

<b>Policy Focus</b>	<b>Health &amp; Safety Policy</b>
<b>Policy Date &amp; Version</b>	<b>September 2018 v2</b>
<b>Date Directors Approved</b>	<b>19 March 2019</b>
<b>Review Date(s)</b>	<b>March 2020</b>
<b>Owner/Lead</b>	<b>Executive Principal CEO/School Business Manager</b>

## SECTION 1: STATEMENT OF INTENT

School for Inspiring Talents is committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the school very seriously and use this policy, in line with our **risk assessment documents** and in accordance with the 1974 Health and Safety Act, to maintain the highest possible level of health and safety around the school.

Health and safety in school is a priority as well as a legal requirement, and all members of the school community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within the school. The school commits adequate and appropriate resources to making sure that the best equipment, risk assessments, advice, and training are applied both on school grounds and during off-site activities and visits.

All school staff will ensure that they are up to date and familiar with the school health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities. All activities, both on- and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, pupils and members of the public.

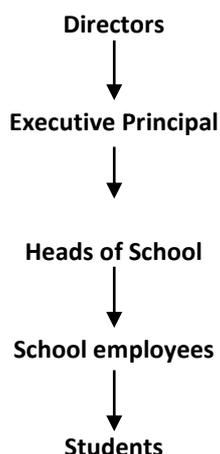
This policy will be brought to the attention of all members of staff on induction, as an annual reminder at the beginning of each academic year, a master copy will be held in the main office.

## 1. Roles and responsibility

The importance of good health and safety practice is promoted throughout the school, but members of school staff, the Executive Principal and the Directors carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures.

The Directors and Executive Principal recognise that it is their responsibility to provide the safest school environment as is reasonably practicable.

### SFIT health and safety organisational structure



## SECTION 2: ORGANISATION

### The Duties of the Directors of SfIT

- the school fulfils its legal health and safety obligations
- the school health and safety policy is being implemented and is effective
- risk assessments are carried out regularly either by the relevant authorities and/or school staff depending on the nature of the activity taking place
- the importance of good health and safety practice is promoted throughout school to all staff, pupils, parents, volunteers, contractors and any other visitors
- school premises and equipment are regularly assessed and reviewed in line with health and safety regulations
- there is the appropriate budget allocation to the school's health and safety provision
- the importance of good health and safety is communicated to school staff and carefully monitored
- all staff are made aware of the health and safety arrangements at the school, and of any changes to those arrangements.
- to produce and regularly review the Health & Safety Policy for the School. 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 school's legal responsibilities as well as compliance with this policy
- to assist the Directors in discharging its legal obligations, the academy has appointed the 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 Health, Safety & Wellbeing

Service's Health & Safety Guidance Notes for Independent Schools.

- all staff are made aware of the health and safety arrangements at the school, and of any changes to those arrangements.
- the Executive Principal and Administrator will act as representative for health and safety management.

## **Executive Principal**

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

The Executive 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 school premises or participating in SflT sponsored activities.

In particular, the Executive Principal takes the responsibility of:

- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
- liaising with the Directors to inform that person of any health and safety issues or risks that arise
- ensuring that the information on health and safety good practice that is available to school staff and visitors is up to date, easily accessible and promoted throughout the school. This includes the school health and safety policy and risk assessment templates
- ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies
- ensuring that the Directors are aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- ensuring that adequate funding is allocated to individual departments for their health and safety requirements
- ensuring that all staff, pupils and volunteers are aware of their health and safety obligations to one another
- ensuring that regular practice fire drills (at least termly) are undertaken and accurately recorded on SchoolPod.
- 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 Directors 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 Directors on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
- report to the Directors any significant risks or policy requirements which cannot be met within the establishment's budget
- identify the training needs of staff and hence ensure that they are competent to carry out their roles and are provided with adequate information, instruction and training
- 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 Executive Principal may choose to delegate certain *tasks* to the Health & Safety Coordinator.

The role of Health & Safety Coordinator for SfIT has been delegated to the School Business Manager.

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

The health and safety co-ordinator has the delegated task of assisting the Executive Principal discharge their duties in relation to day-to-day health and safety management.

To do this the health and safety co-ordinator will support the Executive Principal to:

- co-ordinate and manage the risk assessment process for SfIT
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Executive Principal and Directors.
- 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 Directors if funds are not available
- assist with the identification of training needs and training delivery across the SfIT to ensure that staff 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 Executive Principal and Directors in relation to findings and any associated remedial actions

## **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 SfIT.

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 SfIT's health and safety policy arrangements at all times
- report all accidents and incidents in line with the reporting procedure
- 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.

Volunteers at the school have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the school's health and safety policy and procedures.

## Students

While school staff carry the main responsibility for health and safety provision, and the correct implementation of school policy and procedure, it is vital that students understand their role and responsibilities when it comes to whole-school and personal health and safety in order for staff to be able to carry out their roles effectively. As members of the school community, pupils take the responsibility of:

- listening to and following instructions from staff
- ensuring that their actions are safe for themselves and will not harm others in any way
- being sensible around the school site and when using any equipment
- reporting health and safety concerns or incidents to a member of staff immediately
- acting in line with the school code of conduct.
- to observe standards of behaviour and dress consistent with safety and/or hygiene
- to observe all the health and safety rules of SfiT 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.

Students that are found to be a risk to health and safety may not be allowed to partake in certain school activities and may be dealt with under the school's behaviour policy if the circumstances require it. We expect students to follow the school code of conduct, as this helps maintain good health and safety around the school.

### 2.2 Safe behaviour and school code of conduct

The school is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. Most of these are outlined in the school **Behaviour Policy**.

Substance misuse can be a great risk to personal and whole school health and safety, and the school takes its policy against drugs and alcohol very seriously.

#### i) Drugs

The school will not tolerate drug use of any sort on school property or during off-site school activities. The school takes its anti-drugs policy very seriously and will discipline any person found to be in possession of drugs. This includes solvents and any other substance that can be misused or harmful. Pupils may be permanently excluded if they are found to be involved in drug-related incidents. This includes supplying, possessing, or taking drugs.

#### **Prescription drugs**

Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

#### **Non-prescription drugs**

Some over the counter drugs can be harmful if misused. We advise that pupils should not carry these in school.

## Medication

We are aware that it may be necessary for some pupils to take medication during the school day. Parents should make the school aware of this in writing as soon as their child starts taking the medication.

## ii) Alcohol

Consuming, carrying or supplying alcohol is strictly prohibited for pupils and staff. Any pupil involved in any alcohol-related activity may be permanently excluded. Staff should be aware that alcohol related behaviour in school will result in disciplinary action.

**All of these rules also apply when travelling to and from school.**

## iii) Challenging behaviour

Abusive or challenging behaviour is a great risk to personal and whole school health and safety and the school will not tolerate abusive behaviour by pupils, staff, or visitors to the school. This includes parents. The school policy for dealing with challenging behaviour, regulating off-site behaviour, exclusions, and bullying are laid out in our **behaviour and exclusions policies**.

## 2.3 Maintenance of safety records

Having accurate and up-to-date safety records is a key part of an effective health and safety provision. This section outlines the school's safety records and notes who is responsible for maintaining them.

### Health and safety file

The school's health and safety file should be readily available for inspection. A hard copy of all health and safety records should be printed out for the file and backed up with an electronic copy. The file should serve as the central health and safety record for the *school*. Details of the following should be kept in the file (where applicable):

- a current list of names of individuals with key health and safety roles – e.g., Area Health & Safety Coordinator, risk assessors, DSE assessors, first aiders (include date certificates expire), fire evacuation officers;
- a copy of the school statement of intent and projected date for review;
- a register of risk assessments completed for the school / department
- copies of risk assessments including:
  - RAA22
  - RAA21
  - RAA08
- Risk Assessments re available for all staff to view and are held centrally in the main office
- completed accident records sheets [removed from the Accident Book]
- copies of any accident report form sent to Health and Safety Services, plus the report of any investigation made into the accident / incident and details of any remedial action taken following an accident or incident;
- details of emergency procedures – e.g., fire evacuation, procedures to deal with a chemical / biological or radiological spillage, location of first aid kits and first aiders, etc.
- date and findings of health and safety inspections; together with details of any actions / timescales to be taken following such an inspections;
- other equipment maintenance and service records

- fire drill records – dates and performance [clearance time; details of any problems, etc.];
- health and safety training records – names, dates and course titles for health and safety training provided/attended (include local training such as health and safety induction; courses provided by Health & Safety Services, and external courses) - plus projected date for refresher training;
- copies of completed health and safety induction checklists (for new staff);
- copies of annual health and safety audit checklists and action plans;
- copies of memos and reports received following visits from Health & Safety Services staff.

Risk assessment records will be reviewed annually at the end of the summer term or in the light of any incident. This will be identified on the RAA model risk assessments.

For full details relating to risk assessment arrangements, reference should be made to the HSA0047 Guidance Note.

## 2.4 Safety review, monitoring, and evaluation procedure

The school's health and safety monitoring will be undertaken by the *Principal and Health and Safety coordinator*. This policy and the health and safety file will be reviewed by the *Directors and Principal* due to triggers including, but not limited to:

- changes in key personnel
- changes to the structure of the school's organisation
- the introduction of new processes
- any change in premises or the specific use of part of the premises
- changes in legislation
- following the findings from an accident investigation (internal and/or external) or following a civil claim
- following consultation with employees
- following any enforcement action, i.e., by the HSE or local authority.

Provision will be evaluated and changes for improvement made when and where there is a need for it.

It is important that the school monitors safe systems of work on a day to day basis in areas such as:

- kitchens
- cleaning cupboards and staffrooms
- design technology studios

## 2.5 Accidents

### Procedure and reporting

In the event of an accident taking place either at school, or off-site on a school organised activity, the member of staff on-site will immediately report to the Executive Principal. A first aider should make an assessment of the injury as soon as possible.

If an ambulance is required, it will be ordered by the school office unless emergency medical assistance is required, in which case any member of staff can call an ambulance from the nearest phone.

Parents/cares (or emergency contacts where the parent/carer is not available) will be contacted as soon as possible in the event of serious injury or ill health of a student. **Medical treatment or the contacting of emergency services will not be delayed if the school cannot contact a parent or carer.** If a student needs to be taken to hospital, and a parent/carer is not immediately available, a member of school staff will accompany the pupil to hospital and wait for the parent/carer to arrive.

Pupils will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will be kept in the First Aid room until they can be collected.

### ***Recording an accident***

All employee accidents must be reported to the Principal. This will be achieved by entering accident details onto SchoolPod.

Accidents to pupils and other non-employees should be recorded in the accident book which is kept in the main office and on SchoolPod. 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 to the Directors.

The Executive Principal will investigate accidents and take remedial steps to avoid similar instances recurring.

For full details relating to accident reporting arrangements, reference should be made to the HSA001 Guidance Notes.

### **Investigation**

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Accident reports will be reviewed, and witnesses may be interviewed. This may happen in cases including but not limited to:

- deaths
- 'specified injuries' in respect of employees or pupils
- over-7-day injuries (where a member of staff is away from work or unable to perform their normal work duties for more than 7 consecutive days);
- 'specified dangerous occurrences'' (where something happens that does not result in an injury, but could have done)
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of pupils and employees who are injured out of or in connection with work activities' (examinations and diagnostic tests do not constitute 'treatment' in such circumstances).

The Directors may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

## 2.6 Lone workers

### Staff

There will be some situations where staff at the school will be working alone. There is an increased risk to the health and safety of lone workers and the school has provisions in place to both identify and manage these risks. **(For more information see the Lone Working Policy).**

Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognise the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

#### ***Risk of violence:***

- staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- late meetings must finish promptly and not leave one member of staff alone on-site.
- staff must not approach, or let into the buildings, unauthorised persons when lone working.

#### ***Communication:***

Staff are advised to:

- avoid lone working wherever possible by arranging to work in pairs or as a group.
- carry either a mobile phone or school telephone at all times when lone working.
- let someone know you are coming into work, how long you expect to be and when you are leaving.
- comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

Staff intending to work on site after official opening hours MUST take the following actions:

1. Inform the Executive Principal their times of arriving and leaving the school.
2. Be vigilant about their personal safety and take all reasonable precautions to protect themselves and their belongings.
3. do not bring valuables or large sums of money onto the school site or leave visible in the car
4. ensure that their car is insured against damage at work/whilst working off site
5. wear their security identification badges at all times
6. ensure they are not left alone with a student or student's family member after hours – arrange a chaperone if this is likely.
7. ensure that if working alone with a student the door is left open and other staff are nearby and aware
8. report any suspicious activity /people who do not display appropriate signage
9. move their car to a nearer lighted area as soon as possible and before dark in winter
10. ensure they have notified their Line Manager that they will be working late/alone and their likely finish time.
11. confirm with their Line Manager when they are ready to depart and log out if necessary
12. ensure they have access to a landline phone, a mobile phone or walkie-talkie.
13. ensure the main access door to the school site is locked from inside whilst working and securely locked when leaving
14. ensure that they have access to the emergency numbers list (Security/Police/Hospital)

15. ensure that they have safe exit routes and arrangements for returning home
16. ensure that they have access to any personal medicines/kit they may require.

In addition, staff undertaking Family/Carer Visits MUST ensure that:

1. a family/carer Risk Assessment re likelihood of abuse is undertaken prior to arranging the visit - based on case notes - and where applicable the visit should be conducted by two members of staff or conducted on school premises.
2. the visit is logged with family details and address and timings.
3. a designated person is allocated to ensure a post-visit check in.
4. you notify the designated person within 30 mins of completing their Visit that they have left the family/carer.
5. park our car outside the home if possible or in a safe location nearby. If necessary, ask a family member to accompany you back to the car if the neighbourhood poses a threat to you personally.
6. during the visit you take all reasonable precautions to ensure personal safety including having access to a mobile phone and, if necessary, cutting short the visit.

#### **First aid:**

- For those working at the school, first aid kits can be found on each floor: Dart classroom/kitchen/staff room (Newton Abbot) and the Head of School office (Torquay).

#### **Emergency procedures:**

- In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the Executive Principal, the staff member's nominated person, or the emergency services.

#### **Access and egress:**

- Staff are required to consider weather conditions before coming into and while at work.

#### **Unacceptable lone worker activities**

The following activities are not to be carried out by lone workers under any circumstances:

- **Working at height**
- **Manual handling of heavy or bulky items**
- **Transport of injured persons.**

#### **One-to-one lessons**

Due to the vulnerable nature of our Students, SfIT do one work one to one

- Any incident of concern which arises during a one-to-one activity should be reported to a member of the senior leadership team immediately, along with a detailed written report including names dates and times etc.

## 2.7 Building and site maintenance

### Asbestos

As SfiT rent space from Dame Hannah's, Newton Abbot and The Spires College, Torquay these landlords are ultimately responsible for the arrangements of the management of asbestos on the sites. Each site landlord having a detailed in the Asbestos Management Plan (AMP). This is agreed as part of the Tenancy and Service Level Agreement on each SfiT site.

Copies of the relevant documents are available from Jane York, Seale Hayne Site Manager.

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to at the earliest opportunity.

### Communication and Training

#### *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 in the main office, the Executive Principal is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing the relevant line manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

For full details relating to staff training, reference should be made to the HSA0055 Training Guidance Note.

### Consultation

Consultation of day to day matters will be achieved by daily briefings and debriefings.

Members of staff with concerns should raise them initially with the Executive Principal or the Health & Safety Coordinator. If required, requests for external advice should then be sought from the Health, Safety & Wellbeing Service for concerns of employees which cannot be resolved locally.

For full details relating to staff consultation, reference should be made to the HSA008 Guidance Note.

## Contractors

All contractors must report to the main office where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register. If the contractor is employed by Seal Hayne, to ensure contractor competency, **Seale Hayne** will undertake competency checks prior to engaging any contractor.

**In respect of construction works, SfiT, as the tenant will have no responsibility for construction works as this is the land lord's responsibility.** Seale Hayne have a responsibility to ensure that the client's duties under the Construction (Design & Management) Regulations 2015 have been understood and complied with. Specifically, Jane York, Seale Hayne Site Manager, will ensure that any Designer/Principal Designer and Contractor/Principal Contractor is appointed in writing and will ensure that a Construction Phase H&S Plan is in place prior to any works commencing on the site. **This is the responsibility of the landlord.**

For full details relating to the control of contractors, reference should be made to the HSA0007 CDM Guidance Notes.

## Curriculum Activities

Risk assessments for the significant hazards within curriculum activities will be carried out by the Executive Principal, Health & Safety Coordinator and teacher using the appropriate Health, Safety & Wellbeing Service's model risk assessments listed above.

For full details relating to the primary curriculum areas, reference should be made to the HSA0046 Guidance Note.

## Display Screen Equipment (DSE)

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out.

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).

(further information is available by contacting the Health & Safety Service on 01392 382027). Employees must be informed of this entitlement and the process to follow within the academy.

For full details relating to DSE, reference should be made to the HSA0012 DSE Guidance Note.

## Fire and Emergencies

The Executive Principal is responsible for ensuring that the fire risk assessment is undertaken using the RAA08 document and controls implemented accordingly. The fire risk assessment is located in the main office and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in staff rooms. All staff will be briefed in the contents of this plan at induction and on an

annual basis. This will be augmented by fire drills which will be undertaken termly. Evacuation procedures are also made known to all contractors/visitors.

The Head of School is responsible for ensuring that the SfIT's Fire Log is kept up to date.

Procedures for other critical incidents and off-site emergencies are contained within the SfIT's Emergency Management Plan. which will be reviewed annually.

For full details relating to fire safety, reference should be made to the HSA0018 Fire Safety Guidance Note.

## **First Aid**

The School has risk assessed the need for first aid provision and the following first aid provision has been provided accordingly:

Emergency First Aid at Work level:

Chris Logan/Tessa Cunningham/Lucy Begam (Newton Abbot)

Paul Woodger (Torquay)

First Aid boxes are located at the following locations:

Dart classroom/School kitchen/Staff room (Newton Abbot)

Head of School office (Torquay)

Chris Logan will ensure that refresher training is organised and for maintaining the contents of first aid boxes.

For full details relating to first aid, reference should be made to the HSA0019 First Aid Guidance Note.

## **Legionella**

As SfIT rent space from Dame Hannah's, Newton Abbot and The Spires College, Torquay these landlords are ultimately responsible for the arrangements for water risk assessments and are responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. This is agreed as part of the Tenancy and Service Level Agreement on each SfIT site.

Copies of the relevant documents are available

## **Maintenance of Equipment**

There is little in the use of work equipment aside from electrical appliances, computers and printers.

Regular inspection and testing of school equipment is conducted to ensure that work equipment is maintained in a safe and efficient state. Records of such monitoring will be kept by Seale Hayne. All staff are required to report any problems found with plant/equipment to the Executive Principal. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The following specific statutory inspections and tests will be undertaken:

- Electrical installation inspection every 5 years by Dame Hannah's at Seale Hayne and The Spires College, Torquay as part of the Tenancy and Service Level Agreement.

#### *Portable Electrical Appliances*

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Principal.

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. **PAT testing is carried out by a qualified Engineer every 3 years.**

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

For full details relating to work equipment and electrical safety, reference should be made to the HSA0016 and HSA0058 Guidance Notes.

#### **Medication Arrangements**

Arrangements for medication are detailed in the separate Administration of Medicines Policy, which is reviewed annually. A copy of this policy can be found in the main office.

For full details relating to the administration of medication, reference should be made to the HSA0032 Medication Guidance Notes.

#### **Monitoring**

The Executive Principal will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health & Safety Review process undertaken by the Health, Safety & Wellbeing Service. Feedback from this process is to be referred to the Directors.

**Devon H&S Service carry out a health and safety review every 3 years and Sflt will audit in the interim years.**

A general inspection of the site will be conducted each term and be undertaken by the School Business Manager, Executive Principal and the CEO. Feedback from this process is to be referred to the Directors.

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

- Accident book review/SchoolPod
- Training audits by the Directors.

For full details relating to monitoring, reference should be made to the HSA0005 Audit & Monitoring Guidance Note.

## **Moving and Handling**

Currently no students have a specific Handling Plan.

All staff are MAPA trained.

## **Personal Safety and Security**

SfIT believes that staff should not be expected to put themselves in danger and will not tolerate violent or threatening behaviour to its staff. A separate specific Behaviour Policy is in place.

Staff will report any such incidents on SchoolPod in accordance with agreed SfIT 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 Executive Principal in order to identify and implement control measures. The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits.

Staff working outside normal school hours must obtain permission of the Executive Principal.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RAA22 Risk Assessment.

### *SfIT Security*

The Executive Principal 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 relevant section of the RAA22 risk assessment document.

For full details relating to security and lone working issues, reference should be made to the HSA0031 Lone Working and HSA0050 Security Guidance Note.

## **Stress/Wellbeing**

SfIT 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.

SfIT has a Service Level Agreement with IMASS.

Where appropriate, risk assessment findings will be recorded on the RAA25 document.

For full details relating to staff wellbeing, reference should be made to the HSA0024 Health Issues for Staff Guidance Note.

## Work at Height

Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff *must not* climb onto chairs.

Formal training on work at height will be undertaken where the need is identified in the risk assessment process described above. It will be ensured that:

- all work at height is risk assessed and properly planned and organised
- all those involved in work at height are trained and competent to do so
- the use of access equipment is restricted to authorised users
- access equipment is regularly inspected and maintained in a safe condition.

SfIT do not employ their own catering staff.

For full details relating to the control of work at height, reference should be made to the HSA0060 Work at Height Guidance Note.

## 2.8 Environmental statement

SfIT recognises that it has a responsibility to educate pupils about caring for the environment and the world we live in. The best way to do this is to instil good practice in our students through example. We aim to do this by:

- reducing our use of natural resources;
- supporting the sustainable production of the resources we must use by purchasing renewable, reusable, recyclable, and recycled materials;
- minimising our use of toxic substances and ensuring that unavoidable use is in full compliance with local environmental regulations;
- promoting recycling around the school with the use of recycling bins, supported through the curriculum and in classrooms
- taking active steps to reduce the amount of waste we generate and promote strategies to reuse and recycle those wastes that cannot be avoided; and
- restoring the environment where possible.

### Emergency communications

**SfIT holds a record of all parent/carer emergency contact details on SchoolPod.**

The school will take proactive measures to prevent emergencies, and the school's health and safety provision outlined in this policy is designed with this in mind.

## 2.9 Health and safety training

Effective health and safety training is key to good health and safety practice. The school takes health and safety training seriously and expects all employees and pupils to do the same. Training is part of induction for all employees, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around school.

Specific training in relation to use of equipment or substances may be given to staff and students. Employees and staff who are not specifically trained for specialist equipment are not permitted to use it.

## 2.10 Workplace safety

The school will ensure that the school environment and workplace is safe for students, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any member of the school community should be reported to the Executive Principal.

### Display Screen Equipment (DSE)

The school recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:

- upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- backache
- fatigue and stress
- temporary eye strain.

The school adapts the following precautions to ensure a safe system of work for any staff, pupils, volunteers and visitors to the school: *[add, amend, delete as appropriate]*

- work areas are risk assessed and arranged to enable safe practices to be carried out.
- furniture and equipment are regularly tested and checked to ensure that they are functioning correctly. An example of this would be checking that the chair provides adequate support for the back.
- furniture and equipment is adjusted to each individual so as to ensure maximum comfort when working.
- regular breaks are taken when working with DSE.
- the school encourages that staff, pupils, and volunteers or visitors report to their Line Manager or Executive Principal any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

The school promotes good DSE health and safety by encouraging pupils to use the checklist below when using such equipment, and by displaying this checklist around school and in classrooms where DSE is in use.

<b>Workstation</b>	<ul style="list-style-type: none"><li>✓ Adjust screen height to suit seating height – generally eyes level with top of screen.</li><li>✓ If a significant amount of your work involves copying from documents, then use a flexible document holder at the same height as screen.</li><li>✓ Keep an organised work surface to facilitate workflow.</li></ul>
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	<ul style="list-style-type: none"> <li>✓ Avoid clutter under the workstation.</li> <li>✓ Ensure an appropriate mobile, stable and five-star base chair.</li> <li>✓ Seat back, arm rests and back rest to be height adjustable.</li> <li>✓ 2-3" of space in front of the keyboard</li> <li>✓ Be familiar with software in order to customise screen colours, etc.</li> </ul>
<b>Environment</b>	<ul style="list-style-type: none"> <li>✓ Adjust screen to reduce reflection and glare.</li> <li>✓ Clean screen and equipment regularly.</li> <li>✓ Ideally sit sideways to windows.</li> <li>✓ Maintain safe surroundings, i.e. free from tripping and electrical hazards.</li> <li>✓ Avoid excessive noise and uncomfortable temperatures.</li> </ul>
<b>Healthcare</b>	<ul style="list-style-type: none"> <li>✓ Carry out exercise programme on a regular basis plus specific movements throughout the day.</li> <li>✓ Rest eyes during work break and carry out eye care exercises.</li> <li>✓ Have eyes tested regularly.</li> <li>✓ Report any health-related symptoms that concern you.</li> </ul>
<b>Job Design</b>	<ul style="list-style-type: none"> <li>✓ Break up work with informal postures and different tasks.</li> <li>✓ Combine different work tasks.</li> <li>✓ Take regular breaks away from screen.</li> <li>✓ Ensure you have training in software and in know how to set up a safe workstation.</li> </ul>
<b>Posture</b>	<ul style="list-style-type: none"> <li>✓ Adjust seat height to ensure thighs and forearms are horizontal.</li> <li>✓ Desk just below elbow height.</li> <li>✓ Align hands with forearms. Minimal deviation of wrists.</li> <li>✓ Adjust your backrest to support the lower back.</li> <li>✓ Sit right back in the chair to maintain good lumbar support.</li> <li>✓ Keep head in natural upright position.</li> <li>✓ Do not slouch. Maintain upright position.</li> <li>✓ Head, neck, shoulders and hips to be in alignment.</li> <li>✓ Use a footrest if feet do not touch the floor.</li> <li>✓ Rest arms and hands whenever routine allows.</li> <li>✓ Space under desk for postural change, no obstacles</li> <li>✓ Top of screen at eye level.</li> </ul>

- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

### **2.11 Control of substances hazardous to health (CoSHH)**

There are areas in school where hazardous substances will be stored. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the school takes include:

- safe storage in locked room.
- clear labelling of all chemical bottles. Any hazardous substances should be stored in the original containers wherever possible and not decanted into an unlabelled container. Where they are decanted, full COSHH details should be transferred to the new container
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict 'off-limits' policy for Students. Students will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

Substances that are for use in the science classrooms are under the responsibility of the science teacher and Executive Principal.

### **2.12 Occupational health services and managing work-related stress**

SfIT takes the health and wellbeing of all its staff and pupils very seriously and acknowledges that in a busy and hard-working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their Line Manager or a member of the Leadership team, and the school will do everything that it can to support them.

### **2.13 Policy and procedures for off-site visits**

Currently, due to the vulnerable nature of our students, SfIT do not provide off-site visits.

The school carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the school does take every action that it can in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

Signed by

*Judith Johnson*

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**Directors**

**Date: March 2019**

*[Signature]*

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**Executive Principal**

**Date: March 2018**

**This policy will be reviewed:**

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.