

West Exmoor Federation



Health & Safety Policy

Reviewed October 2009

1. HEALTH AND SAFETY POLICY STATEMENT

- 1.1 This policy statement is the local supplement to Devon County Council's (DCC) Health and Safety Policy Statement. The federations Governing Body and Senior Management Team recognise and accept their responsibilities under law and under DCC's delegation for local management of schools.
- 1.2 The West Exmoor Federation recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility it will take into account its parallel obligations for the Health and Safety of pupils, visitors and others who might be affected by its operations.
- 1.3 The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the federation operates. Thus, Health and Safety will be included in the federation's review and planning process as an issue essential to the development and maintenance of the federation's management systems.
- 1.4 The purpose of the Policy is:
- To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
 - To set out duties and responsibilities.
 - To recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met.
 - To emphasise the importance of keeping hazards under control by making an assessment of operating risks.
- 1.5 The Governing Body is committed to securing the health, safety and well-being of employees, pupils and others affected by the federation's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but also as a legal duty.
- 1.6 A copy of this statement has been provided to each member of staff.
- 1.7 The Policy statement, together with the organisation and arrangements and procedures, has been approved by the federation's Governing Body.

2. ORGANISATION

- 2.1 The Executive Headteacher (Jayne Peacock) has overall responsibility for the implementation of this Policy and is the designated Health and Safety Co-ordinator and Joanne Fuller has be the named Health and Safety Governor.

Each line manager will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective within his or her respective area. Collectively, the Governing Body requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

- 2.2 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisor / senior colleague. Special care should be taken with the health and safety issues of any new venture.
- 2.3 Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others. This includes observing all the health and safety rules of the school and in particular the instructions of staff.
- 2.4 Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school when using the school premises or land.

3. ARRANGEMENTS FOR IMPLEMENTING THE POLICY

Risk Assessment

- 3.1 The underlying process, which secures this Policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Executive Headteacher, Heads of Teaching & Learning and line Managers to ensure that relevant risk assessments are maintained and kept up to date.
- 3.2 The federation will following the guidance contained within the DCC Health and Safety Manual. In addition, the following federation specific arrangements are in place:
 - **Accident / Incident Reporting:** Every injury should be reported in the federation accident book, located in the office of each school within the federation. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident falls within the LA Accident reporting criteria, the County Accident Form must be completed by the relevant member of staff, signed by the Executive Headteacher and sent to the Devon Health and Safety Service.
 - **Consultation:** Employees with concerns should normally raise them with the Executive Headteacher. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact

the appropriate trade union appointed safety Executive Headteacher who will seek advice from the Devon Health and Safety Service, on any concerns of employees, which cannot be resolved locally.

- **Contractors:** Contractors carrying out work for the federation will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the federation's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Executive Headteacher to ensure that the federation's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- **Curriculum Safety:** The federation recognises that programmes of study require that children should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the necessary supervision to ensure safety. Federation staff will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use.
- **Fire Safety:** The person responsible for carrying out the schools fire risk assessment is Jayne Peacock. All federation arrangements for fire prevention and dealing with an emergency is contained within the individual emergency fire plans for each school.
- **Inspection and Monitoring:** The Executive will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole school Annual Risk Assessment and Safety Review. Feedback from this process will be referred to the Governing Body.
- **Lettings/shared use of premises:** The governing body will ensure that the hirer/tenant has public liability insurance and share all relevant school health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities compromises the safety or health of the building or occupants.
- **Medication Arrangements:** There is no legal duty requiring the federation to administer medicines. However, the federation recognises that Children with medical needs have the same rights of admission to a school and therefore the federations arrangements are detailed in the handbook of each school.
- **Moving and Handling:** Any activities that involve significant manual handling tasks should be risk assessed and where appropriate, training provided for

staff.

- **Offsite Visits:** The federation will follow the DCC arrangements in regard to any visits off the school premises. Jayne Peacock is the Educational Visits Co-ordinator for the federation.
- **School Partnerships:** Federation linked partners and hirers, will exchange health and safety policies and procedures with the federation and ensure that the health and safety of all federation staff and users will be protected to a level which is reasonably practicable and equivalent in standard to the federation. In particular, partners will be required to provide federation staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with the federation's activities.
- **Training and Information:** Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by Betty Wilde. The DCC Health and Safety EManual will be made readily available to employees with relevant notes held on the Intranet for the employees concerned to refer to them.

4. POLICY REVIEW

4.1 This Policy, its organisation and arrangements will be reviewed annually. The Governing Body will receive a summary report covering key issues, based on the Annual Risk and Safety Review, at least annually.

Signed: Chairman of Governors

Signed: Headteacher

Date: 2nd November 2009