



The Dartmoor Federation comprises:

- Boasley Cross Primary School
- Bridestowe Primary School
- Exbourne Church of England Primary School
- Lydford Primary School
- Northlew & Ashbury Parochial Church of England Primary
- Okehampton College



Lydford Primary



Primary School



Okehampton College

HEALTH AND SAFETY POLICY

This policy was adopted by the Finance, Safety and HR Management Group of
The Dartmoor Federation Governing Body on

24th November 2016

HEALTH AND SAFETY POLICY

SECTION 1: STATEMENT OF INTENT

The Governing Board of The Dartmoor Federation 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 Federation's organisation and arrangements for dealing with different areas of risk. Section 2 will establish specific responsibilities at all levels of the Federation's organisation. Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the Federation's obligations under the law.

This policy will be brought to the attention of all members of staff through the induction process for new staff, during an annual briefing at the start of each academic year. An electronic copy is available on all Federation Schools' websites. Paper master copies are kept in Main Reception/Admin areas of all schools. See school specific Section 3 Arrangements attached.

This policy statement and the accompanying organisation and arrangements will be reviewed by the Governors Finance, Safety and Human Resources Management Group and the Federation's Health and Safety Teams annually.



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Chair for the Governing Body

24th November 2016
Date



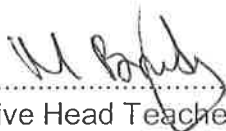
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Executive Principal

24th November 2016
Date



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Head Teacher of Okehampton College

24th November 2016
Date



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Executive Head Teacher (Primary)

24th November 2016
Date

SECTION 2: ORGANISATION

2:1 Duties of the Governing Board

- To produce and regularly review the Health & Safety Policy for the College. 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 Federation's legal responsibilities as well as compliance with this policy
- To assist the Governing Board in discharging its legal obligations, the Federation 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.

2:2 Duties of the Executive Principal/Head Teacher of Okehampton College/Executive Head Teacher (Primary)

The Executive Principal, Head Teacher of Okehampton College and Executive Head Teacher (Primary) have 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 Federation schools' premises or participating in the schools' sponsored activities.

In particular, the Executive Principal/Head of Secondary Education/Executive Head Teacher (Primary) 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 Board 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 Board 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 Board 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
- 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 named officers may choose to delegate certain tasks to the Health & Safety Co-ordinator.

The role of Health & Safety Co-ordinator for the Federation has been delegated to Joseph Wood, Federation Estates Officer.

2:3 Duties of the Health and Safety Co-ordinator

The Health and Safety Co-ordinator has the delegated task of assisting the Executive Principal, Head Teacher of Okehampton College and Executive Head Teacher (Primary) 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 Federation
- Co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Federation Executive Group and Governing Board termly
- 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 Governing Board annually if funds are not available
- Assist with the identification of training needs and training delivery across the Federation to ensure that staff and students 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 Federation Executive Group and Governing Board in relation to findings and any associated remedial actions
- Liaise with the Federation's 'competent person', the Devon Health and Safety Service, on all aspects of health and safety policy and procedures
- Co-ordinate, advise and assist Federation managers and staff in discharging their duties in respect of health and safety
- Co-ordinate annual Health and Safety briefings to all Federation staff to highlight significant issues, policies and documents relevant to their duty of care to students, staff and themselves.

2:4 Duties of the Senior Leadership Team/Heads of School/Heads of Faculties/Support Team Lead Officers

The Senior Leadership Team/Heads of School/Heads of Faculty/Support Team Lead Officers have specific delegated tasks in relation to health & safety management within their primary school/faculty/support staff team.

They must ensure that:

- They apply the arrangements described in this health and safety policy to their own school, 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, AfPE 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 Federation Executive Group or Governing Board of any problems they are unable to resolve within the resources available to them
- They carry out regular inspections, at a minimum annually, of their areas of responsibility and report/record these inspections to the Federation Executive Group or Governing Board. Inspections must also be carried out immediately following an accident/incident.
- 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 (including near misses) occurring within their area of responsibility are promptly reported and investigated

2:5 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 Federation.

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 Federation'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.

2:6 Students/Pupils

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 college 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.

2:7 Contractors

All contractors who work on Federation premises are required to identify and control any risks arising from their activities and inform the Federation Executive Group, Senior Leadership Team/Head of School/Faculty 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 Federation Executive Group will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury.

SECTION 3: ARRANGEMENTS FOR LYDFORD PRIMARY SCHOOL

Responsible Posts:

Executive Head Teacher (Primary):	Mike Brady
Head of School:	Barbara Earnshaw
Federation Estates Officer and H&S Co-ordinator:	Joseph Wood
Admin Assistant:	Lorraine Fowler
Caretaker:	Trevor Turney

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. The risk assessment process is summarised in the Risk Register which lists the reasonably foreseeable hazards across the Federation.

Where the assessments listed in the Risk register do not address all the significant hazards of the Federation, the RA01 format will be used to record the significant findings of ad hoc risk assessment decisions. Risk assessment records are available for all staff to view and are held centrally in the School Admin Office. Wherever possible, affected staff will be included in the risk assessment process. Relevant staff 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 Governing 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 which is kept in the staffroom. Those accidents to pupils and members of the public which are work related, in that they have arisen out of a material defect or organizational failure, must also be reported to the Devon Health & Safety Service by entering accident details onto the OSHENS on-line accident reporting system. The Federation Estates Officer will review all such incidents and report to the Governing Body.

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

The Executive Head Teacher (Primary), Health and Safety Coordinator or Head of School 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 Service.

For full details relating to accident reporting arrangements, reference should be made to the

HS001 Guidance Note.

Asbestos

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

The Asbestos Register is held in the School Admin Office 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 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
- an annual visual inspection of those asbestos containing materials identified in the Register in accordance with the terms of the DMP contract with NPS. 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 Head of School and the Federation Estates Officer 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 Health, Safety & Wellbeing Service's Guidance Notes which are located in the OSHENS Document Library. The 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 staff room.

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 defined in the Training Needs Matrix or as identified by the relevant risk assessment refresher training where required

Health & Safety training records will be kept in the Health & Safety Folder in the School Admin Office. The Health and Safety Co-ordinator 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 Governing Body by the Executive Head Teacher (Primary). Consultation of day to day matters will be achieved by weekly staff meetings.

Members of staff with concerns should raise them initially with their Head of School or the Health & Safety Co-ordinator. If required, requests for external advice should then be sought from the Devon Health & Safety 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 welcomes 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 used by the Federation schools shall ensure compliance with relevant health and safety legislation, guidance and good practice.

All contractors must report to School Admin Office where they will be asked to sign the visitors' book and wear an appropriate coloured lanyard and identification badge. Contractors will be issued with guidance on fire procedures and local management. 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 Federation Premises Administrator will undertake appropriate competency checks prior to engaging a contractor or check the DCC approved SLoAC list to identify competent contractors.

In respect of construction works, the Federation Estates Officer will ensure that the client's duties under the Construction (Design & Management) Regulations 2015 are complied with. Specifically, the Federation Estates Officer will ensure that, where more than one contractor is involved in any project, the Principal Designer and Principal Contractor is appointed in writing. The Federation Estates Officer will also ensure that information about risk is shared with contractors and a Construction Phase Plan is in place prior to any works commencing on the site. For smaller works involving a sole contractor, a method statement specific to the task involved will be requested prior to works starting. The Federation Estates Officer will retain any Health & Safety File for future reference.

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

Curriculum Activities

Risk assessments for the significant hazards within curriculum activities will be carried out by the Class Teacher or Head of School in consultation with the Health & Safety Coordinator where required.

For full details relating to the primary curriculum areas, reference should be made to the HS0046 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) subject to a total cost of £45.00.

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

Fire and Emergencies

The Executive Head Teacher (Primary) and Federation Estates Officer are responsible for ensuring that the fire risk assessment is undertaken using the RA08 document and controls implemented accordingly. The fire risk assessment is located in the School Admin Office and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in each evacuation pack in every classroom and the School Admin Office. 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.

In conjunction with the Federation Estates Officer, the caretaker and the Head of School are responsible for ensuring that the school's Fire Log is kept up to date.

Procedures for other critical incidents and off-site emergencies are contained within the School's Emergency Management Plan which is located in the School Admin Office and will be reviewed annually. Emergency contact and key holder details are held in the School Admin Office.

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

First Aid

The level of First Aid support will be established via a risk assessment undertaken by the Head of School with the assistance of the Federation Estates Officer. Training levels will include Paediatric First Aid cover. This will be reviewed annually and recorded in the RA22 document. The list of trained First Aiders is kept in the Health & Safety Folder in the School Admin Office.

First Aid boxes are located in the staffroom

The Head of School will ensure that refresher training is organised. The school's Admin Assistant is responsible for maintaining the contents of first aid boxes.

For full details relating to first aid, reference should be made to the HS0019 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.

The Federation Estates Officer shall ensure that:

- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
- material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted by the relevant staff to identify the safe working method and appropriate emergency procedures
- 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 HS0010 COSHH Guidance Note.

Legionella

The arrangements for the management of water hygiene on the site are detailed in the Water Hygiene Management Plan (AMP). This is located in the School Admin Office.

A water risk assessment for the school has been completed by Interserve and the Federation Estates Officer 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 HS0028 Legionella Guidance Note.

Lettings/Shared Use of Premises

The School's Admin Assistant, on behalf of 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 by the Federation Estates Officer. All staff are required to report any problems found with plant/equipment to the Head of School and the Federation Estates Officer. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The following specific formal inspections and tests will be undertaken by a competent contractor via the Devon Maintenance Partnership (DMP) agreement with NPS (South West Ltd):

- oil fixed heating plant 6 monthly maintenance, to be undertaken by Cannings
- electrical installation inspection every 5 years by Cannings
- Fire alarm and emergency lighting systems by Cannings

- Water hygiene inspection by Churchills

The following specific statutory and formal examinations and inspections will be undertaken by Devon County Council via Zurich Insurance:

- Thorough examinations of fixed lifting equipment
- Thorough examinations of pressure vessels relating to the fixed heating plant
- Tree inspections (3 yearly)
- Radon testing (7-10 year cycle)

Other formal maintenance arranged by the school:

- Fire extinguishing equipment by Dart Fire
- PE and Playground Equipment by DTGS

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 Head of School.

All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the particular appliance type. This inspection and testing will be conducted by a competent contractor.

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.

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 in the School Admin Office.

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

Monitoring

The Executive Head Teacher (Primary) 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, Safety & Wellbeing Service. Feedback from this process is to be referred to the Governing Body.

A general inspection of the site will be conducted by the Federation Estates Officer. Feedback from this process is to be referred to the Governing Body.

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

- Summaries of formal maintenance reports submitted to the Governors Finance, Safety and HR Group by the Federation Estates Officer annually.
- The Federation Estates Officer will provide an accident/incident summary report for Governors Finance, Safety and HR Group and College SLT
- Training needs review

For full details relating to monitoring, reference should be made to the HS0005 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 the Head of School and recorded in a specific Handling Plan for the individual concerned. The format found in the HS0035 Guidance Note will be used. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use.

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

Offsite Visits

The Dartmoor Federation primary schools will follow the DCC *Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2016*. Local arrangements for offsite visits are detailed in the separate Management of Outdoor Education, Visits and Off-Site Activities policy and Standard Operating Procedures which are reviewed annually. This document is reviewed and maintained by the Head of School.

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.

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 Head of School in order to identify and implement control measures. The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits.

Staff working outside normal school hours must obtain permission of the Head of School.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RA22 Risk Assessment.

School Security:

The Executive Head Teacher (Primary) and the Head of School, in conjunction with the Federation Estates Officer, 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 relevant section of the RA22 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.

The Head of School will respond to individual concerns and monitor staff workloads by following the return to work procedures and, following absence, refer to Occupational Health for support if necessary.

An absence policy details arrangements for phased return and/or application to Occupational Health (IMASS) where appropriate.

Where appropriate, risk assessment findings will be recorded on the RA25 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.

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
- access to fragile surfaces is properly controlled

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

If the school 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 RA28 risk assessment document.