

HEALTH AND SAFETY POLICY

SECTION 1: STATEMENT OF INTENT

The Governing Body of St. Luke's Science & Sports College 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: for new staff at their induction into the workplace and for existing staff, a copy will be placed on the networked R drive and all will be asked to read it.

This policy statement and the accompanying organisation and arrangements will be reviewed annually

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Chair for the Governing Body

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Date

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Principal

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Date

SECTION 2: ORGANISATION

The Duties of the Governing Body

- 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 college'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 college premises or participating in college 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.
- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised
- Promote a positive health and safety culture by leading by example

Whilst overall responsibility for health and safety cannot be delegated the Principal may choose to delegate certain tasks to the Health & Safety Coordinator. The role of Health & Safety Coordinator for the College has been delegated to Aileen Hamer. Within departments this task is further delegated to the Curriculum Team Leaders.

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 college
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Principal and Governing Body
- coordinate 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 Body if funds are not available
- assist with the identification of training needs and training delivery across the college 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 Principal and Governing Body in relation to findings and any associated remedial actions
- monitor and review termly fire drills

The Duties of Curriculum Team Leaders:

The Curriculum Team Leaders 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 such as CLEAPSS
- 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 (including near misses) occurring within their area of responsibility are promptly reported and investigated

The Duties of all Members of Staff

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

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 College'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 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

Contractors

All contractors who work on the College premises are required to identify and control any risks arising from their activities and inform the principal of any risk that may affect the staff, 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.

SECTION 3: ARRANGEMENTS

The specific arrangements adopted by the College 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 College 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/>

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:

- RA02 – Art & Pottery
- RA03 – Building and Site Safety
- RA06 – Design Technology
- RA07 – Drama Activities & Facilities
- RA08 – Fire Risk Assessment
- RA09 – First Aid Needs and Provision
- RA13A – Lone Working away from Workbase
- RA15 – Moving and handling Adults
- RA16 – Moving and handling Young People and Children
- RA17 – Music Department Safety
- RA18 – New and Expectant Mothers
- RA20 – PE Department
- RA23 – Science Department
- RA24 – Security Safety and Risk Assessment
- RA25 – Stress Risk
- RA28 – Work Experience Placement
- RA29 – Driving on DCC Business

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

Risk assessments are available for all staff to view and are held centrally on the College network R drive. 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 Devon County Council. This will be achieved by entering accident details onto the OSHENS on-line accident reporting system.

Accidents to students and other non-employees should be recorded in the accident book which is located in student reception. Alternatively, all incidents can be inputted 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 also 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 for trends and a report made to the Governing Body at their termly meeting. The Senior Leadership Team 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.

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 College staff and can be contacted on 01392 382027 or on healthandsafety@devon.gov.uk.

The Health and Safety Law poster is displayed in staffrooms.

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 on the network R drive. Aileen Hamer 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 Resources committee. Consultation on day to day matters will be achieved by staff informing SLT of their concerns

Members of staff with concerns should raise them initially with their departmental head or the Health & Safety Coordinator. 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.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant Curriculum Team Leader or trip organiser 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 schemes of work / lesson plan / 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) subject to a total cost of £50 plus the cost of the sight test.

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 college's fire risk assessment is undertaken using the RA08 document and controls implemented accordingly. The fire risk assessment is located on the network R drive and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the Library fire file 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 with DCC and Carillion

Aileen Hamer is responsible for ensuring that the college's Fire Log is kept up to date and that the following inspection / maintenance is undertaken:

- Dates of fire fighting 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 College's Emergency Management Plan which is located on the network R drive 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:

See attached

Emergency First Aid at Work level:

See attached

First aid qualifications remain valid for 3 years. Aileen Hamer 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:

In all faculty bases and receptions

Karen Taylor is responsible for maintaining the contents of first aid boxes and replenishing stocks as necessary.

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 areas Heads of Department are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, Heads of Department 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 manager shall ensure that:

- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- 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

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

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.

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 see PAT testing policy. This inspection and testing will be conducted by Robin Kamphenkel

Robin Kamphenkel is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is inspected and where appropriate tested according to the frequencies set out in the policy.

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

An electrical installation test will be conducted by Carillion every 5 years. Carillion 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 network R drive

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 monthly and be undertaken by Aileen Hamer. Inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Principal and the Governing Body. Responsibility for following up items detailed in the safety inspection report will rest with Aileen Hamer.

Inspections will be conducted jointly with the college's health and safety representative(s) if possible.

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

- summary of findings from formal maintenance reports forwarded to the Governing Body;
- Governing Body annual inspection of curriculum areas.

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 Katie Sanders/Becki Blaker. 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.

All moving and handling of students will be risk assessed by Katie Sanders/Becki Blaker 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. Equipment for moving and handling people is subject to inspection on a 6 monthly basis by Carillion.

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 risk assessments will be attached electronically as required. The College's Educational Visits Co-ordinator Kealey Sherwood will check the documentation and planning of the trip and, if acceptable, initially approve the visit before referring to the Principal for final approval.

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

Personal Safety and Security

The College 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 College.

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 relevant line manager in order to identify and implement control measures. Work involving potentially significant risks (for example work at height) will not be undertaken whilst working alone. In order to ensure that this is the case, staff working outside normal school hours must obtain permission of SLT.

The requirement to undertake a lone working risk assessment will also extend to working alone off site where staff conduct home visits.

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.

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

College Security

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

This will be reviewed annually or after significant change and recorded by amending the 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.

Radioactive Sources

The college has adopted the CLEAPSS guidance L93 'Managing Ionising Radiations and Radioactive Substances in Schools & Colleges' as its policy arrangements for the use of radioactive sources. The separate Standard Operating Procedures outline the precise procedures to be followed.

- CLEAPSS provide the Radiation Protection Adviser (RPA). The name and contact details are contained within the Standard Operating Procedures document
- The Devon Health, Safety & Wellbeing Service provide the Radiation Protection Officer role and contact details are contained within the Standard Operating Procedures document
- The Radiation Protection Supervisor is Paul Scarborough. The RPS is responsible for ensuring that the Use Log is kept up to date and, where required, leak tests are conducted and recorded annually in the relevant Source History

For full details relating to the safe use of radioactive sources, reference should be made to the L93 'Managing Ionising Radiations and Radioactive Substances in Schools & Colleges' document.

Stress/Wellbeing

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

The College has return to work procedures following absence / the school buys back Wellbeing@Work occupational health support / participates in the Employee Assistance Programme / performance management arrangements / mentoring etc.

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. Such training will also be undertaken by those who line manage staff who work at height. The College's nominated person(s) responsible for work at height is Aileen Hamer

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 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

Katherine Neve 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 (including out of school hours provision) 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 College at the earliest possible opportunity

If the College 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

Aileen Hamer is 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
- Use of the pedestrian bridge

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.