

Health & Safety Policy



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V1.3	28 Nov 2019	Updated Section 2 (Roles and Responsibilities) to include S2.5 Chief Finance and Operations Officer, S2.6 Estates Director, S2.7 Health and Safety Manager, S2.8 Energy and Utilities Manager. Sections removed/revised: S2.8 Health and Safety Coordinator removed. S2.10 Business Managers removed and updated with S2.10 Senior Administrators. S2.10 Devon Health and Safety Service incorporated in S2.7	
1.4	27 November 2020	S2.1 Reference to local academy risk assessments to replace individual school's part 3. Addition of Training Matrix in appendices.	

This policy has been written with consideration given to working practices. By adopting this policy, a reduction in workload has been facilitated by reducing the need for individual academies to interpret the policy locally.

Definitions:

For the purpose of this document:

- The Dartmoor Multi Academy Trust is referred to as the Trust;
- Academy/School refers to all Academies and Schools within the Trust;
- Pupils or Students refers to all pupils or students being educated or on site at any one of the schools/academies within the Trust.

This policy states in broad terms the Dartmoor Multi Academy Trust's commitment to managing health and safety (Section 1) and, in general terms, how roles and responsibilities are delegated (Section 2). Health and safety 'arrangements', i.e. the specific measures taken to manage health, safety and wellbeing risks, are documented in Section 3 of this policy. The Devon County Council H&S Service remains the 'competent person' under Regulation 7 of the Management of Health & Safety at Work Regulations 1999. As such, Trust 'arrangements' will be informed by the Guidance Notes provided by this service. These Guidance Notes are listed in Appendix 1 of this policy.

1. STATEMENT OF INTENT

The Dartmoor Multi-Academy Trust is committed to achieving high standards of health and safety performance throughout the organisation. This commitment will be afforded to all employees and those not in employment who may be affected by the work activities of the Trust such as pupils, visitors, volunteers, contractors and the general public. In addition, the Trust 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 Trust recognises and accepts its responsibility as an employer under the Health and Safety at Work etc Act 1974, its related statutory provisions as well as other common law duties. This includes the duty to put into effect arrangements for health and safety together with the resources necessary to carry them out. To this end, section 2 of this policy outlines how the Trust will organise itself for health and safety purposes.

This policy will be brought to the attention of all members of staff through the induction process for new staff and during an annual briefing at the start of each academic year. An electronic copy is available on the Trust website as well as individual academies' websites. Paper master copies are kept in Main Reception/Admin areas of all academies. This policy will be reviewed annually.

Staff at all levels each have an important role to play in achieving the degree of performance to which this Trust aspires, and to this end, their co-operation and commitment is essential. I am confident that we can rely upon all staff, students, parents and contractors in helping to achieve our goals.

H Fox
Interim Chief Executive

2. ORGANISATION

2.1 General

This section of the Dartmoor Trust's Health & Safety Policy establishes and allocates a range of duties and responsibilities to staff at all levels throughout the Trust.

In recognition of the size and diversity of the organisation it is not possible to identify all health and safety control measures in one policy document. The specific local details for the management of health and safety are therefore described in records of local risk assessments which are unique to each Academy.

2.2 Duties of the Board of Trustees

The duties of the Board of Trustees include the duty to produce and regularly review the Health & Safety Policy for the Trust. 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 and safety of staff, students and others affected by the organisation. In addition, these strategic duties will include the requirement:

- to monitor both compliance with, as well as the effectiveness of, this policy
- to provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy
- to identify a lead Trustee for health and safety who will actively monitor and promote health and safety across the Trust by raising matters with senior leaders as necessary.
- to assist the employer in discharging its legal obligations, the Trust has appointed the Devon Health & Safety Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999.



2.3 The Chief Executive and Deputy Chief Executive

The Chief Executive and Deputy Chief Executive hold the overall executive responsibility to give effect to health and safety management arrangements. Such arrangements will be designed and implemented to ensure, so far as is reasonably practicable, the health and safety of all employees and that of the Trust's pupils, contractors, volunteers and members of the public. To achieve these goals, the Chief Executive will:

- Set objectives and monitor management performance to verify that senior leaders are meeting their health and safety accountabilities
- Ensure that the necessary financial and other resources are provided to meet the Trust's objectives for health and safety
- Introduce and participate in appropriate means of consultation and communication with employees and their health and safety representatives.
- Ensure that adequate competent health and safety advice and assistance is available to undertake the measures needed to comply with statutory requirements.

2.4 Chief Finance & Operations Officer

The Chief Finance & Operations Officer is the senior finance and operations manager and as such is responsible for ensuring that the financial infrastructure, systems and resources are available to facilitate the health and safety objectives of the Trust.

In particular, the Chief Finance & Operations Officer will:

- Ensure they have sufficient understanding of this policy and its associated arrangements to bring it to the attention of all employees within the Trust
- Provide positive leadership and a visible commitment to the Trust's Health & Safety Policy commitments
- Co-operate with the Board of Trustees to ensure that this policy and its associated arrangements are implemented and complied with in respect of business and support functions
- Ensure that the necessary financial and other resources are provided so as to facilitate and meet the strategic health and safety objectives of the Trust
- With the Trust Health & Safety Manager, ensure arrangements in place to monitor health, safety performance within the organisation through establishing systems of inspection, audit and review
- Ensure that health, safety and wellbeing issues are given equal priority with other management issues
- Ensure that arrangements are put in place to report all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill-health in accordance with Trust policy and legal requirements
- Introduce and participate in appropriate means of consultation and communication with employees and their health and safety representatives at either a Trust, cluster of establishment levels
- Ensure that each establishment within the Trust has in place in place current written emergency procedures

2.5 Estates Director

Reporting to the Chief Finance & Operations Officer, the Estates Director is responsible for the Estates strategy for the Trust. In respect of health & safety, the Estates Director will:



- Ensure that estates arrangements and procedures comply with broader Trust policy and legislative requirements
- Maintain, update and review Asset Management Plans for Trust buildings to ensure their ongoing safe condition and compliance
- Provide via the *Every* system a means of staff reporting dangerous defects in Trust premises
- Provide via the *Every* system a means for premises staff to maintain the safety of premises by assisting them in planning and managing ongoing buildings compliance
- Working with Health & Safety Manager, ensure that any safety-related statutory returns required by the HSE or DfE are completed as required.
- Ensure Trust funded and organised projects will comply with legislative requirements
- Work alongside establishment Senior Leaders to ensure that Emergency Planning/Business Continuity Plans are in place.

2.6 H&S Manager

In relation to health and safety, the Health & Safety Manager is required to:

- Provide health and safety advice and assistance to Trust managers and staff within their remit.
- Assist Trust managers and staff in the application of this policy and relevant health and safety legislation, guidance and Approved Codes of Practice (ACoP) as may apply to the Trust business needs
- Provide and update the Trust on new legislation, guidance and ACoPs
- Put in place arrangements to monitor health, safety performance within the organisation through establishing systems of inspection, audit and review
- Make recommendations for improvements to health & safety management based upon the findings of monitoring activities
- Put in place arrangements to report all accidents, incidents, near misses, dangerous occurrences and cases of occupational disease or ill-health in accordance with Trust policy and legal requirements via the *OSHENS* system
- Establish an inspection and maintenance regime for each site via use of the *Every* system
- Populate and update, in response to audit findings, the health & safety aspects of the Trust's Risk Register
- Assist with accident investigation for selected serious accidents, incidents and cases of ill health, making recommendations on appropriate action
- Provide advice as requested on litigation from injuries, cases of ill health and Trust's response to enforcement actions
- Work with Estates Director to ensure that Trust funded and organised projects comply with legislative requirements.

The Trust continues to engage an external specialist health and safety advisory service from Devon County Council and also commissions an Occupational Health provider externally. Devon Health & Safety Service acts as the Trust's 'competent person' as required by Regulation 7 of the Management of Health & Safety at Work regulations 1999. This policy, along with its associated arrangements, is therefore informed by the guidance and information from this service. A list of these guidance documents is available in Appendix One.

In relation to occupational health, the external service provider, APL, is responsible for providing a range of information, services and advice to the Trust on workplace health and wellbeing needs by:

- Providing advice and information relevant to health and wellbeing needs at work
- Advising and assisting managers in managing sickness absence



2.7 Energy & Utilities Manager

Beyond those duties ascribed to all members of staff (see paragraph 2.9 below), the Energy & Utilities Manager will report back any defects and deficiencies which give rise to danger to the Estates Director and the Health & Safety Manager as they are found during the course of energy management visits to plant rooms and other school facilities.

2.5 Secondary Principals/Primary Executive Headteachers/Senior Leaders

To meet the duties and responsibilities delegated by the Chief Executive, Secondary Principals/Primary Executive Headteachers/Senior Leaders have the day-to-day responsibility for health and safety management within *teaching and learning* activities.

In particular, Secondary Principals/Primary Executive Headteachers/Senior Leaders will:

- Ensure they have sufficient understanding of the Trust's Health & Safety Policy, as well as the specific arrangements relating to each academy, and bring it to the attention of all academic staff in their establishments
- Ensure that this policy and its associated arrangements are implemented and complied with in respect of teaching and learning activities
- Cooperate with Trust Health & Safety Manager in respect of monitoring, auditing and reviewing health and safety arrangements within the teaching and learning functions
- Communicate the policy and other appropriate health and safety information to all relevant people including contracted staff delivering teaching and learning activities as part of the academy curriculum
- Ensure that Heads of School, Heads of Faculty and academic staff within their area of responsibility are equipped and trained to undertake risk assessments of any significant hazards presented by teaching and learning activities delivered by these establishments
- Ensure that these risk assessments are undertaken in line with Trust policy arrangements.
- Bringing deficiencies in premises, or fixed plant or equipment to the attention of the Estates Director or the Trust Health & Safety Manager
- Report to the Chief Finance & Operations Officer any significant risks or policy requirements which cannot be met within the establishment's/cluster's budgets.

2.6 Senior Administrators

To meet the duties and responsibilities delegated by the Chief Finance & Operations Officer, the Senior Administrators of each establishment/cluster have day-to-day responsibility for health and safety management within the *business and support* functions.

In particular, Senior Administrators will:

- Ensure they have sufficient understanding of the Trust's Health & Safety Policy and bring it to the attention of all support staff within their establishments
- Ensure that this policy and its associated arrangements are implemented and complied with in respect of business and support functions
- Cooperate with Trust Health & Safety Manager in respect of monitoring, auditing and reviewing health and safety arrangements within the business and support functions
- Assist the Trust Health & Safety Manager with the identification of training needs within the establishment/cluster to ensure that staff are competent to fulfil their respective job roles within the business and support functions
- 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 in accordance with TRUST policy
- Report to the Local Governing Board as required on accidents records and statistics. To achieve this, Senior Administrators may seek assistance from the Trust Health & Safety Manager.
- Ensure that support staff managers within their establishment/cluster are equipped and trained to undertake risk assessments of any significant hazards presented by work activities undertaken within these establishments
- Ensure that these risk assessments are undertaken in line with Trust policy arrangements.
- Have in place current written emergency procedures for each site or workplace, including lockdown arrangements.
- Where the establishment shares facilities with other employing organisations, ensure that there are arrangements for communicating and co-ordinating effective emergency planning.

2.7 Heads of School/Heads of Faculties/Premises Officers/Catering Managers

Heads of School/Heads of Faculties/Premises Officer/Catering Managers have specific delegated tasks in relation to health & safety management within their primary school/faculty/team. In discharging these duties, they may be assisted by the Trust H&S Manager.

They must:

- apply the arrangements described in this health and safety policy to their own establishment, department or area of work, including the arrangements described in any associated guidance notes
- undertake risk assessments for the people, work areas, equipment and substances and work activities for which they are responsible, that the findings are recorded in writing and that identified control measures are implemented as described. In discharging this duty, Heads of School/Heads of Faculties/ Premises Officers/Catering Managers may seek assistance from the Trust H&S Manager.
- They ensure that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively
- They provide sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety. They must ensure that staff under their control are aware of and follow any externally adopted health and safety guidance from sources such as CLEAPSS, AfPE etc.
- Ensure that all equipment within their area of responsibility is maintained in a safe condition via a process of inspection and maintenance. In discharging this duty, Heads of School/Heads of Faculties/ Premises Officer/Catering Managers may seek assistance from the Trust H&S Manager.
- Take appropriate action on health, safety and welfare issues referred to them, informing the Senior Administrator or Heads of Secondary Education/Heads of Primary Education of any problems they are unable to resolve within the resources available to them.
- All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

2.9 Duties of all Members of Staff

Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities; they are obliged to take care of their own health and safety whilst at work along



with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the College.

Specifically, all employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work
- Comply with the Trust's Health and Safety Policy arrangements at all times
- Report all accidents and incidents in line with the reporting procedures
- Co-operate with Trust management on all matters relating to health and safety
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager
- Ensure that they only use equipment or machinery that they are competent / have been trained to use
- Undertake works tasks in accordance with training including making use of all necessary control measures and personal protective equipment provided for reasons of safety or health.

2.11 Students/Pupils

Students/pupils, in accordance with their age and aptitude, are expected to:

- To exercise personal responsibility for the health and safety of themselves and others
- To observe standards of behaviour and dress consistent with safety and/or hygiene
- To observe all the health and safety rules of the college and, in particular, the instructions of staff given in an emergency
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

2.12 Contractors and Partner Organisations

All contractors and partner organisations delivering services on trust property will be made aware of this policy and associated emergency procedures. To ensure that the Trust meets its own statutory requirements, it is expected that contractors and partners working with the Trust, will:

- Undertake work activities in line with agreements and documented procedures and co-operate with Trust policies in all relevant Matters
- identify and control any risks arising from their activities and inform the Trust management of any risk that may affect the staff, students/pupils and visitors.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, Trust management will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury.

2.13 Trade Union Health & Safety Representatives

The Trust has made arrangements with the recognised trade unions for the appointment, training and provision of facilities for safety representatives. Reports, issues or recommendations from Safety Representatives will be fed into the Resources Committee of the Board which is concerned with the wider aspects of health, safety and wellbeing.

Trade union safety representatives within the Trust have agreed to represent all employees' health and safety interests (be they union or non-union members) to meet the requirements of the Health & Safety (Consultation with Employees) Regulations.



3. HEALTH & SAFETY ARRANGEMENTS

3.1 Associated guidance:

The specific arrangements adopted by the Trust are guided by the Academy Guidance Notes provided by the Devon Health & Safety Service acting in the capacity of the 'competent person'. Full details of these arrangements can therefore be found in these Academy Guidance Notes which can be accessed via the OSHENS system Document Library. A list is included in the Appendix One below.

The College also has a subscription to CLEAPSS via the Devon Health & Safety Service. CLEAPSS guidance has been adopted to guide arrangements in Science, D&T and Art.

In addition, the following publications have been adopted to guide arrangements for safety in specific curriculum areas:

- 'Safe Practice in Physical Education and School Sport' Association of Physical Education 'AfPE' <http://www.afpe.org.uk>
- Devon County Council *Outdoor Education, Visits and Off-Site Activities Health & Safety Policy 2018*

3.2 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.

The RAA01 format will be used to record the significant findings of risk assessments. This is included in the Appendix Two, along with the risk descriptors which underpin this risk assessment process. Wherever possible, affected staff will be included in the risk assessment process. Relevant staff will be briefed in the risk assessment findings.

In order to assist school leaders and managers in undertaking risk assessments, a number of generic risk assessments have been provided by the Trust H&S Manager. In addition, generic risk assessments are provided by the Devon Health & Safety Service. Where generic risk assessments are used to guide the risk assessment process, these documents **MUST** be adapted to reflect the significant hazards and control measures present. This must be undertaken by the relevant responsible manager.

Risk assessment records will be reviewed either annually or every 3 years depending upon the levels of risk. This will be identified on the risk assessment record. This review must be undertaken by the relevant responsible manager.

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

Other arrangements in alphabetical order:

3.3 Accident/Incident Reporting

For pupils/members of the public:

Accidents to pupils and other non-employees must be recorded on the DMAT100 incident/accident reporting form. Those accidents to students and members of the public which are 'work related', in that they have arisen out of a material defect or potential organisational failure, must also be



reported by entering accident details onto the OSHENS on-line accident reporting system. In addition, those accidents to pupils that have led to a hospital visit or other external medical assistance, must also be inputted onto the OSHENS system whether work-related or not.

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

For staff:

Accidents or incidents involving staff must be recorded on the DMAT100 incident/accident form. All employee accidents must be inputted onto the OSHENS on-line accident reporting system.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Devon Health & Safety Service.

In order to ensure compliance with the GDPR 2018, completed incident/accident report forms will be retained in a loose-leaf accident folder in a locked location. Blank incident/accident report forms will be kept available for use by staff as required.

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

3.4 Asbestos

The arrangements for the management of asbestos at each site are detailed in the Asbestos Management Plan (AMP). This is located in the Asbestos Folder for each establishment.

The Asbestos Register, which is maintained by the relevant premises lead, will be made available to all staff and contractors prior to any work commencing which has the *potential* to disturb the fabric of the building. Contractors will sign to confirm receipt of this information. No work which *will* disturb the fabric of the building can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising 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 which disturbs the fabric of the building or fixed equipment is approved via the completion of the ASB1 form
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded according to the frequencies identified in the AMP.
- All changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded on the Register.

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

For full details relating to the management of asbestos, reference should be made to the HSA004 Guidance Note as well as the Asbestos Management Plan.

3.5 Communication and Training

Detailed guidance and information about health & safety issues can be found in the Devon Health & Safety Service Guidance Notes which are located in the OSHENS on-line Document Library.



The Devon Health & Safety Service also provide competent health and safety advice for Trust staff and can be contacted on 01392 382027 or on healthandsafety@devon.gov.uk.

The Health and Safety Law poster shall be displayed in key areas around Trust schools.

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 in roles and responsibilities
- training in specific skills needed for certain activities as identified by the relevant risk assessment
- refresher training where required

A training matrix is included in Appendix Three. This clarifies mandatory training as well as optional training for staff and managers across the Trust. Specific training needs above this level, and in particular the technical training requirements in curriculum areas, should be established in the local risk assessments for the faculty or department concerned. Training levels in this context will be established by the requirements of national advisory bodies such as CLEAPSS, AfPE and specific sporting governing bodies.

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. This would ordinarily be achieved through the supervision and appraisal process. 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.

3.6 Consultation

Staff are represented on the Local Academy Committees. Consultation on day to day matters will be achieved by a standing agenda items on Faculty, Pastoral and Support staff team meetings.

Members of staff with concerns should raise them initially with their line manager. If required, requests for advice or clarification should be sought from the Trust Health & Safety Manager for concerns of employees which cannot be resolved locally.

The 'Every' on-line premises management system is made available to all Trust staff at each site to raise 'issues' as they find them. These will be triaged by the relevant premises lead and either resolved locally or contracted out to a supplier to resolve.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Board of Trustees welcomes the support of trade unions in health and safety matters. There is a Joint Consultative Committee with employee representatives which will meet termly where health and safety concerns can be raised formally.

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

3.7 Contractors

All contractors used by the Trust shall ensure compliance with relevant health and safety legislation, guidance and good practice.



All contractors must report to the relevant site's reception where they will be asked to sign in and wear an appropriate coloured lanyard and identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency, the relevant premises lead will undertake appropriate competency checks prior to engaging a contractor. In respect of construction works, the relevant premises will ensure that the client's duties under the Construction (Design & Management) Regulations 2015 are complied with. Specifically, either the Estates Director (if arranged by the Trust) or the relevant premises lead (if arranged locally) will ensure that, where more than one contractor is involved in any project, the Principal Designer and Principal Contractor are appointed in writing. It will be ensured that information about risk is shared with contractors and a Construction Phase Plan is provided by the Principal Contractor prior to any works commencing on the site. For smaller works involving a sole contractor, a method statement specific to the task involved will be requested prior to works starting where there are reasonably foreseeable risks involved. The relevant site lead will retain any Health & Safety File for future reference.

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

3.8 Curriculum Activities

Risk assessments for significant hazards within secondary curriculum activities will be carried out by the relevant Heads of Faculty and/or Subject Leader using the appropriate Devon Health & Safety Service Academy Guidance Notes to inform this process. The Trust Health & Safety Manager will advise and assist with this process as required.

Within science, CLEAPSS Hazcards and Recipe Cards are used as model risk assessments to manage the risks within practical activities. The specific controls adopted in these activities will be checked against these models and significant findings incorporated into schemes of work, lesson plan and technicians' requisition sheets when appropriate.

Risk assessments for the limited number of significant hazards within primary curriculum activities will be carried out by the Class teacher or Head of School using the appropriate Devon Health & Safety Service Academy Guidance Notes to inform this process. The Health & Safety Manager will advise and assist with this process as required.

For full details relating to the higher risk curriculum areas, reference should be made to the HSA003, HSA011, HSA042, HSA046 and HSA049 Guidance Notes.

3.9 Display Screen Equipment (DSE)

All staff who use computers daily for continuous spells of an hour or more, or an aggregate daily time of 3 hours or more, will have a DSE assessment carried out. This will be achieved by completing the OSHENS DSE online training and assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use) subject to a total cost of £50.

For full details relating to DSE, reference should be made to the HSA012 DSE Guidance Note.

3.10 Electrical Safety

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



All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the particular appliance type. The cycle of testing adopted is consistent with the recommended guidance given by Devon Health and Safety Guidance Note on Electrical Safety HSA0016.

The relevant Heads of Faculty/Departmental Manager/Head of School is responsible for keeping an up-to-date inventory of all relevant electrical appliances within their areas of responsibility. The relevant premises lead is responsible for ensuring 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 Trust schools without prior authorisation and must be subjected to the same inspection process as college-owned equipment.

An electrical installation test will be conducted by an approved competent electrical contractor every 5 years. The relevant premises lead is responsible for organising this cycle of inspection and arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.

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

3.11 Fire Safety

The Principal/Executive Headteacher/Headteacher is responsible for ensuring that each school's fire risk assessment is undertaken, and controls implemented accordingly. This task will be undertaken by the relevant premises lead with the assistance of the Trust Health & Safety Manager. The fire risk assessment record for each site will be held in a Fire Log to be held at Reception. The fire risk assessment will be reviewed annually.

Fire and emergency evacuation procedures will be detailed in a Fire Evacuation Plan document which is to be kept in the Fire Log. A summary Fire Action Notice will be posted at the exit point of each room as well as at each final exit door. These procedures will be reviewed along with the fire risk assessment and are to be made available to Trust staff as part of each establishment's induction process.

In addition, all staff will be briefed in the contents of the Fire Evacuation Plan on an annual basis. This will be augmented by fire drills which will be undertaken termly, and results recorded in the Fire Log book. Additional specific fire safety training will be undertaken as identified in the fire risk assessment.

Evacuation procedures are also made known to all contractors / visitors.

Emergency contact and key holder details are held by the fire alarm monitoring contractor and a copy kept in the Fire Log.

The relevant site lead is responsible for ensuring that each establishment's Fire Log is kept up to date and that the following inspection / maintenance is undertaken:

- Dates of fire-fighting equipment inspections and checks
- Dates and outcome of fire alarm system(s) inspections and checks
- Dates and outcome of emergency lighting system - records of tests
- Dates and outcome of visits by Devon & Somerset Fire & Rescue
- List of all fire training / instruction carried out
- Dates and outcome of fire drills



Procedures for other critical incidents and off-site emergencies are to be contained within each establishment's Business Continuity Plan.

Procedures will be reviewed annually.

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

3.12 First Aid

The local details of First Aid arrangements will be established via a site specific risk assessment undertaken for each establishment. The Principal/Executive Headteacher/Headteacher is responsible for this with the assistance of the Trust Health & Safety Manager as required. The risk assessment will identify the level of First Aid training required. In schools, or school off-site activities, where children under the age of 5 are present, training levels will include Paediatric First Aid cover at all times. The risk assessment will also identify arrangements to monitor First Aid training updates as well as to monitor and replenish the contents of First Aid boxes.

The risk assessment will be reviewed annually and recorded in the RAA22 document for the primary phase and the RAA09 for secondary.

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

3.13 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 Faculty Leaders are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, Heads of Department must ensure that an up to date inventory of hazardous substances and CLEAPSS model risk assessments are in place within their department. It shall be ensured that the findings of model risk assessments are incorporated into point-of-use documents within the department as described in the paragraph entitled 'Curriculum Activities' above.

In all other areas, the responsible manager shall ensure that:

- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted and that these assessments are recorded and control measures are understood by those staff that are exposed to the product/substance. This will include the identification and provision of appropriate Personal Protective Equipment
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and *never* decanted into unmarked containers

For full details relating to the control of hazardous chemicals, reference should be made to the HSA0010 COSHH Guidance Note.

3.14 Legionella



A water hygiene risk assessment for each establishment has been completed and relevant site lead is responsible for ensuring that the identified operational controls are being conducted and recorded. A contractor is engaged to undertake monthly water temperature checks, quarterly checks and 6 and 12 monthly monitoring and the Administration & Operations Officer is responsible for actioning any issues identified in these reports. The original risk assessment is reviewed annually by the contractor as part of the 12 monthly visit and will be updated when the need is identified. In this instance, the relevant premises lead will be responsible for organising a new risk assessment via a competent contractor.

For full details relating to the control of legionella, reference should be made to the HSA0028 Legionella Guidance Note.

3.15 Maintenance of Buildings, Plant and Equipment

Regular inspection and testing of school buildings, plant and equipment is conducted to ensure that both work equipment and the work environment are maintained in a safe and efficient state. Maintenance tasks and their frequencies are listed for each site on the Every on-line system and each entry has an allocated manager so responsibilities are clear.

All staff are required to report any problems found with plant/equipment to the responsible manager. Maintenance issues or defects relating to sites and buildings, fixed plant or equipment and non-fixed equipment relating to the premises management should be reported to the relevant premises lead using the 'Every' on-line system. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

For full details relating to work equipment and electrical safety, reference should be made to the HSA0044 and HSA0058 Guidance Notes

3.16 Medication Arrangements

Arrangements for medication are detailed in the separate 'Policy for Supporting Students with Medical Conditions and for the Administration of Medicines', which is reviewed annually.

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

3.16 Monitoring

The Trust Health & Safety Manager will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the annual health and safety support visit that will be undertaken by the Trust Health & Safety Manager.

This will be augmented by the independent health & safety audit undertaken by the Devon County Council Health & Safety Service on a 3-yearly basis. Feedback from both processes will be referred to the Board of Trustees.

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

- A general workplace inspection will be conducted 6-monthly by the relevant premises lead. Findings will be recorded and actions arising inputted onto the Every system.
- Formal maintenance and inspections will be monitored by the Trust H&S Manager and Director of Estates via the Every system compliance module.
- The Risk Register will highlight elevated levels of risk to Trustees. Health and safety risk levels are linked to levels of compliance across Trust schools.



- An annual Health & Safety Report will be prepared by the Trust Health & Safety Manager that will include a summary of all accidents/incidents inputted onto the OSHENS system as well as a summary of health and safety audit findings.

For full details relating to monitoring, reference should be made to the HSA005 Audit & Monitoring Guidance Note.

3.17 Moving and Handling

The risk assessment of significant manual handling tasks is undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

All moving and handling of pupils will be risk assessed by the SENCO and recorded in a specific Handling Plan for the individual concerned. The format found in the HSA0035 Guidance Note will be used. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use.

For full details relating to moving and handling, reference should be made to the HSA0034/35 Moving and Handling Guidance Notes.

3.18 Offsite Visits

The Dartmoor Multi-Academy Trust in general formally adopts the *DCC Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2018* as its policy in respect of outdoor education. Local arrangements for offsite visits are detailed in the separate Management of Outdoor Education, Visits and Off-Site Activities Policy which is reviewed annually.

3.19 Radiation

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

- CLEAPSS provide the Radiation Protection Adviser (RPA). The name and contact details are contained within the Standard Operating Procedures document
- The Devon Health & Safety Service provide the Radiation Protection Officer role and contact details are contained within the Standard Operating Procedures document
- Each College which holds sources of ionising radiation must have a Radiation Protection Supervisor. The RPS is responsible for ensuring that the Use Log is kept up to date and, where required, leak tests are conducted and recorded annually in the relevant Source History.

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

Radon:

All Trust buildings will have radon levels measured according to a 7-10-year cycle. Where the levels are below 200 Bq/m³, this continues according to a 10-year cycle. Buildings with readings between 200-300 Bq/m³ will be tested every 7 years. Buildings with areas which exceed the 300 Bq/m³ threshold are designated 'High Radon Buildings'.



Where high radon buildings exist within the Trust, a Radiation Protection Adviser will be appointed. A risk assessment of staff exposure within High Radon Buildings shall be undertaken in consultation with the Radiation Protection Adviser. Based upon the findings of this assessment, suitable mitigation systems will be identified, installed and maintained by the relevant premises lead. Such systems will reduce the radon level to below 200 Bq/m³.

The Trust will then continue to monitor the effectiveness of these mitigation systems. This will be achieved by re-measuring radon levels on an annual basis in High Radon Buildings.

For full details relating to the control of hazards within the premises, reference should be made to the HSA0044 Premises Guidance Note.

3.20 Security

The relevant Principal/Executive Headteacher/Headteacher is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area. This should be undertaken in conjunction with the relevant premises lead. This risk assessment will be reviewed annually or after significant change and recorded in the RAA24 risk assessment document.

Personal safety:

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

Staff will report any such incidents on the OSHENS system in accordance with agreed accident/incident reporting procedures.

Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the relevant line manager in order to identify and implement control measures. 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 relevant Principal/Executive Headteacher/Headteacher/Head of School.

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

3.21 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 and wherever possible included in the risk assessment process. 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 work at height risk assessment. Such training will also be undertaken by those who line manage staff who work at height.

It shall 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
- a register of access equipment is kept and all equipment is regularly inspected and maintained
- access to fragile surfaces is properly controlled

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

3.22 Work-related stress

The school 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.

The relevant line manager will respond to individual concerns and monitor staff workloads by following the return to work procedures and, following absence, refer to Occupational Health for support if necessary. An absence policy outlines arrangements for phased return and/or application to Occupational Health (APL) where appropriate.

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.

3.23 Work Experience

All work placements are subject to pre-placement vetting by Devon Education Business Partnership in Devon (or the equivalent organisation when placements are out of county) who will assess the suitability of the placement and maintain a list of suitable host employers. No work experience placement will go ahead if deemed unsuitable.

- If significant hazards exist within the work tasks of any work placement, these will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians
- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities by the host employer
- Arrangements will be in place to visit/monitor students during the placement
- Emergency contact arrangements are in place (including out of college hours provision) in order that a member of college staff can be contacted should an incident occur
- All incidents involving students on work placement activities will be reported to by the employer to the College at the earliest possible opportunity

If a Trust school or college *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed by the relevant manager and findings will be communicated to the student and their parents/guardians. This assessment will be recorded on the RAA28 risk assessment document.

3:25 Workplace safety

The relevant premises lead is responsible for undertaking a risk assessment for general sites and buildings safety in order to identify and implement control measures for the following site workplace hazards:

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

This will be reviewed annually or after significant change and recorded by amending the RAA03 risk assessment document.

For full details relating to the control of hazards within the premises, reference should be made to the HSA0044 Premises Guidance Note.



4. APPENDIX 1 – Health & Safety Guidance Notes from *Devon Health & Safety Service*

HSA01	Accident Information	HSA33	Mobile Phones
HSA02	Agency and Temp Workers	HSA34	Moving and Handling – Objects
HSA03	Art and Pottery Safety	HSA35	Moving and Handling – People
HSA04	Asbestos	HSA36	Music Safety
HSA05	Auditing and Monitoring	HSA37	Noise
HSA06	Caretaking and Cleaning Safety	HSA38	Office Safety
HSA07	Construction, Design & Management	HSA39	Organising Major Events
HSA08	Consultation and Communication	HSA40	Personal Protective Equipment
HSA09	Contractors – selection and control of	HSA41	Personal Safety
HSA10	COSHH	HSA42	Physical Education
HSA11	Design and Technology	HSA43	Playground Safety
HSA12	Display Screen Equipment	HSA44	Premises Management
HSA13	Drama Safety	HSA45	Pressure Systems
HSA14	Drugs and Alcohol	HSA46	Primary Curriculum Activities
HSA15	Educational Visits	HSA47	Risk Assessment
HSA16	Electrical Safety	HSA48	Safety Signs
HSA17	Emergencies	HSA49	Science Safety
HSA18	Fire Safety	HSA50	Security
HSA19	First Aid	HSA51	Slips and Trips
HSA20	Gas Safety	HSA52	Stress
HSA21	Grounds Maintenance Safety	HSA53	Swimming Pool Safety
HSA22	Hand Arm Vibration	HSA54	Teleworking
HSA23	Health Issues for Young Service Users	HSA55	Training
HSA24	Health Issues for Staff	HSA56	Transport
HSA25	ICT Safety	HSA57	Volunteer Safety
HSA26	Infection Control	HSA58	Work Equipment
HSA27	Kitchen Safety	HSA59	Work Experience
HSA28	Legionella	HSA60	Working at Height
HSA29	Library Safety	HSA61	Pandemic Flu
HSA30	Lifting Equipment	HSA62	Early Years

APPENDIX 3 – Training Matrix

 Dartmoor MULTI ACADEMY TRUST		Establishment name:			[insert establishment logo here]
Initial Assessment <input type="checkbox"/> Review <input type="checkbox"/> Following Incident <input type="checkbox"/>		Date of Initial Assessment: Assessor(s): Date of Review: Assessor(s):			
Activity/Task/Process/Equipment					
Significant hazard	Who/what is at risk?	Risk			Control measures in place
		L	S	R	

APPENDIX 3 – Training Matrix

Assessor's Recommendations - Additional Control Measures or Actions		
List Actions / Additional Control Measures	Date action to be carried out	Person Responsible

Signed:

Date:

APPENDIX 3 – Training Matrix

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Consequence				

Descriptors:

Likelihood

- 1 Very unlikely
- 2 Unlikely
- 3 Fairly likely
- 4 Likely
- 5 Very likely

Consequence

- 1 Insignificant: no injury
- 2 Minor: injuries needing first aid
- 3 Moderate: absence up to seven days
- 4 Major: more than seven days' absence
- 5 Catastrophic: death

Risk:

- 1-6 Low risk: tolerate
- 8-12 Medium risk: actions to reduce risk to low must be specified in risk assessment
- 15-25 High risk: cease activity immediately

APPENDIX 3 – Training Matrix

H&S training - Primary Core	Job Title							Delivered by	Refresher period
	Exec. Headteacher/Headteacher	Head of School	Administrator	Senco	Educational Visit Coordinator	Teacher	Teaching Assistant		
Induction								Headteacher/Head of School	Upon commencement
Fire Safety Briefing								Headteacher/Head of School	Annual
Introduction to risk assessment								External provider	5-yearly
Fire safety - use of extinguishers								External provider	3-yearly
Senior Managers Premises Overview								External provider	5-yearly
IOSH Managing Safely								External provider	3-yearly
H&S in Education - Management								Educare	3-yearly
H&S in Education - Staff Awareness								Educare	3-yearly
EVC training								Babcock LDP	Annual**
Moving & handling of Children								Babcock LDP	Annual
Moving & handling								Educare	3-yearly
Administration of Medication in Schools								Educare	3-yearly
Emergency First Aid at Work								External provider	3-yearly
Paediatric First Aid								External provider	3-yearly

APPENDIX 3 – Training Matrix

H&S training - Secondary Core	Job Title										Delivered by	Refresher period
	Principal	SLT	Senior Administrator	Administrator	Senco	Educational Visit Coordinator	Teacher	Teaching Assistant	Reprographics	Library Services		
Induction											Designated manager	Upon commencement
Fire Safety Briefing*											Senior Administrator/Premises Lead	Annual
Introduction to risk assessment											External provider	5-yearly
Fire safety - use of extinguishers											External provider	3-yearly
Senior Managers' Premises Overview											External provider	5-yearly
IOSH Managing Safely											External provider	3-yearly
EVC training											Babcock LDP	Annual**
Moving & handling of Children											Babcock LDP	3-yearly
Moving and handling											Educare (online)	3-yearly
Administration of Medication in Schools											Educare (online)	3-yearly
Emergency First Aid at Work											External provider	3-yearly
First Aid at Work											External provider	3-yearly

APPENDIX 3 – Training Matrix

H&S training - Estates										
Course Title	Director of Estates	Premises Leads	Senior Caretaker	Caretaker	Cleaning Supervisor	Cleaners	Delivered by			Refresher period
Induction							Designated manager			Upon commencement
Fire Safety Briefing*							Senior Administrator/Premises Lead			Annual
Introduction to risk assessment							External provider			5-yearly
Fire Safety in Education							Educare			3-yearly
IOSH Managing Safely							External provider			3-yearly
Control of Contractors							External provider			5-yearly
Tree Safety Management							External provider			5-yearly
Cleaning Training							Cleaning Supervisor			3-yearly
H&S for Caretaker & Cleaning							External provider			5-yearly
COSHH							External provider			5-yearly
Work at Height Essentials (PASMA)							PASMA provider	accredited	external	3-yearly
Mobile Access Tower (PASMA)							PASMA provider	accredited	external	3-yearly
Moving and handling							Educare			5-yearly
Raising Awareness of Asbestos							Educare			3-yearly
Raising Awareness of Legionella							Educare			3-yearly
Inspecting & Testing Portable Appliances							External provider			5-yearly

APPENDIX 3 – Training Matrix

H&S training - Catering	Job Title			Delivered by	Refresher period
	Catering Manager	Catering Operative	Mealtime Assistant		
Induction				Designated manager	Upon commencement
Fire Safety Briefing				Senior Administrator/Premises Lead	Annual
Introduction to risk assessment				External provider	5-yearly
Cleaning training				Catering Manager	3-yearly
COSHH				External provider	5-yearly
Moving and handling				Educare	5-yearly
Safe use of work equipment (various)				Catering Manager	3-yearly
Fire safety - use of extinguishers				External provider	3-yearly
Emergency First Aid at Work				External provider	3-yearly
First Aid at Work				External provider	3-yearly
CIEH Level 2 Food Safety				External provider	3-yearly
CIEH Level 3 Food Safety				External provider	3-yearly

APPENDIX 3 – Training Matrix

H&S training - Trust Central Team	Job Title					Delivered by	Refresher period
	Chief Executive	Chief Operating Officer	Director of Estates	Energy & Efficiency Manager	Other		
Induction						Chief Operations Officer	Upon commencement
Fire Safety Briefing*						Senior Administrator/Premises Lead	Annual
Introduction to risk assessment						External provider	5-yearly
Fire safety - use of extinguishers						External provider	3-yearly
Senior Managers Premises Overview						External provider	5-yearly
IOSH Managing Safely						External provider	3-yearly
Control of Contractors						External provider	5-yearly
Emergency First Aid at Work						External provider	3-yearly

	Mandatory
	Optional

*To include Fire Marshall training

**Attendance at annual CPD Briefing