



Carey Federation

Health and Safety Policy

Last update: February 2024



Changes Made to Policy

January 2023

- p.2 roles changed from 'caretakers and Health and Safety Lead' to Estates Managers
- p. 5 personnel changed from 'Andy Moakes (Halwill) and Dawn Barrett (Ashwater).' To 'Jean Orchard'
- p. 5 'Health and Safety Co-ordinator' changed to 'Estates Managers'

February 2024

- p.2 roles changed from 'Estates Managers' to school admin team and DART Facilities Management
- p. 5 personnel changed from 'Jean Orchard' to 'Executive Head Teacher'
- p. 5 'Estates Managers' removed



Carey Federation – Health & Safety Policy

1. HEALTH AND SAFETY POLICY STATEMENT

1.1 This policy statement is the local supplement to Devon County Council's (DCC) Health and Safety Policy Statement. The Governing Body and the senior management teams of the Carey Federation recognise and accept their responsibilities under law and under DCC's delegation for local management of schools. All staff recognises the need for vigilance in relation to the health, safety and wellbeing of all members of the schools.

1.2 The Carey Federation recognise their duty of care for the health, safety and well-being of all employees. They will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility they will take into account their parallel obligations for the Health and Safety of children, parents, staff, volunteers, student's visitors and others who might be affected by their operations.

1.3 The provisions in this Policy are intended to ensure that Health and Safety is an integral part of the general process of risk management which the school operate. Thus, Health and Safety will be included in the review and planning process as an issue essential to the development and maintenance of the Schools management systems.

1.4 The purpose of the Policy is:

- To provide the necessary authority and support for staff as they make their respective contributions to health and safety.
- To set out duties and responsibilities.
- To recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met.
- To emphasise the importance of keeping hazards under control by making an assessment of operating risks.

1.5 The Governing Body is committed to securing the health, safety and well-being of employees, children, parents and others affected by school and children centre activities, including students, volunteers, visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense, but is also a legal duty.

1.6 A copy of this statement has been provided to each member of staff.

1.7 The Policy statement, together with the organisation and arrangements and procedures, has been approved by the Governing Body.



2. ORGANISATION

2.1 The Executive Headteacher have overall responsibility for the implementation of this Policy. To facilitate this, the Executive Headteacher liaises with school admin team and DART Facilities Management for the federation. John Lawlor has been designated the named Health and Safety Governor for the federation. Every staff member will recognise and accept a personal role in ensuring that arrangements for Health and Safety are effective. Each line manager will take responsibility for monitoring Health and Safety issues and ensuring that guidance is adhered to in his or her area. Collectively, the Governing Body requires Health and Safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which Health and Safety can flourish.

2.2 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisor / senior colleague / line manager. Special care should be taken with the health and safety issues of any new venture.

2.3 Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others. This includes observing all the health and safety rules of the school and in particular the instructions of staff.

2.4 Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school and children's centre when using the school or centre premises or land.

3. ARRANGEMENTS FOR IMPLEMENTING THE POLICY

Risk Assessment

3.1 The underlying process, which secures this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Executive Headteacher and all staff with delegated responsibility to ensure that relevant risk assessments are maintained and kept up to date.

3.2 The school and the Governor led pre-school will follow the guidance contained within the DCC Health and Safety Manual. In addition, the following specific arrangements are in place:

- **Accident / Incident Reporting:** Every injury should be reported in the school / children centre accident books, located in the school and offices. Completed copies to be returned to the centre office. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident falls within the LA accident reporting criteria, the County Accident Form must be completed and entered onto the OSHEN (Riddon) reporting system and submitted to the Devon Health and Safety Service.
- **Consultation:** Employees with concerns should normally raise them with the Executive Headteacher, or relevant Health and Safety Co-ordinator. However, the Governors welcome the support of trades unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Executive Headteacher, or relevant Health and Safety Co-ordinator, who will seek advice from the Devon Health and Safety Service, on any concerns of employees, which cannot be resolved locally.



- **Contractors:** Contractors carrying out work for either School will be vetted for their Health and Safety performance. They will be required to act in accordance with this Policy and the federations specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Executive Headteacher to ensure that the School's Governing Body and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- **Curriculum Safety:** The school recognises that programmes of study require that children should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the necessary supervision to ensure safety. School staff will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use.
- **Fire Safety:** The persons responsible for carrying out the schools fire risk assessment is the Executive Headteacher. All schools arrangements for fire prevention and dealing with an emergency are contained within the emergency fire plan – see Ashwater & Halwill Fire Emergency Plans.
- **Inspection and Monitoring:** The Executive Headteacher will undertake the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that precautions remain suitable and sufficient by conducting a whole site Annual Risk Assessment and Safety Review. (See Fire Portfolio / Risk Assessment Portfolio). Health, Safety and Security Checks will be undertaken termly. Feedback from this process will be referred to the Governing Body.
- **Lettings/shared use of premises:** The governing body will ensure that the hirer/tenant has public liability insurance and share all relevant health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities compromise the safety or health of the building or occupants.
- **Medication Arrangements:** There is no legal duty requiring the school to administer medicines. However, the school recognises that children with medical needs have the same rights of admission to a school and therefore the schools arrangements are detailed in the Medicines in School Policy.
- **Moving and Handling:** Any activities that involve significant manual handling tasks should be risk assessed and where appropriate, training provided for staff.
- **Offsite Visits:** The schools will follow the DCC arrangements in regard to any visits off the school premises. The Executive Headteacher is the Educational Visits Co-ordinator for the school.
- **Lone Working:** The schools have a robust procedure/policy for lone working arrangements.
- **School and Children Centre Partnerships:** School linked partners and hirers, will exchange health and safety policies and procedures and ensure that the health and safety of all staff and users will be protected to a level which is reasonably practicable and equivalent in standard to that of the school. In particular, partners will be required to provide school staff, and others who might be directly affected, with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with anticipated activities on the site.



- **Training and Information:** Training and development needs will be evaluated and appropriate briefing and training provided. Health and Safety training will be available to employees and records maintained by Administrative Staff.

4. POLICY REVIEW

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