011, HS0042 and HS0049 Guidance Notes.

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) Marland School has adopted the Corporate Eyecare Scheme with Specsavers – VDU eyecare vouchers have been pre-purchased from Specsavers that will be issued to Staff, on request, if you have been identified as DSE user. (These vouchers cover the cost of an eye test up to £25 and £45 towards the cost of spectacles if required solely for DSE use)

For full details relating to DSE, reference should be made to the HS0012 DSE Guidance Note.

Fire Safety

The Principal is responsible for ensuring the school's fire risk assessment is undertaken using the RA08 document and controls implemented accordingly. The fire risk assessment is located in the Fire Log book held in the Front Office (Marland Res) and in The Head of Education's office at Springfield and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the Fire Log Book located in the Front Office (Marland Res) and in The Head of Education's office at Springfield and a summary Fire Action notice will be posted at the exit point of each room. These procedures will be reviewed along with the fire risk assessment and are made available to all staff as part of the school's induction process.

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

Evacuation procedures are also made known to all contractors / visitors.

Emergency contact and key holder details are held in the front office at Marland Res. and in the front office at Springfield.

- Debbie Parker (Health & Safety Co-ordinator) is responsible for ensuring that the school's Fire Log is kept up to date and that the following inspection / maintenance is undertaken: (Applicable to Marland Res only. Springfield fire maintenance is managed by Lance Wrey)
Dates of firefighting equipment inspections and checks
- Dates and outcome of fire alarm system(s) inspections and checks
- Dates and outcome of emergency lighting system - records of tests
- Dates and outcome of visits by Devon & Somerset Fire & Rescue
- List of all fire training / instruction carried out
- Dates and outcome of fire drills

Procedures for other critical incidents and off-site emergencies are contained within the School's Emergency Management Plan which is located in the following areas: the Fire Log Book Located in the Front Office and in the Emergency Procedures File located in the Health & Safety Co-ordinators Office (Marland Res.) Fire log book and Emergency procedures file located in the Head of Education's Office at Springfield. These can also be found on the server and will be reviewed annually.

For full details relating to fire safety, reference should be made to the HS0018 Fire Safety Guidance Note.

First Aid

The school has risk assessed the need for first aid provision and this is recorded on the RA09 risk assessment document. The following first aid provision has been provided accordingly:

First Aid at Work level and Emergency First Aid staff – see attached list (appendix 1)

First aid qualifications remain valid for 3 years. Steve Parker will ensure that refresher training is organised to maintain competence and that new persons are trained should first aider trained staff leave.

First Aid boxes are located at the following locations:

Marland Residential: Staffroom, Kitchen, Medical Room, Science Classroom, D & T Classroom
Springfield Day: Reception Office, Kitchen, Behaviour Support Room, D & T Classroom

Marland Residential: Curriculum / Activity Leaders are responsible for maintaining the contents of first aid boxes and replenishing stocks as necessary in their area Debbie Parker (H & S Co-ordinator holds replenishing stock and looks after the staffroom first aid box.

Springfield Day: Curriculum / Activity Leaders are responsible for maintaining the contents of first aid boxes and replenishing stocks as necessary in their area. Andy McAuley (Learning Support Manager) holds replenishing stock

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

Hazardous Substances

Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.

Within curriculum / activity areas Teachers / instructors / activity leaders are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, Teachers of Science, Design & Technology, Art & Crafts must ensure that an up to date inventory of hazardous substances and CLEAPSS model risk assessments are in place within their department. It shall be ensured that the findings of model risk assessments are incorporated into point-of-use documents within the department as described in the paragraph entitled 'Curriculum Activities' above.

In all other areas the responsible staff member shall ensure that: Debbie Parker Health & Safety Co-ordinator has an inventory of all hazardous substance used within their area of responsibility

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

inventory of all hazardous substances used within their area of responsibility in order to keep an updated central COSHH register at Marland Residential (Except for the Science Dept)

- First Aid sheets in relation to substances have been drawn up for the following areas at Marland Residential:

- Premises Store
- Laundry
- Kitchen
- Cleaners Cupboard
- Design & Technology Classroom
- Motor Vehicle Workshop

For full details relating to the control of hazardous chemicals, reference should be made to the HS0010 COSHH Guidance Note.

Hepatitis inoculation

All pupil contact staff (Senior Management, Classroom teachers, Teaching assistants and Residential Care Workers) could be entitled, on request, to inoculation against Hepatitis 'B'. This will be agreed by senior staff based on an individual student risk assessment that highlights a risk to staff.

Staff need to go through their own GP Surgery first and if they refuse to fund the cost of the inoculation Marland School will consider covering the cost.

Legionella (Marland Residential. Springfield Day is managed by Lance Wrey

A water risk assessment for the school has been completed by EPLUS Global and John Poyner is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. NPS South West are engaged to undertake 6 and 12 monthly monitoring. John Poyner is responsible for actioning any issues identified in these reports. 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 HS0028 Legionella Guidance Note.

Lettings/shared use of premises

The Governing body will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant school health and safety information. The hirer/tenant will be required to provide a copy of their risk 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 ensure that work equipment is maintained in a safe and efficient state. Records of such monitoring will be kept in the Maintenance File in the Health & Safety Co-ordinators Office or the relevant log book (Asbestos, Legionella, Fire Safety, Sports Hall Files) at Marland Residential. This is organised through Lance Wrey at Springfield.

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: (Marland Residential)

- Annual Thorough Examination, undertaken by Zurich Insurance of Hydraulic Trolley Jacks, Motorcycle Lifting table & Engine Crane in the Motor Vehicle Workshop.
- Pressure Vessel Thorough Examination according to a Written Scheme of air compressor in Motor Vehicle Workshop undertaken by Zurich Insurance Bi-annually.
- Annual Thorough Examination, undertaken by Zurich Insurance of LEV equipment in the D & T Classroom and Bandsaw room.
- Annual Thorough Examination, undertaken by Zurich Insurance of Fume Cupboard in the Science Prep Room.
- Annual gas appliance inspection and maintenance, to be undertaken by Integral
- Annual gas fixed heating plant inspection and maintenance, to be undertaken by Integral and Through Examination undertaken by Zurich
- Annual gas tightness test, to be undertaken by Integral.
- Annual Lightning Conductor Inspection undertaken by Redpath Buchanan
- Annual Kiln Inspection was undertaken by St Helens Network (Kiln broken and out of use at the present)

The Premises Manager, Line Managers and relevant departmental teachers are responsible for identifying all plant and equipment in an equipment register for their area of responsibility. Where such plant and equipment present significant hazards, risk assessments will be undertaken and any training needs and personal protective equipment requirements are provided.

Electrical Safety

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

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 (UK Safety Management Ltd have put this at annually at present). This inspection and testing will be conducted by UK Safety Management Ltd at both school sites. Nigel Trounson (Trained) will test all students equipment and upstairs bedroom area equipment, including Blue 2 Lounge annually.

The Premises Manager, Teaching Team, Care Team, Admin Team, Catering Manager and IT Manager are responsible for keeping an up-to-date inventory of all relevant electrical appliances within their areas of responsibility and for ensuring that all equipment is inspected and where appropriate tested according to the frequencies set out above.

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

An electrical installation test will be conducted by Fords & Son (Sidmouth) Ltd every 5 years (Last test 22/11/2012) The Premises Manager is responsible for arranging the remedial actions for all

Code 1 and 2 non-compliances identified in the report.

For full details relating to work equipment and electrical safety, reference should be made to the HS0016 and HS0058 Guidance Notes.

Medication Arrangements

Arrangements for medication are detailed in the separate Administration of Medicines Policy, which is reviewed annually. A copy of this policy can be found on the school server. S: Staff, Important Reference. School Policies. 1, Statutory Policies.

For full details relating to the administration of medication, reference should be made to the HS0032 Medication Guidance Note.

Monitoring

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

A general inspection of the site will be conducted termly and be undertaken by Premises Manager and Health & Safety Co-ordinator. Inspections of individual departments will be carried out by Health & Safety Co-ordinator or nominated staff.

In person(s) undertaking inspection will complete a report in writing and submit this to relevant Head of Teaching & Learning or Head of Pastoral Care and a summary included in the Principals termly report to the Governing Body. Responsibility for following up items detailed in the safety inspection report will rest with the above Heads of Departments.

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

- Termly audit by the Health & Safety Co-ordinator of the following log books:
- Fire Safety
- Legionella
- Asbestos

For full details relating to monitoring, reference should be made to the HS0005 Audit & Monitoring Guidance Note.

Moving and Handling

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

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

For full details relating to moving and handling, reference should be made to the HS0034/35 Moving and Handling Guidance Notes.

Offsite Visits

In line with the Outdoor Education, Visits and Off-site Activities Health & Safety Policy, the DCC Educational Visit Adviser will be notified of all Category B and C visits via the Evolve online system

The Evolve system will also be used for the planning and approval of all lower risk Category A offsite visits. Relevant SOP (Standard Operating Procedures) and Specific risk assessment will be attached electronically as required or a note added referring to where they are stored. The School's Educational Visits Co-ordinator Debbie Parker will check the documentation and planning of the trip and, if acceptable, approve. (The Educational Visits Co-ordinator has been given devolved overall responsibility for the approval of school trips).

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

Staff will report any such incidents on the OSHENS system in accordance with agreed accident/incident reporting procedures. (Staff at Marland Residential School complete an Accident / Incident form and pass to the Health & Safety Co-ordinator. Staff at Marland Day School complete an Accident / Incident form and pass to Admin Officer. The Health & Safety Co-ordinator will ensure these incidents are then reported on the OSHENS system)

Lone Workers *“Lone workers are those who work by themselves without close or direct supervision.”* Where work is carried out unaccompanied or without immediate access to assistance staff to refer to the Lone Working Procedures and Lone Working Risk assessments in place and amend as appropriate. There is also a Night Waking Staff risk assessment in place. (File Path: S:\Important Reference\Health And Safety\Risk Assessments Lone Working

The requirement to undertake a lone working risk assessment will also extend to working alone off site where staff conduct home visits for example. There is a risk assessment in place to be amended as appropriate.

Staff working outside normal school hours do so on the understanding they do not undertake any tasks that involve potentially significant risks (for example working at height) and are encouraged to ensure that somebody knows their movements i.e. time expected on school premises and time

expected to leave and also to inform their Line Manager or a member of the Leadership Team they will be working in School.

School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague where possible. They should not enter the premises unless they are sure it is safe to do so. The residential site has no intruder alarm so no alarm call outs apply. The key holders for the day school are Independent Fire & Security.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RA13 risk assessment document.

School Security

The Health & Safety Co-ordinator along with the Premises Manager are 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 RA24 risk assessment document.

For full details relating to security and lone working issues, reference should be made to the HS0031 Lone Working and HS0050 Security Guidance Note.

Stress/Wellbeing

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

Marland School use Torridge Occupational Health.

The return to work interview process is in place for all staff.

Employee Assistance Programme leaflets and information are on display in the staff room.

Performance Management reviews; appraisals and supervision meetings are held on a regular basis.

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 HS0024 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 etc.

Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment.

John Poyner (Premises Manager) has attended Working at Height Training.

The nominated person(s) shall ensure:

- all work at height is risk assessed and properly planned and organised
- all those involved in work at height are trained and competent to do so
- the use of access equipment is restricted to authorised users
- a register of access equipment is maintained and all equipment is regularly inspected and maintained
- access to fragile surfaces are properly controlled. Signs indicating any fragile roofs or sky lights etc.

For full details relating to the control of work at height, reference should be made to the HS0060 Work at Height Guidance Note.

Work Experience

Steve Close (Extended Learning Co-ordinator) is responsible for managing and co-ordinating work experience.

All placements are subject to pre-placement checks *by* Devon Education Business Partnership who will assess the suitability of the placement and maintain a list of suitable host employers. No work experience placement will go ahead if deemed unsuitable.

- If significant hazards exist within the work tasks of any work placement, these will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians
- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities
- Arrangements will be in place to visit/monitor students during the placement
- Emergency contact arrangements are in place 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

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 RA28 risk assessment document.

Workplace safety

The Health & Safety Co-ordinator and Premises Manager are responsible for undertaking a risk assessment for general sites and buildings safety in order to identify and implement control measures for the following site workplace hazards:

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

This will be reviewed annually or after significant change and recorded by amending the RA03 risk assessment document.

For full details relating to the control of hazards within the premises, reference should be made to the HS0044 Premises Guidance Note.