



Our school vision is to embrace the spiritual, physical, intellectual, emotional and social development of all.

We strive for educational excellence by supporting and developing the following values:

**Wisdom**

**Hope**

**Community**

**Dignity**

**Love**

Policy Date: Autumn Term 2018

Next Review Date: Autumn Term 2022

## HEALTH, SAFETY & WELLBEING POLICY

### 1. STATEMENT OF INTENT

The Governing Body of Swimbridge CE Primary School is committed to achieving high standards of health and safety performance throughout the school. This commitment will be afforded to all employees and those that may be affected by the School's work activities and as such will include visitors, volunteers, contractors and the general public. In addition the School is committed to ensuring that all reasonable measures are in place to maintain and enhance staff wellbeing so that staff can lead productive and healthy working lives.

The Governing Body of Swimbridge CE Primary School recognises and accepts its responsibility as an employer under the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions. This includes the duty to make and put into effect suitable arrangements for health and safety and staff wellbeing together with the funding and other resources necessary to carry them out. To this end, sections 2 and 3 of this policy outline how the School will organise itself for health, safety and wellbeing purposes and set into effect its arrangements to identify and manage risks. This policy is supplemented by specific health, safety and wellbeing policies and arrangements which outline how Regulations, Policy and good practice etc. are applied throughout the Local Authority. These arrangements will include measures to ensure, as far as is reasonably practicable, the provision of:

- Equipment and systems of work that are safe and without risk to health.
- Safe arrangements for the use, handling, storage and transport of equipment.
- Appropriate levels of information, instruction, training and supervision.
- Safe place of work together with safe access and egress to and from it.
- A healthy work environment.
- Effective systems for the monitoring of health and safety performance throughout the School together with means for reporting and responsibility for instigating any corrective measures found necessary.

## 2. ORGANISATION AND ACCOUNTABILITY

### The Duties and Responsibilities of the Governing Body

- To produce and regularly review the Health, Safety and Wellbeing Policy for the school. This policy will reflect the requirements of the *Health & Safety at Work 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 school's legal responsibilities as well as compliance with this policy.
- To assist the Governing Body in discharging its legal obligations, the school has appointed the Health & Safety 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 Health & Safety Service's Guidance Notes.

### The Duties and Responsibilities of the Headteacher

- The Headteacher is required to ensure they have sufficient understanding of the County Council's Health, Safety and Wellbeing Policy and bring it to the attention of all employees in their service.
- To have sufficient knowledge of health and safety laws to enable them to discharge their duties and responsibilities.
- Provide positive leadership and a visible commitment to the County Council's declared performance standards and management systems as outlined within the corporate Health, Safety and Wellbeing Policy
- Provide and have in place, the School's Health and Safety arrangements and procedures that add to County Council arrangements, that are specifically tailored to meet the hazards and risks arising from the school's functions and work activities.
- Ensure that the necessary financial and other resources are provided so as to facilitate and meet the health, safety and wellbeing objectives of the County Council
- Monitor health, safety and wellbeing performance within the school through planning and setting objectives, establishing systems of inspection, audit and review
- Take all reasonable precautions to provide a healthy and safe working environment
- Ensure that health, safety and wellbeing issues are given equal priority with other management issues at regular management or quality review meetings
- Ensure that all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill-health are recorded, reported, appropriately investigated and acted upon according to County Council policy and legal requirements
- Introduce and participate in appropriate means of consultation and communication with employees and their health and safety representatives. The means of such communication can include the service, unit or establishment Health, Safety and Wellbeing Groups
- Collaborate with the Devon Health & Safety Service in health and safety performance monitoring for internal/external audit and subsequent reporting on health and safety performance on a regular basis
- Ensure that suitable and sufficient risk assessments are undertaken, recorded and reviewed as appropriate.
- Ensure that all contractors, commissioned to undertake work on behalf of the Council, are appropriately selected in terms of competence for health and safety and managed accordingly.
- Have in place current, suitable and sufficient written emergency procedures for each site or workplace.

- Demonstrate commitment and support to the County Council's holistic approach to health and wellbeing at work for employees, service users and customers by taking into full account all health and wellbeing factors when planning and undertaking work.

### **The Duties of the Health and Safety Co-ordinator**

Health and Safety Co-ordinators will provide the first point of contact on matters of health and safety within the school including the provision of guidance and assistance on low risk issues. Co-ordinators will ensure the dissemination and regular flow of health and safety advice and information to and from school staff.

Ensure that:

- Regular hazard identification and risk assessment, including workplace, fire and work activity risk assessments are carried out and necessary actions completed
- Relevant records, including hazardous substance registers, risk assessments etc. are held, reviewed annually and kept up to date to reflect significant changes
- All equipment is safe and checked on a regular basis by competent persons
- Hazardous substances are controlled according to legal and County Council requirements
- Health and safety information and training needs are assessed and duly provided
- All necessary activity or job instructions, warning notices and signs are provided
- No person works alone unless a risk assessment has been completed and appropriate arrangements put in place
- Appropriate protective clothing, equipment, devices and aids are selected and made available to those who need them and properly used, maintained or replaced as necessary
- All health and safety incidents are reported and investigated as appropriate to determine the cause and to expedite any corrective action required
- Health and safety objectives and targets are set where appropriate to improve health and safety performance and monitor their attainment
- Health and safety topics are included on the agenda of management and team meetings
- All relevant health and safety considerations are applied to all employees both working in and away from their normal workplace
- All contractors under their control have been appropriately selected and are competent in terms of health and safety and that their safety performance is appropriately monitored
- A good example is set for all employees, service users, learners, visitors, volunteers, contractors and the general public by always following Devon County Council's policy procedures and wearing appropriate protective clothing and equipment as required

### **The duties of Staff Members**

All persons employed by Devon County Council, including official volunteers, have a duty to themselves, their colleagues, the Council, and the community they serve, to work in a safe and responsible manner. To that end they must, so far as is reasonably practicable:

- Assist the County Council in achieving its health and safety objectives
- Take action to prevent work related accidents and ill health
- Report unsafe processes, practices and equipment to the Headteacher
- Raise health and safety concerns with the Headteacher
- Report all health and safety incidents however minor to the Health and Safety Co-ordinator
- Follow the appropriate safety rules and procedures relating to each work activity
- Use the control measures, protective clothing, equipment e.g. high-vis, where provided
- Not intentionally or recklessly interfere with, or misuse anything provided in the interest of health, safety and wellbeing

- Co-operate in screening and health surveillance procedures as required
- Always set a good example to others and always behave in a responsible manner and never instigate or participate in any form of reckless behaviour

## **Pupils**

Pupils, 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 school 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 and Partners**

To ensure that the Council meets requirements, it is expected that contractors and partners working with us for the people of Devon, will:

- Co-operate with the Council on all relevant matters
- Meet all health and safety standards and requirements in the performance of their work activities undertaken with or on behalf of the Council

## **3. ARRANGEMENTS**

Arrangements for the management of risks that are applicable to the school are published on the Council's Health & Safety pages of Inside Devon and they are also available on OSHENS, the DCC Health and Safety Management online system.

The Appendix provides a list of the relevant Devon County Council documents containing procedural arrangements.

### **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 Health & Safety Service. Specifically the model risk assessments amended and adopted on order to identify suitable risk control measures will be as follows:

- Whole School Primary RA
- Fire RA

Risk assessments and procedures are available for all staff to view in the Headteacher's office and are covered during staff induction and inset/training sessions. Wherever possible, affected staff will be included in the risk assessments process. Staff and other affected parties will be briefed in the risk assessment findings. Risk assessment records will be reviewed at the start of each academic year. This will be identified on risk assessments records.

## **School Risk Assessments held in school are:**

RA03	Building & Site
RA04	Cleaning, Caretaking and Maintenance
RA08	Fire
RA09	First Aid
RA10	ICT
RA13a	Lone Working: work based
RA13b	Working alone in Premises
RA18	New and Expectant Mothers
RA21	Curriculum
RA22	Whole School
RA24b	Security

## **4. EQUALITY STATEMENT**

'The Council will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation'.

This policy and related guidance has been the subject of an Equality Impact and Needs Assessment. This assessment will be integral to all future policy and arrangement reviews.

## APPENDIX HEALTH AND SAFETY POLICIES AND ARRANGEMENTS

### DCC Health and Safety Policies

1	DCC Health, Safety & Wellbeing Policy	11	Lone Working Policy
2	Accident Policy	12	Moving and Handling Policy
3	Asbestos Management Policy	13	Noise Policy
4	The Control of Substances Hazardous to Health (COSHH) Policy	14	Radon Gas Policy
5	Display Screen Equipment Policy	15	Risk Assessment Policy
6	Drug and Alcohol Misuse Policy	16	Stress Management Policy
7	Fire Safety Policy	17	Tree Safety Management Policy and Procedures
8	First Aid Policy	18	Violence & Aggression Policy
9	Hand Arm Vibration Policy	19	Working at Height Policy
10	Infection Control Policy	20	Outdoor Education, Visits and Off-Site Activities Health & Safety Policy

### DCC Health and Safety Arrangements

HS01	Accident Information	HS22	Hand Arm Vibration	HS43	Playground Safety
HS02	Agency and Temp Workers	HS23	Health Issues for Young Service Users	HS44	Premises Management
HS03	Art and Pottery Safety	HS24	Health Issues for Staff	HS45	Pressure Systems
HS04	Asbestos	HS25	ICT Safety	HS46	Primary Curriculum Activities
HS05	Auditing and Monitoring	HS26	Infection Control	HS47	Risk Assessment
HS06	Caretaking and Cleaning Safety	HS27	Kitchen Safety	HS48	Safety Signs
HS07	Construction, Design & Management	HS28	Legionella	HS49	Science Safety
HS08	Consultation and Communication	HS29	Library Safety	HS50	Security
HS09	Contractors – selection and control of	HS30	Lifting Equipment	HS51	Slips and Trips
HS10	COSHH	HS31	Lone Working	HS52	Stress
HS11	Design and Technology	HS32	Medication Arrangements	HS53	Swimming Pool Safety
HS12	Display Screen Equipment	HS33	Mobile Phones	HS54	Teleworking
HS13	Drama Safety	HS34	Moving and Handling – Objects	HS55	Training
HS14	Drugs and Alcohol	HS35	Moving and Handling – People	HS56	Transport
HS15	Educational Visits	HS36	Music Safety	HS57	Volunteer Safety
HS16	Electrical Safety	HS37	Noise	HS58	Work Equipment
HS17	Emergencies	HS38	Office Safety	HS59	Work Experience
HS18	Fire Safety	HS39	Organising Major Events	HS60	Working at Height
HS19	First Aid	HS40	Personal Protective Equipment	HS61	Pandemic Flu
HS20	Gas Safety	HS41	Personal Safety	HS62	Early Years
HS21	Grounds Maintenance Safety	HS42	Physical Education		