

**Colyton Grammar School
HEALTH & SAFETY POLICY**

SECTION 1: STATEMENT OF INTENT

1. The Governing Body of Colyton Grammar School, in liaison with the Headteacher, 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.
2. 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 for 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.
3. This policy will be brought to the attention of all members of staff at their induction. A copy is also available on the school intranet.
4. The Governing Body will review the health and safety policy on at least an annual basis and bring any revisions to the attention of all staff.

Signed:
(for the Governing Body)

Date: 7 March 2017



Signed:
(Headteacher)

Date: 7 March 2017



SECTION 2: ORGANISATION

A. THE DUTIES OF THE GOVERNING BODY

A1. In the discharge of its legal duty, the Governing Body, in consultation with the Headteacher and through the Finance and Resources Committee, will:

- a) make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974, associated legislation and Codes of Practices which are relevant to the work of the academy.
- b) appoint a "Competent Person" as defined by Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This responsibility is carried out by the Devon Health and Safety Service who will advise, consult, support and liaise with the Headteacher and other relevant employees.
- c) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the academy to provide:
 - i. a safe place for students and staff to learn and work including safe means of entry and exit (See Security Policy)
 - ii. plant, equipment and systems of work which are safe
 - iii. safe arrangements for the handling, storage and transport of articles and substances
 - iv. safe and healthy working and welfare conditions
 - v. supervision, training and instruction so that all students and staff including temporary and voluntary staff and helpers can perform their academy-related activities in a healthy and safe manner
 - vi. necessary safety and protective equipment and clothing where appropriate
- d) The Governing Body will also:
 - i. periodically assess the effectiveness of this policy and ensure that any necessary changes are made
 - ii. monitor the effectiveness of health and safety management through appropriate level meetings and periodic practical reviews
 - iii. provide adequate resources, in so far as is reasonably practicable to meet the academy's legal responsibilities, and
 - iv. take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.
- e) The Governing Body will monitor the effectiveness of the Health and Safety Policy by:
 - i. Receiving a report from the Safety Officer at each of its meetings
 - ii. Receiving the minutes of Health and Safety Committee meetings

B. THE DUTIES OF THE HEADTEACHER

- B1. The Headteacher has day-to-day responsibility for health and safety performance and to 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.
- B2. The Headteacher will take all reasonably practicable steps to achieve this through the Safety Officer, heads of the appropriate departments, senior members of staff, teachers and others as appropriate. In particular, the Headteacher will:
- a) lead by example to ensure, at all times, the health, safety and welfare of students, staff and others using the academy premises or facilities or services or attending or taking part in academy-sponsored activities.
 - b) establish a robust management structure for managing health and safety and together with the Governing Body, monitor its effectiveness.
 - c) ensure safe working conditions for the health, safety and welfare of students, staff and others using the academy premises and facilities
 - d) ensure safe working practices and procedures throughout the academy including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
 - e) consult with members of staff, including the safety representatives, on health and safety issues.
 - f) identify the training needs of students and staff and ensure, within the financial resources available, that all students and members of staff who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
 - g) monitor the standard of health and safety throughout the academy, including all academy-based activities, encourage students, staff and others to achieve the highest possible standards, and discipline those who consistently fail to consider their own well-being or the health and safety of others
 - h) receive reports from enforcement officers and advisory bodies and where appropriate, take relevant actions to address issues raised.
 - i) encourage students, staff and others to promote health and safety and to suggest ways and means of reducing risks
 - j) ensure, in conjunction with the Safety Officer, that the Governing Body is promptly informed about serious or significant incidents relating to health and safety at the Academy.
- B3. The 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 Academy on behalf of the Governing Body.
- B4. The Headteacher, together with the governing body, will monitor the management structure for health and safety, and in particular the work of the Safety Officer

C. THE DUTIES OF THE BUSINESS MANAGER

- C1. 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 Business Manager is the Safety Officer for the Academy and has responsibility for the day-to-day maintenance and development of safe working practices and conditions for students, staff, and any other person using the premises or engaged in activities sponsored by the academy.
- C2. The Safety Officer is to ensure that arrangements are in place to cover the foreseeable, significant risks to health and safety arising at the academy. To do this the Safety Officer will:
- a) co-ordinate and manage the risk assessment process for the academy to allow the prompt identification of potential hazards.
 - b) co-ordinate, liaising with the Academy's Health and Safety Committee, the general workplace monitoring inspections and performance monitoring processes
 - c) consult with staff, including the safety representatives on health and safety issues
 - d) keep records of all health and safety related activities
 - e) ensure staff are adequately instructed in health, safety and welfare matters in connection with their specific work place and the academy generally
 - f) ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of students, staff and others are made safe without delay
 - g) collate accident and incident information and, when necessary, carry out accident and incident investigations
 - h) arrange periodic reviews and safety audits on the findings of the health and safety management system
 - i) advise the Headteacher of situations or activities that are potentially hazardous to the health and safety of staff, students and visitors
 - j) establish and monitor first aid arrangements
 - k) ensure the Fire Risk Assessment for the premises is complete and fit for purpose and that it is reviewed at least annually
 - l) establish and monitor emergency fire procedures, including inspection and testing of alarms and fire fighting equipment
 - m) hold relevant information on Health and Safety, including guidance notes and codes of practice
 - n) in liaison with appropriate managers, determine the type and nature of protective clothing requirements
 - o) in liaison with the Site Manager, make arrangements for the maintenance and testing of the following
 - Emergency lights, fire alarms and fire equipment
 - PAT testing(portable electrical appliances)
 - Electrical installations

- All gas appliances, valves and pipework
 - Heating plant
 - Air conditioning plant
 - Portable stage units
 - Exhaust fans
 - Water storage and supply, including Legionella tests
 - Annual re-inspection of the Asbestos Register
 - All other such equipment and plant as required to ensure a safe environment
- p) monitor the standard of health and safety throughout the academy
- q) carry out any other devolved functions assigned by the Headteacher or Governing Body.

D. THE DUTIES OF THE SENIOR LEADERSHIP TEAM

D1. The Senior Leadership Team must:

- a) be aware of the basic requirements of the *Health and Safety at Work Act, 1974* and any other health and safety legislation and codes of practice relevant to the work of the school
- b) ensure that the school is so organised that there is no unacceptable risk to members of staff, students, or other users of the premises.
- c) ensure that all staff are properly briefed within the framework of school and department induction programmes and that, where necessary, training is available;
- d) set a personal example and encourage a safe attitude towards work amongst all employees;
- e) ensure that there is observation of the standards laid down by law, including the appropriate use of protective equipment.

E. THE DUTIES OF SUPERVISORY STAFF

E1. All supervisory staff e.g. Leaders of Teaching and Learning, Heads of Department, Senior Technicians will, so far as is reasonably practicable, be responsible at all times and in varying degrees, for the health and safety of all persons (including employees, students, visitors, volunteers, temporary staff, contractors and the general public) within their area of responsibility or control.

E2. Each must be aware of and comply with relevant academy health, safety and wellbeing policies as well as the specific guidance applying to their specific work activities.

E3. They must ensure that they:

- a) apply the academy's health and safety policy to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements
- b) carry out regular health and safety risk assessments of the activities for which they are responsible and submit reports to the Academy's Safety Officer within the specified time frame

- c) ensure that all staff, students and others under their jurisdiction are familiar with the health and safety procedures for their area of work and act accordingly
- d) resolve health, safety and welfare problems that members of staff refer to them, and to liaise further with the Academy's Safety Officer on any problems to which they cannot achieve a satisfactory solution within the resources available to them
- e) carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required
- f) ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety
- g) ensure all accidents and incidents are recorded and investigated appropriately

E4. Department Heads and Supervisors manage the day-to-day health, safety and well-being of people by ensuring all the activities undertaken under their control comply with the Academy's health and safety arrangements. Sensible health and safety management is not necessarily about eliminating all risks but controlling them to a level as low as reasonably practicable and maintaining that control

F. THE DUTIES OF THE SITE MANAGER

It is the responsibility of the Site Manager, in liaison with the Safety Officer, to ensure that appropriate arrangements are in place to manage all aspects of the academy's site, buildings and premises in compliance with the health and safety policy and associated guidance.

G. THE DUTIES OF ALL MEMBERS OF STAFF

- G1. All persons employed by the academy, including official volunteers, have a duty to themselves, their colleagues, the academy, and the community they serve, to work in a safe and responsible manner.
- G2. To that end, they must assist the academy in achieving its health and safety objectives by:
 - a) taking action to prevent work related accidents and ill health
 - b) reporting unsafe processes, practices and equipment to supervisors or managers
 - c) raising health and safety concerns with supervisors or managers
 - d) reporting all health and safety incidents however minor to supervisors or managers
 - e) following the appropriate safety rules and procedures relating to each work activity
 - f) using the safe systems of work, control measures, protective clothing, equipment and devices where required
 - g) not intentionally or recklessly interfering with, or misusing anything provided in the interest of health, safety and wellbeing

- h) co-operating with their manager in implementing the necessary health and safety arrangements and procedures as required
- i) setting a good example to others, always behaving in a responsible manner and never instigating or participating in any form of reckless behaviour, staff will ensure that a safe and enjoyable working/learning environment is maintained for the good of all users of the academy.

H. STUDENTS

- H1. Students, in accordance with their age and aptitude, are expected 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 and to observe all the health and safety rules of the academy and in particular, the instructions of staff given in an emergency.
- H2. They should use and not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

I. THE HEALTH AND SAFETY COMMITTEE

- I1. The Health and Safety Committee consists of representatives of all appropriate areas of work or special hazards, plus the Safety Officer and the designated trustee with responsibility for Health and Safety.
- I2. The Health and Safety Committee will meet at least once in each academic term, and will be chaired by the Safety Officer.
- I3. Most Health and Safety matters should be dealt with promptly within each department. Only exceptionally will it be necessary to refer matters to the Health & Safety Committee.
- I4. The functions of the Committee are:
 - a) to examine safety audit reports
 - b) to consider reports submitted by safety representatives
 - c) to review the Accident Record books
 - d) to assist in the development of school safety rules and systems
 - e) to monitor the adequacy of Health & Safety communication in the school
 - f) to make reports and recommendations to the trustees' Finance and Resources Committee

J. HIRERS, CONTRACTORS AND OTHERS

- J1. When premises are used for purposes not under the direction of the Headteacher then the person in charge of the activities for which the premises are in use will have responsibility for the safe practices undertaken.
- J2. The Academy's Safety Officer will seek to ensure that hirers, contractors and others who use the academy premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

- J3. When the academy premises or facilities are being used out of normal academy hours for an academy-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.
- J4. When the premises are hired to persons outside the employment of the Governing Body, it will be a condition for all hirers, contractors and others using the academy'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 Governing Body:
- a) introduce equipment for use on the academy premises
 - b) alter fixed installations
 - c) remove fire and safety notices or equipment
 - d) take any action that may create hazards for persons using the premises or the staff or students of the academy
- J5. All contractors who work on the academy 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. A copy of 'Guidelines for Contractors' is available from the Business Manager and contractors should make themselves aware of this.
- J6. 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.

SECTION 3: ARRANGEMENTS

A. RISK ASSESSMENT

- A1. 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. It will be the responsibility of the Headteacher, Heads of Departments and Line Managers to ensure that relevant risk assessments are maintained and kept up to date.
- A2. The Academy will follow the guidance contained within the Devon Health and Safety Guidance Notes for Academies. In addition, the following Academy specific arrangements are in place:
- a) Academy Partnerships: Academy linked partners and hirers, will exchange health and safety policies and procedures with the Academy and ensure that the health and safety of all Academy staff and users will be protected to a level, which is reasonably practicable and equivalent in standard to that provided by the Academy. In particular, partners will be required to provide Academy 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 the Academy's routine activities.
 - b) Accident/Incident Reporting: every injury must be reported and recorded in-line with the identified procedures. Any injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity that the incident occurred.
 - c) Asbestos: the Academy will take all necessary steps to avoid the possibility of uncontrolled release and exposure by carefully controlling building and refurbishment projects to its estate. The arrangements in place will be in accordance with statutory guidance and advice.
 - d) Buildings/Premises: The Academy will ensure that it is 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.
 - e) Consultation: Members of staff with concerns should normally raise them with their department head. The termly Health and Safety Committee is open for all staff to attend. Alternatively staff may ask their team representative on the Committee to raise concerns on their behalf. Staff may also raise any concerns with the Safety Officer at any time.
 - f) Contractors: contractors carrying out work for the Academy will be vetted for their health and safety performance. They will be required to act in accordance with this policy and the Academy's 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 Academy's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.

- g) COSHH: the Academy recognises its fundamental duty to provide safe systems of work, and a safe and healthy working environment. This is particularly important when staff are using substances and chemicals, some of which may be hazardous. We aim to reduce the risk of using hazardous substances by carrying out COSHH risk assessments and then establishing appropriate control measures.

Line managers in areas where hazardous substances are used e.g. cleaning and catering staff, science and technology staff should be fully familiar with COSHH regulations. COSHH Risk Assessments should be kept up-to-date and reviewed on at least an annual basis. Both the Risk Assessments and the Material Safety Data Sheets should be available for all staff who may come into contact with a hazardous substance

- h) Curriculum Safety: all programmes of study require that student 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 student to use.
- i) Fire Safety: the arrangements for fire prevention and dealing with an emergency are contained within the Academy's Emergency Plan document. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to save life, prevent injury and minimise loss.
- j) First Aid: the Academy is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries. It will provide information and training on first aid to staff to ensure that statutory requirements and the needs of the Academy are met.

The arrangements for first aid provision will be adequate to cope with all foreseeable incidents. The number of certificated first aiders will not, at any time, be less than the number required by law. The number of certificated first aiders required will be risk assessed. For the current provision see Section 3 B3.

Supplies of first aid material will be held at various locations throughout the school, as determined by the Safety Officer. They will be prominently marked and the Staff Handbook will contain details of their locations. The materials will be checked regularly and any deficiencies made good without delay

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion when any member of staff, pupil or other person receives first aid treatment, whether on the school premises or as part of a school-related activity

- k) Inspection and Monitoring: the Safety Officer will put in place the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that workplace precautions

remain suitable and sufficient. The central component of this process is the undertaking and reviewing of periodic risk assessment and safety review document(s) for the Academy. Feedback from this process is to be referred to the Governing Body

- l) Legionella: the Safety Officer, in liaison with the Site Manager, will take all necessary steps to avoid the possibility of infection by carefully controlling water supplies and associated infrastructure. The arrangements in place will be in accordance with statutory guidance and advice.
- m) 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 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.
- n) Medication Arrangements: there is no legal duty requiring the Academy to administer medicines. However, the Academy recognises that student with medical needs have the same rights of admission to the Academy and therefore the Academy has produced detailed arrangements for managing this.
- o) Moving and Handling: any activities that involve significant manual handling tasks should be risk assessed and, where appropriate, training provided for staff.
- p) Offsite Visits: suitable and sufficient arrangements are in place in respect to any visits off the Academy premises. The Safety Officer is the Educational Visits Co-ordinator for the Academy. The Staff Handbook contains guidance on the Health and Safety procedures relating to school trips and off-site activities.
- q) Personal Safety: certain personal safety issues may arise, such as lone working, 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.
- r) 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 maintained by the Safety Officer. Devon Health and Safety information will be made readily available to employees.

A3. From time to time, the Department for Education (DfE), the Health and Safety Executive (HSE) and other regulatory or advisory bodies will issue codes of practice on particular topics. The Headteacher will normally incorporate such codes into this health and safety policy and procedures.

A4. If the Headteacher considers the inclusion of all or any such documents into this policy to be inappropriate, he will be required to demonstrate to the satisfaction of the Governing Body that he has already introduced codes of practice and methods of working which achieve a similar or higher standard of health and safety.

A5. It is only by the adoption of safe methods of work and good practice by every individual that everyone's personal health and safety can be ensured. The

Governing Body will take all reasonable steps to identify and reduce hazards to a minimum but all students and staff must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the academy premises or while taking part in academy-sponsored activities

B. INDUCTION OF NEW STAFF

B1. All new staff employed at the school should be given a copy of the current Health and Safety policy, and encouraged to read it carefully. The induction process should include a basic outline of health and safety procedures, including fire, security and risk assessment arrangements.

B2. Specialist Staff

Provision should be made from the annual Continuing Professional Development (CPD) budget to ensure that all specialist staff e.g. Science and Technology teachers and support staff, are adequately trained in the health and safety aspects particularly relevant to their work. The senior line manager, in each case, should ensure that staff for whom they are responsible are adequately trained.

B3. First Aid Staff

There should be at least three fully trained first aid persons on the school staff who are employed during normal school working hours, and one fully trained first aid person on the site staff who work outside normal school hours. In addition, other staff providing First Aid should hold at least the "Emergency First Aid At Work qualification. For further details see the First Aid policy.

B4. All Staff

Opportunities should be made available whenever possible to ensure that all staff employed by the school are adequately trained in basic health and safety procedures and risk assessment requirements

C. EMERGENCY PROCEDURES PLAN

C1. The Headteacher, together with the Business Manager, will ensure that an Emergency Procedures Plan is in place to cover all foreseeable major incidents which could put at risk the members, occupants or users of the school. The plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- a) save life
- b) prevent injury
- c) minimise loss.

C2. The plan will be agreed by the governing body, and reviewed on at least an annual basis.

SECTION 4: EQUALITY IMPACT ASSESSMENT

Where physical disabilities may have an impact on health and safety, appropriate control measures are identified in the relevant risk assessment, the Individual Healthcare Plan or the Emergency Plan.

No other equality issues have been identified with this policy.

SECTION 5: CONSULTATION

Consultation has taken place with Devon Health and Safety Service, the Health and Safety Committee (which is open to all staff), the Site Manager, the Senior First Aider and trustees.

SECTION 6: OTHER POLICIES AND PROCEDURES

Other policies and procedures relevant to Health & Safety include:

- a) [First Aid Policy](#) (see *School Policies section on the School Intranet*)
- b) [Educational Visits Policy](#) (see *School Policies section on the School Intranet*)
- c) [Emergency Drill](#) (see *Staff Handbook on the School Intranet*)
- d) [Emergency Procedures](#) (see *School Policies section on the School Intranet*)
- e) [Security](#) (see *the Staff School Policies section on the School Intranet*)
- f) [School Vehicles](#) (see *School Policies section on the School Intranet*)