

## Health and Safety Policy

### Policy Control Page

<b>Responsible Person</b>	Estates and Facilities Manager (E&FM)
<b>Approved By</b>	Board of Trustees
<b>Date of Last Approval</b>	February 2023
<b>Next Review Date</b>	January 2024
<b>Policy Applicable to</b>	Whole Charity
<b>Status</b>	Approved at SLT (30/01/2023) Approved at Health and Safety Committee (07/03/2023) Approved at FRC (11/05/2023) Approved at Trustee Board (09/02/2023) Noted at Governing Body (30/03/2023)

<b>Date</b>	<b>Version</b>	<b>Person</b>	<b>Change / Action</b>
January 2021	1.0	E&FM	Policy approved at FRC
April 2022	1.1	E&FM	Update to policy and template
March 2023	1.2	E&FM	Minor updates

## CONTENTS

- **SECTION 1: HEALTH & SAFETY POLICY STATEMENT OF INTENT**
- **SECTION 2: HEALTH & SAFETY ORGANISATION AND RESPONSIBILITIES**
- **SECTION 3: ARRANGEMENTS**

## **SECTION 1: STATEMENT OF INTENT**

As the employer, The Board of Trustees has overall responsibility for the health, safety and welfare of staff and students of the Deaf Academy (Exeter Royal Academy for Deaf Education, referred to as 'The Academy'). We will strive to achieve the highest standards of health, safety and welfare consistent with our responsibilities under the Health and Safety at Work etc Act 1974.

We will also accept our responsibilities as Duty Holders defined in asbestos and legionella legislation and as the Responsible Person defined in fire safety legislation together with our other statutory and common law duties.

Although overall responsibility for health and safety lies with the Board of Trustees, the Board's representative for managing the day to-day responsibilities for the health and safety of staff and students is the Principal, who in turn will delegate particular functions to other staff, and specifically the registered manager of the Children's Home, in respect to those legal responsibilities placed upon them.

The Governing Body is not the employer but plays an important role in ensuring strategic direction and will work in close partnership with the Principal and Senior Management Team to support good health and safety management.

To assist the Board in discharging its legal obligations, we have appointed the Devon Health & Safety Service as our 'Competent Person' as defined by the Management of Health and Safety at Work Regulations 1999 and as such the specific arrangements adopted by the Academy will be guided by the Devon Health & Safety Service's Health & Safety Arrangement Notes for Academies.

This policy sets out how duties will be conducted and describes the Academy's organisation and arrangements for dealing with different areas of risk. Section 2 establishes specific responsibilities at all levels of the Academy's organisation. Section 3 outlines the specific arrangements put in place to manage these areas of risk and hence to meet the Board's obligations under Health and Safety law.

This policy will be brought to the attention of all members of staff at the start of each academic year and a copy is held on the Academy's intranet SharePoint.

This policy statement and the accompanying organisation and arrangements will be reviewed annually. It will be signed by the Principal, the Registered Manager of the Children’s Home, Chair of the Deaf Academy’s Governing Body and the Deaf Academy’s Chair of Trustees.

.....  
Principal Date

.....  
Registered Manager of the Children’s Home Date

.....  
Chair of Governing Body Date

.....  
Chair of Board of Trustees Date

**SECTION 2: HEALTH & SAFETY ORGANISATION & RESPONSIBILITIES**

As explained in the Statement of Intent, The Board of Trustees has overall responsibility for Health and Safety (H&S). Whilst the responsibility cannot be delegated, the Board of Trustees has delegated certain duties for management of Health and Safety as follows:

**The Duties of the Governing Body**

To support the Board of Trustees in discharging its legal obligations, the Governing

Body has the oversight for the effective governance of health and safety and estates management across the Academy. In particular it will:

- Make itself familiar with the requirements of the Health and Safety at Work, etc. Act 1974, associated legislation and Codes of Practice which are relevant to the work of the Academy
- Set the strategic overview for health and safety management by reviewing and scrutinising the management arrangements set out in this policy
- Oversee the effectiveness of health and safety management through the Health and Safety Committee meetings and other appropriate meetings
- Take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met
- Periodically and when necessary ensure health and safety managerial reports are brought to the attention of the Board of Trustees
- Provide adequate resources insofar as is reasonably practicable to meet the Academy's legal responsibilities as well as compliance with this policy

### **The Duties of the Principal**

The Principal on behalf of the Board of Trustees and Governing Body has responsibility for the day to day health and safety management and will take all reasonably practicable steps to secure the health, safety and welfare of students, staff and others using the Academy premises or participating in Academy sponsored activities. In particular, the Principal will:

- Ensure that the organisation and arrangements outlined within this policy is effective and enforceable for the provision of health and safety management throughout the Academy in providing:
  - a safe place for students and staff to learn and work including safe means of access and egress;
  - plant, equipment and systems of work which are safe;
  - safe arrangements for the handling, storage and transport of articles and substances;
  - Safe and healthy working and welfare conditions;
  - Supervision, training and instruction so that all students and staff can perform their Academy-related activities in a healthy and safe manner;
  - Where appropriate, any necessary safety and protective equipment and clothing;
- Hold the "Duty to Manage" accountability for asbestos and legionella management
- Hold the "Responsible Person" accountability in respect to fire safety management across the Academy site
- Report to the Trustees and Governing Body any significant risks or policy requirements which cannot be met within the establishment's budget
- Promote a positive Health and Safety culture through leading by example

## **The Duties of the Registered Manager of the Children's Home**

The Registered Manager on behalf of the Board of Trustees and Governing Body has a legal responsibility for the running of the Children's Home especially in respect to Ofsted and CQC compliance. The Registered Manager is also responsible for the Health and Safety of the overall site of the home to ensure the smooth day-to-day running of the home. These duties involve:

- Applying the arrangements described in this Health and Safety policy to the home environment in conjunction with its own Health and Safety policy
- Holding the "Responsible Person" accountability in respect to fire safety management in the home and its grounds
- Hold the "Duty to Manage" accountability for asbestos and legionella management
- Ensuring care staff are aware of and follow the legal formalities applicable to a Children's Home
- Carrying out risk assessments for the building and work areas for which they are responsible and ensuring that identified control measures are implemented
- Applying appropriate safe working procedures and bring them to the attention of all care staff
- Taking appropriate action on health, safety and welfare issues referred to them, informing the Estates and Facilities Manager as the Health & Safety Officer of any problems they are unable to resolve within the resources available to them
- Carrying out regular inspections of the home and site and reporting / recording these inspections to the Estates and Facilities Manager as the Health & Safety Officer
- Monitoring the identification of training needs and providing/helping to facilitate training of care staff, to ensure that all staff are competent to carry out their roles and are provided with adequate information, instruction and training to avoid hazards and contribute positively to their own health and safety
- Reporting and monitoring all accidents, including the collation of accident and incident information and, when necessary, carrying out accident and incident investigations

## **The Duties of the Director of Finance and Resources**

- 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

- Communicate the policy and other appropriate health and safety information to all relevant people including contractors
- Chair the Health and Safety Committee and report to the Board of Trustees, Governing Body and the Principal on Health and Safety performance
- Identify the health and safety training needs of staff and volunteers and hence ensure that all staff and volunteers 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, teaching and non-teaching unions
- Monitor purchasing and contracting procedures to ensure Health and Safety requirements are 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 through leading by example
- Carry out duties in respect of Fire Safety (see separate Fire Safety Policy)
- Line manage the Estates and Facilities Manager (Health and Safety Officer)
- Ensure effective monitoring and reporting arrangements are in place for Health and Safety across the Deaf Academy

The role of Health & Safety Officer for the Academy has been delegated to The Estates and Facilities Manager. Within departments this task is further delegated to the Educational Leadership Team, Care Leadership Team Managers, and all staff with supervisory responsibility.

### **The Duties of the Estates and Facilities Manager**

The Estates and Facilities Manager has the delegated task of assisting the Senior Leadership Team to discharge its duties in relation to day-to-day health and safety management.

To do this the Estates and Facilities Manager will:

- Undertake the role of Health and Safety Officer (Quality Assurance of Academy Health and Safety, including moderating quality, inspecting/sample auditing, monitoring and reporting)
- On behalf of the Principal, draft a health and safety policy, outlining the organisation and arrangements for effective management of health and safety applicable to the Academy
- Co-ordinate and manage the risk assessment process for the Deaf Academy, and follow up action points
- Monitor the completion of risk assessments across the Academy, including School, College, Residential Care and the Children's Home. Provide Quality Assurance, monitoring, auditing and reporting to SLT and Health & Safety Committee

- Co-ordinate general health and safety monitoring inspections and performance monitoring processes, and report findings to the Health and Safety Committee
- Maintain and update the Health & Safety Action Plan, following up action points and reporting to SLT and Health & Safety Committee
- 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 Health and Safety Committee if funds are not available or if it has wider implications across the whole Academy
- Monitor the collation of accident and incident information and, when necessary, carry out accident and incident investigations
- Arrange periodic health and safety audits and liaise with the Health and Safety Committee in relation to findings and any associated remedial actions
- Carry out duties in respect of Fire Safety – see separate Fire Safety Policy

### **The Duties of the Educational Leadership Team - Assistant Principal of Education and Curriculum Managers**

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
- They co-ordinate and manage the risk assessment process for the Academy relevant to their roles and responsibilities
- Staff under their control are aware of and follow any externally adopted health and safety guidance such as:
  - Consortium of Local Education Authorities for the Provision of Science Service (*CLEAPSS*)
  - afPE (*Association for Physical Education*)
- Risk assessments are undertaken for the work areas/trips for which they are responsible, and that identified control measures are implemented including using Evolve where required
- Risk assessments are completed in conjunction with their teams and that these risk assessments are available to staff to view and regularly refer to
- Appropriate safe working procedures are brought to the attention of all staff under their control, and are enforced effectively to ensure safety of staff and students in their care at all times
- They take appropriate action on health, safety and welfare issues referred to them, informing the Estates and Facilities Manager as the Health & Safety



Officer 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 and relay outcomes of these inspections to the Estates and Facilities Manager as the Health & Safety Officer
- They monitor the identification of training needs and provide/help facilitate training of staff and students to ensure that all staff and students are competent to carry out their roles, and are provided with adequate information, instruction and training to avoid hazards and contribute positively to their own health and safety.

### **The Duties of the Care Leadership Team - Assistant Principal of Care and Designated Safeguarding Lead and Deputy Heads of Care**

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
- They co-ordinate and manage the risk assessment process for the Academy relevant to their roles and responsibilities
- Staff under their control are aware of and follow any externally adopted Health and Safety guidance
- Risk assessments are undertaken using the standard operating procedures and in conjunction with the Offsite Trips and Activities policy in place for all of the work areas and activities for which they are responsible and that identified control measures are implemented
- Risk assessments are completed in conjunction with their teams, and these risk assessments are available to staff to view and regularly refer to.
- Appropriate safe working procedures are brought to the attention of all staff under their control, and are enforced effectively to ensure safety of staff and students in their care at all times
- They take appropriate action on health, safety and welfare issues referred to them, informing the Estates and Facilities Manager as the Health & Safety Officer 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 and relay outcomes of these inspections to the Estates and Facilities Manager as the Health & Safety Officer
- They monitor the identification of training needs and provide/help facilitate training of staff and students to ensure that all staff and students are competent to carry out their roles and are provided with adequate

information, instruction and training to avoid hazards and contribute positively to their own Health and Safety.

### **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 or omissions. This also applies to volunteers who are under the control of the Academy. Specifically, all employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work be this on Academy premises, when homeworking or out on Academy business.
- Comply with the Academy's Health and Safety Policy arrangements at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with Academy leaders and managers on all matters relating to health and safety.
- Neither intentionally interfere with nor 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 use only 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:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of behaviour and dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the Academy 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**

Following issue of any pre-construction information from the Academy, all contractors who work on the Academy premises are required to identify and control any risks arising from their activities and inform the Estates and Facilities Manager 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 Estates and Facilities Manager will take such actions as are necessary to prevent staff, students and visitors being put at risk of injury. These measures can include ordering work to stop and requesting the contractor to leave the premises.

### SECTION 3: ARRANGEMENTS

- Risk Assessment
- Accident/Incident Reporting
- Asbestos
- Contractors
- Curriculum Activities
- Display Screen Equipment
- Fire Safety
- First Aid
- Infection Control and Care of unwell Students
- Legionella
- Lettings
- Lone Working
- Maintenance
- Medication
- Moving and Handling
- Personal Safety and Security
- Tree Safety
- Work Experience
- Work at Height

The specific arrangements adopted by the Academy are guided by the Health & Safety Arrangements Notes and templates provided by the Devon Health and Safety Service.

The Academy also has a subscription to CLEAPSS. 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 Academy Sports' Association of Physical Education 'AfPE' <http://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 process will be achieved principally by amending and adopting the risk assessments provided by the Devon Health and Safety Service.

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

Departmental tasks, lone working, Estates and Facilities based and subject risk assessments are available for all staff to view and are held centrally on SharePoint. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed on the risk assessment findings.

Risk assessment records will be reviewed either termly (individual), annually, or every 3 years depending upon the levels of risk. Specifically, the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:

### RISK ASSESSMENTS

	Type	Purpose	Lead	Review Period
1.	Individual Placement Plan	All students will have an <b>individual placement plan</b> carried out on entry using information gleaned from previous settings/paperwork and information provided by parents/carers, other agencies working with the student and the student themselves. This Risk Assessment is located within the student's placement plan. Risk Assessments will be shared with parents/carers and other agencies and will be stored in the S drive electronically in the Staff	Tutor/Keyworker/Support Worker (oversight by Education Leadership Team, Safeguarding and Care Leadership team)	Termly

1.	(continued)	Shared area for all to access. It is expected that all staff will ensure they are familiar with the student risk assessments at all times.		
2	External Trips and visits (Education)	Educational Leadership Team (ELT) complete via Evolve.	ELT (Assistant Principal Education and Curriculum Managers)	Annually
3	External Trips and visits (Care)	Care Leadership Team (CLT) to complete using the standard operating procedures in conjunction with the Offsite Trips and Activities policy	CLT (Assistant Principal Care, Deputy Heads of Care)	Annually
4	Internal risk assessments (Learning/Care environments/Subject/Other workplace departments)	<ul style="list-style-type: none"> <li>a. Educational Leadership Team are responsible for risk assessing the suitability of the environment for lesson subjects, and activities/curriculum activities</li> <li>b. Line Managers are responsible for undertaking a Lone Working Risk Assessment for their staff if staff members' roles require them to do this, and their team's specific tasks where applicable.</li> <li>c. Care Leadership are responsible for all tasks and duties undertaken by the care team, and activities of those students defined as living in the residential</li> </ul>	<p>ELT (Assistant Principal Education and Curriculum Managers) to lead to ensure teachers fulfil obligation</p> <p>All Line Managers (where applicable)</p> <p>CLT</p>	<p>Annually</p> <p>Annually</p> <p>Annually</p>

		accommodation of the Academy site		
5.	Work Related Learning	Ensure that student work placements are suitable and adequately assessed	Work Related Co-Ordinator, Curriculum Manager Post 16, and applicable teachers	Annually
6.	Building and Site Safety including security – Academy site	<p>The Estates and Facilities Manager is responsible for undertaking, reviewing and updating risk assessments for all premises of the Academy, 1 Douglas Avenue, Exmouth including the grounds. (see H&amp;S Policy) and all tasks undertaken by the Estates and Facilities Team (including the Lone Working Risk Assessment for that team only)</p> <p>a. Assessment of building and site safety related issues – RAA003</p> <p>b. Assessment of Site Security arrangements – building and perimeter RAA24B</p>	Estates and Facilities Manager	Annually
7.	Fire Risk Assessment – Academy site	Assessment of Fire safety arrangements for Weston Building, Academy and Residential	Estates and Facilities Manager	Annually
8.	Children’s Home	Carrying out risk	Children’s Home	Annually

		assessments for the building and work areas for which they are responsible and that identified control measures are implemented	Manager	
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*Other arrangements in alphabetical order:*

### **Accident/Incident Reporting**

All employee accidents and incidents on any Academy premises, or whilst home working, or out on Academy business, must be reported to the Accidents and Incidents Review Team. This is done via the online Accident and Incident Report form available on SharePoint. When forms are submitted they are received and reviewed by the Estates and Facilities team who forward them for review by the Care Leadership team, Academy Nurse, HR, Safeguarding and Academy administration teams.

Accidents to students and other non-employees, incidents involving students and other non-employees, accidents to staff, and incidents involving staff should be recorded using the online Accident and Incident Report form available on SharePoint and go through the same process as above.

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 on the premises at 1 Douglas Avenue or wherever else students are working off-site, must also be reported using the online Accident and Incident form again and go through the same process as above

Rolle House Children’s Home staff follow the same process as above.

All submitted forms are logged on the incident reporting tool on Devon County Council’s OSHENS system. The Estates and Facilities Team, Safeguarding and Academy administration teams, HR and Care teams all have a logon code for access to the OSHENS system.

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

Accidents and incidents will be monitored for trends and a report made to the Health & Safety Committee, which meets termly.



Accidents are also reviewed at the weekly safeguarding meetings, scrutinizing for any obvious issues and trends especially in regards to individual students.

The Estates and Facilities Manager 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 (RIDDOR) will be reported to the Health and Safety Executive.

## **Asbestos**

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP) which is held online with our Asbestos contractor. The Estates & Facilities Manager holds the log-in.

The Asbestos Register is available electronically on the Estates & Facilities SharePoint site and in hard copy at Reception. With the exception of the former Plymouth University Estates Building (located in rear staff car park and due to be brought back into use during April 2022) and Rolle House, the Weston building, Residential and Academy buildings are post 2000 build and therefore classed as free of asbestos.

The AMP represents the above details. The register is made available to all staff and contractors prior to **any** work commencing only on buildings where asbestos containing materials (ACM) has been identified. No work can commence on these areas until permission to work has been given by the Estates and Facilities Manager or the Senior Estates and Facilities Officer for the Academy Site on 1 Douglas Avenue, Exmouth, EX8 2AU as named in the AMP. For Rolle House no work can commence on this building until permission to work has been given by the Registered Children's Home Manager, as named in the AMP.

The Estates & Facilities Manager & Registered Children's Home Manager shall ensure:

- The AMP is reviewed annually.
- 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 containing ACM's is approved via the completion of the Asbestos questionnaire.
- A re-inspection of those asbestos-containing materials remaining on site is undertaken annually or as per the frequencies in the AMP and recorded and logged in the register accordingly.

- All changes to asbestos-containing materials on site, whether due to removal works or accidental damage, will be recorded in the Register and updated via G & L consultancy.

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the Estates and Facilities Manager or the Senior Estates and Facilities Officer.

### **Communication and Training**

Detailed guidance and information about Health and Safety issues can be found via the Devon Health and Safety Service.

The Health and Safety Law poster is displayed in the staff room and in the office within Rolle House.

#### *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. Either a line manager and/or the Human Resources department (HR) is responsible for co-ordinating specific Health and Safety training needs. This includes a system for ensuring that refresher training is undertaken within 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 s/he is confident that s/he has the necessary competence. All employees shall undertake work tasks as instructed and trained.

### **Consultation**

Staff are represented on the Health & Safety Committee. Consultation on day to day matters is achieved through a variety of methods.

Members of staff with concerns should raise them initially with their line manager. If they cannot resolve the issue, non-life-threatening issues should be reported via [maintenance@thedeafacademy.ac.uk](mailto:maintenance@thedeafacademy.ac.uk) with H&S in the title. If required, requests for external advice will then be sought from the Devon Health & Safety Service about concerns of employees which cannot be resolved locally.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Board of Trustees and Governing Body welcome the support of trade unions in Health and Safety matters.

## **Contractors**

All contractors used by the Academy shall ensure compliance with relevant Health and Safety legislation, guidance and good practice.

All contractors must report to the reception desk in the Academy Building, where they are asked to provide ID, sign in and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions and safeguarding policies via information leaflets given to them when signing in. Where applicable, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency, the Estates and Facilities Manager will ensure the Administration Team undertake appropriate competency checks prior to engaging a contractor. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The Academy, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

Permits to work issued by the Administration Team on behalf of the Estates and Facilities Manager need to be completed prior to any roofing works or hot works or work including electrical shut off.

The Estates and Facilities Manager or the Estates and Facilities Officers are responsible for monitoring areas where a contractor's work may directly affect staff and students, and for keeping records of all contractor work. They will ensure that the specific client requirements of the Construction (Design & Management) Regulations 2015 have been complied with.

## **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by the Educational Leadership Team using the appropriate risk assessments.

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 and lesson plans.

### **Display Screen Equipment (DSE)**

Employees who use DSE equipment for continuous spells of an hour or more each day, or a total of three hours or more each week, should complete a work station self-assessment (see DSE policy), in conjunction with completing the Academy's on-line DSE training module. A link to this training is provided at induction. The HR department also provides this link. This exercise should be completed upon commencing employment with the Academy and repeated every two years.

Upon completion of the self-assessment a copy is sent to the Line Manager and the Estates and Facilities Manager. If the employee is suffering discomfort they should highlight this on the self-assessment so that appropriate remedial action can be undertaken as far as is as reasonably practical.

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

The costs of eyesight tests will be met by the Academy if employees use display screen equipment (DSE) as substantial part of their daily routine. As a guide, this would be 30 per cent of their working day using a screen and at least one hour viewing or keying per day.

Employees should contact the Human Resources (HR) department to discuss whether they are eligible for an eye test. If the employee is eligible, the HR department will e-mail the employee a voucher for a free eye test. This voucher will be through the Academy's preferred optician. The Employee will need to book the test themselves at a time agreed with their line manager.

The optician will confirm, in writing (by completing Appendix 2 of the DSE policy), whether or not glasses are required solely for VDU use. If they are required, the Academy will meet the cost of the lenses and basic frames, up to a maximum value of £35.00. The cost of the glasses will be reimbursed to employees via the expenses claim procedure.

Glasses will not be supplied if they are required for "general use".

## **Fire Safety**

### ***See also the separate Fire Safety Policy***

The Fire Safety Policy is made available to all staff as part of the Academy's induction process.

All staff will be briefed annually on the contents of the Fire Safety Policy. This is augmented by fire drills, which are undertaken at least termly and recorded in the Fire Log book. Additional specific fire safety training is provided as identified in the Fire Risk Assessment.

The Estates and Facilities Officers and Estates and Facilities Manager are responsible for ensuring that the Academy's Fire Log is kept up to date and that the following inspection / maintenance is undertaken:

- Dates of firefighting equipment inspections and checks
- Dates and outcome of fire alarm system(s) inspections and checks
- Dates and outcome of emergency lighting system - records of tests
- Dates and outcome of visits by Devon & Somerset Fire & Rescue
- Dates and outcome of fire drills

Details of individual fire safety training are held by HR.

Procedures for other critical incidents and off-site emergencies are contained within the Academy's Emergency Management Plan which is located in the emergency grab bag, stored in a lockable cabinet located near the staff entrance to the Weston building. Please note access to this document is restricted to authorised personnel only, due to GDPR.

## **First Aid**

The Academy has risk-assessed the need for first aid provision and this is held on SharePoint. A hard copy is also held in the nurse's office. This risk assessment includes the latest list of qualified first aiders and the level of their qualification. A list of qualified first aiders is displayed in Reception. The training is monitored by HR to ensure it is renewed every three years and therefore kept up to date.

First Aid boxes are located at suitable locations around the Academy, including within all Academy vehicles.

The Academy's Nurse is responsible for maintaining the contents of first aid boxes and replenishing stocks as necessary.

First aid on trips is outlined in the Academy's outdoor education policy.

### **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, the Educational Leadership Team is responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, the Educational Leadership Team must ensure that an up to date inventory of hazardous substances and CLEAPSS model risk assessments are in place within their departments. ELT leaders must ensure that the findings of model risk assessments are incorporated into point-of-use documents within departments. Since the scheme of work/ medium term plans have been checked against the model risk assessments, cover staff should not deviate from these, unless their proposed activities have been agreed with the Subject Leader.

In all other areas the responsible manager and Subject Leader 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 who 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.

### **Infection Control and Care of Unwell Students**

***See separate infection Control policy and the Care of Unwell Student policy held on SharePoint***

### **Legionella**

A Legionella risk assessment for the Academy has been completed by a competent contractor. The Estates and Facilities Manager is responsible for ensuring that the

identified operational controls are being conducted and recorded in the water hygiene log book. This risk assessment will be reviewed where significant changes have occurred to the water system.

A competent contractor undertakes monthly monitoring checks and tank disinfectant cleaning when required. Annual TMV servicing is completed by competent Estates Officers.

## **Lone Working**

Lone working may include:

- Late working
- Home or offsite visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office

Potentially dangerous activities, such as those where there is a risk of falling from height, should not be undertaken when working alone. If there are any doubts about the task to be performed then the task must be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member must be informed about where the member of staff is and when they are likely to return. The lone worker shall ensure that they are medically fit to work alone.

Individual Line Managers are required to complete Risk Assessment RAA13A (Lone Working away from Work Base) or RAA13B (Lone Working in Premises) specific to their staff member's role, should lone working be part of their duties in order to identify and implement control measures. Those assessing risk need to take into consideration greater risks to staff who are disabled, young or pregnant and, where applicable, consider any risks related to individual students through reading and understanding the student's placement plan.

These risk assessments will be stored on SharePoint and reviewed annually.

## **Lettings/shared use of premises**

The employing body will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Academy Health and Safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

## **Maintenance of Plant and Equipment**

Regular inspections and testing of Academy equipment are conducted to legislative requirements by competent contractors. Records of such monitoring will be kept in the Estates and Facilities Manager's office or on the shared drive. All staff are required to report to the responsible manager any problems found with plant/equipment. Defective equipment should be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The following specific statutory inspections and tests are undertaken:

- 6 monthly lift Thorough Examination, to be undertaken by a suitable lift contractor
- Pressure Vessel Thorough Examination, according to a Written Scheme, to be undertaken by appropriate contractor every 12 months
- Annual gas appliance inspection and maintenance, to be undertaken by a Gas Safe contractor
- 5 yearly gas tightness tests, to be undertaken Gas Safe contractor
- Annual inspections of PE equipment and playground equipment, LEV's (to include COSHH) if applicable, emergency lighting, kitchen/catering equipment, stage lighting, air conditioning.

The Educational Leadership Team is responsible for identifying all plant and equipment in an equipment register for their area of responsibility. Where such plant and equipment present significant hazards, risk assessments are undertaken, any training needs identified and met, and personal protective equipment requirements are provided.

### **Electrical Safety**

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported the Estates and Facilities Team. 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. For items that are moved regularly e.g. kettles, heaters, vacuum cleaners this will be done every 12 months and for items not moved e.g. Fridges and PC's, this will be done every 48 months. This inspection and testing will be conducted by a suitably qualified individual in



accordance with the frequency stated above.

Estates and Facilities Team, IT staff, the Educational Leadership Team and Subject Leaders (art, IT, cookery and science) are responsible for keeping an up-to-date inventory of all relevant electrical appliances within their areas of responsibility. They need to provide these details to the Estates and Facilities Manager who will then ensure that all equipment is inspected and where appropriate tested according to the frequencies set out above.

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

An electrical installation test will be conducted by a suitably qualified contractor every 5 years, or 3 years in the case of public performance areas i.e. the theatre in Weston Building. The Estates and Facilities Manager is responsible for arranging the remedial actions for any Code 1 and 2 non-compliances identified in the report.

### **Medication Arrangements**

These can be found in the Medication Policy stored on SharePoint under Policies as well as Care/Medical.

### **Monitoring**

The Health and Safety Committee, assisted by the Estates and Facilities Manager, is responsible for creating procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the annual Health & Safety audit process undertaken by the Devon Health and Safety Service. Feedback from this process shall be referred to the Health & Safety Committee.

A general inspection of the site is conducted annually, undertaken by the Estates and Facilities Manager. Inspections of individual departments are carried out by The Educational Leadership Team, Care Leadership Team or nominated staff.

In all cases the person(s) undertaking inspection will complete the relevant risk assessment form and report any issues to the Estates and Facilities Manager. Responsibility for following up items detailed in the risk assessment rests with the Estates and Facilities Manager.

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

- Termly Health & Safety Committee meetings

- Annual audit by the Devon Health and Safety Service

### **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 are provided with information on safe moving and handling techniques and 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, should be reported to the Estates and Facilities Manager. 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 relevant students will be risk assessed by the Educational Leadership Team and recorded in a specific Handling Plan for the individual concerned.

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 a competent person.

### **Offsite Visits**

The Academy has adopted the Devon County Council (DCC) document Outdoor Education, Visits and Off-site Activities Health & Safety Policy as its own over-arching policy.

In line with the above policy, the Academy has produced its own specific outdoor education and off-site activities policy on SharePoint. There are two policies, one policy for education and a separate policy for care.

### **Personal Safety and Security**

The Academy believes that staff should not be expected to put themselves in danger and it will not tolerate violent / threatening behaviour to its staff. A separate

specific behaviour policy is in place at the Academy.

All incidents must be reported to the Estates and Facilities Manager. This is done via the Accident and Incident Report form available on SharePoint.

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 (See \*Lone Working above)

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 the normal Academy hours of 08:00 to 19:00, Monday to Friday, in the Weston and Academy buildings, must obtain permission of the Estates and Facilities Manager or Officers for access. Outside of these normal working hours, the buildings are secured using a security alarm system for which only the Estates and Facilities Manager and Officers are the authorised personnel. Please note, departments maybe charged a fee for the Estates and Facilities Manager or Officers to attend due to it not being part of the normal working day/week.

During term time, the Residential building is operational twenty-four hours a day, seven days a week. During holidays and home weekends the building is secured using the same security system as the Weston and Academy buildings. Access during these times will be via the Estates and Facilities Manager or Officers in exactly the same way as specified in the paragraph above.

The Academy uses the Salto door entry system across its entire site. It only allows door access to specified areas at specified times based on individual staff roles.

### **Academy Security**

The Estates and Facilities Manager is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area. This is reviewed annually but may also be reviewed after any significant change to the site.

### **Radioactive Sources**

No radioactive sources are held at the Academy.

## **Radon Gas**

The Academy is located in a 1-3% maximum radon potential area so no further action is required.

## **Stress/Wellbeing**

The Academy 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.

Staff should refer to the Academy's Stress Policy on SharePoint.

Where appropriate, risk assessment findings will be recorded on Management of Work-Related Stress document.

## **Tree Safety Management**

The Academy arranges formal tree inspections for trees which present a significant risk because of their age, condition or proximity to pedestrian routes or busy areas. The Academy will also arrange for an inspection following severe weather conditions.

Where the tree inspection process makes recommendations for remedial actions, the Academy will implement them as described.

Records of tree inspections and associated remedial works are kept on site.

## **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 tables and chairs or any other school furniture.

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.

## **Work Experience/Internships**

The Work-Related Learning Co-ordinators are responsible for managing and co-ordinating work experience.

All placements are subject to pre-placement checks by Careers Southwest 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
- Before taking part in work experience all students are briefed on supervision arrangements and health and safety responsibilities
- Arrangements are put in place to visit/monitor students during placements
- Emergency contact arrangements are in place (including out of Academy hours provision) in order that a member of Academy staff can be contacted should an incident occur
- Employers are required to report to the Academy all incidents involving students on work placement activities **at the earliest possible opportunity.**

If the Academy hosts a work experience placement, any significant hazards within the planned work tasks will be risk assessed by the Line Manager. Findings will be communicated to the student and their parents/guardians via the work experience organiser. This risk assessment will be recorded and kept on SharePoint.

## **Workplace Safety**

The Estates and Facilities Manager is responsible for undertaking a Building and Premises risk assessment for general sites and buildings safety in order to identify and implement control measures for the following site workplace hazards:

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

This is reviewed annually or after significant change and recorded by amending the relevant RA document.