

# HEALTH AND SAFETY POLICY

## **Mission Statement**

WeST holds a deep seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our quest to ensure that all of the children and adults we serve are given every opportunity to fulfil their potential and succeed in life.

Westcountry Schools' Trust adopted this policy in September 2017

Westcountry Schools' Trust will review this policy annually

# Westcountry Schools Trust (WeST)

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## Westcountry Schools Trust (WeST)

### Health and Safety in each School

This policy sets out the overall MATs commitment to Health and Safety in all Schools and establishments within the Trust. Principal/Headteacher for each school are required to amend Appendix 1 of this policy to reflect specific Health and Safety requirements for their school.

### Health and Safety Providers

The below table details the Health and Safety provider for each school in the MAT. For any Health and Safety matter please refer to the correct Health and Safety provider

School	Health and Safety Provider
Ivybridge Community College, Yealmpton primary School, Stowford School, Woodlands Park Primary School, Wembury School	Devon County Council – OSHEN
Callington School	
Hele's School	SSG
Plymstock School	
Coombe Dean School	
Oreston Academy Trust	
Dunstone Primary School	Plymouth City Council

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## SECTION 1

### 1. STATEMENT OF INTENT

The Trustees of the Westcountry Schools Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the Trust's organisation and arrangements for dealing with different areas of risk. Section 2 will establish specific responsibilities at all levels of the Trust' organisation. Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the Trust's obligations under the law.

This policy will be brought to the attention of all members of staff through Staff induction and staff handbook. A master copy is kept in the main office of all schools part of the MAT.

This policy statement and the accompanying organisation and arrangements will be reviewed yearly by the Trust Board.

.....  
Chair for the Trust Board

.....  
Date

.....  
CEO

.....  
Date

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## SECTION 2

### 2. The Duties of the Trust Board

- To produce and regularly review the Health and 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, 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 Trust's legal responsibilities as well as compliance with this policy
- To assist in discharging its legal obligations the Trust has appointed a 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- All settings which are part of the Westcountry Schools' Trust in addition to this policy, will also have a separate Health and Safety policy which sets out specific guidelines relevant to the setting they are operating within. See Appendix 1.

### 3. The Duties of the Principal/Headteacher

The Principal/Headteacher 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 Trust premises or participating in Trust sponsored activities.

In particular, the Principal/Headteacher will:

- 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 Trust Board 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 Trust Board on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
- Report to the Trust Board any significant risks or policy requirements which cannot be met within the establishment's budget
- Identify the training needs of students and staff and hence ensure that all students and staff are competent to carry out their roles and are provided with adequate information, instruction and training
- Ensure consultation arrangements are in place for staff and their trade union representatives where appointed.
- 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 Principal/Headteacher may choose to delegate certain tasks to the relevant Health and safety persons in the school.

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The role of Health and Safety Coordinator for the Trust has been delegated to Peter Gregory, Director of Finance. Within departments this task is further delegated to the Heads of Department.

### 4. The Duties of the Health and Safety Coordinator

The Health and Safety Coordinator has the delegated task of assisting the Principal/Headteacher to discharge their duties in relation to day-to-day health and safety management.

To do this the health and safety coordinator will:

- coordinate and manage the risk assessment process for the Trust Board
- coordinate general workplace monitoring inspections and performance monitoring processes and report findings to the principal and Trust Board
- 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 Trust Board if funds are not available
- assist with the identification of training needs and training delivery across the Trust to ensure that staff and students 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 Principal/Headteacher and Trust Board in relation to findings and any associated remedial actions

### 5. The Duties of Heads of Departments/Supervisory Staff/Subject Leaders

The Heads of Departments/Supervisory Staff/Subject Leaders have specific delegated tasks in relation to health and safety management within their departments/subject areas.

They must ensure that:

- They apply the arrangements described in this health and safety policy to their own department or area of work, including the arrangements described in any associated guidance notes
- Staff under their control are aware of and follow any externally adopted health and safety guidance *such as CLEAPSS, AfPE etc.*
- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented
- They ensure that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively
- They take appropriate action on health, safety and welfare issues referred to them, informing the Principal/Headteacher or Trust Board of any problems they are unable to resolve within the resources available to them
- They carry out regular inspections of their areas of responsibility and report / record these inspections to the Principal/Headteacher or Trust Board
- They ensure the provision of sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety
- all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated

### 6. 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

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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 each school in the MAT.

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 procedure
- Cooperate with school 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
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

### 7. Students

Students, 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 school and, in particular, the instructions of staff given in an emergency
- Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety

### 8. Contractors

All contractors who work on the Trust premises are required to identify and control any risks arising from their activities and inform the Principal/Headteacher of any risk that may affect the staff, students and visitors.

All contractors must be aware of this policy and the associated emergency procedures and comply with these requirements at all times.

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

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## SECTION 3

### 9. Arrangements

The 'arrangements' for health and safety, i.e. the specific measures put in place to manage particular risks, must be agreed and outlined in this section. The Trust, as independent employer in their own right, are free to determine their own arrangements within the boundaries of the law.

List of areas to cover is included below:

- Risk Assessment
- Accident/Incident Reporting
- Asbestos
- Communication and Training
- Consultation
- Contractors
- Curriculum Activities
- Display Screen Equipment
- Fire Safety
- First Aid
- Legionella
- Lettings
- Maintenance
- Medication
- Monitoring
- Moving and Handling
- Personal Safety and Security
- Radioactive Sources
- Stress/Wellbeing
- Work Experience
- Work at Height

### 10. Risk Assessment

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by ensuring adequate risk assessments that address all the significant risk in the Trust are in place.

Risk assessments are available for all staff to view and are held centrally with the Health and Safety Coordinator. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

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 assessments.

*NB. Other arrangements in alphabetical order:*

### 11. Accident/Incident Reporting

All employee accidents must be reported to the Trust Board. All accidents must be reported using the local procedures.

Accidents to students and other non-employees must be recorded in the accident book. 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 Trust Board.

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

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

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 (RIDDOR) will be reported to the HSE following local procedures.

### 12. Asbestos

The arrangements for the management of asbestos on each school/other site in the MAT are detailed in the Asbestos Management Plan (AMP). This will be located at each individual school/setting in the MAT.

The Asbestos Register is held at each school/setting within the MAT and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment containing asbestos such as boiles, kilns, wall finishes, floor coverings. No work 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 and that any changes are approved by the Trust Board
- That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the relevant form
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the relevant form 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 in the Register

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

### 13. Communication and Training

The Health and Safety Law poster is displayed in in the entrance of all schools within the MAT and further information, including copies of the policy can be requested from the Health and Safety Coordinator.

#### 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 with the department and /or personnel files. The Health and Safety Coordinator is responsible for ensuring health and safety training needs are met for

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all staff. 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.

### 14. Consultation

Members of staff with concerns should raise them initially with their departmental head or the Health and Safety Coordinator. If required, requests for external advice should then be sought via the Health and Safety Coordinator from the relevant provider.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Trust Board welcome the support of trade unions in health and safety matters.

### 15. Contractors

All contractors must report to Main reception 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.

To ensure contractor competency, Health and Safety Coordinator will undertake competency checks prior to engaging any contractor.

In respect of construction works, Health and Safety Coordinator will ensure the client's duties under the Construction (Design and Management) Regulations 2015 have been understood and complied with. Specifically, Health and Safety Coordinator will ensure that any Designer/Principal Designer and Contractor/Principal Contractor is appointed in writing and will ensure that a Construction Phase Health and Safety Plan is in place prior to any works commencing on the site.

### 16. Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant Heads of Department / Subject Coordinator using the appropriate risk assessments.

### 17. 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) subject to a total cost of £50.

### 18. Fire Safety

The Principal/Headteacher is responsible for ensuring the Trust's fire risk assessment is undertaken using the risk assessment document and controls implemented accordingly. The fire risk assessment is located in the schools main office and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in all schools and a summary Fire Action notice will be posted at the exit point of each room. These procedures will be reviewed along with the fire risk assessment and are made available to all staff as part of the school's induction process.

All staff will be briefed in the contents of the Fire Emergency Plan on an annual basis. This

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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 with current Security providers – please see Appendix 1.

The Health and Safety Coordinator and Principals/Headteachers are responsible for ensuring that the Trust'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 Local Fire and 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 contained within each school's Emergency Management Plan which are located the Principal/Headteacher's office and will be reviewed annually.

### 19. First Aid

The school has risk assessed the need for first aid provision and this is recorded on the risk assessment document.

The following first aid provision has been provided accordingly:

- First Aid at Work level: See School's Health and Safety Coordinator for up to date records
- Emergency First Aid at Work level: See School's Health and Safety Coordinator for up to date records

First aid qualifications remain valid for 3 years. The Health and Safety Coordinator will ensure that refresher training is organised to maintain competence and that new persons are trained should first aider trained staff leave.

First Aid boxes are located at suitable locations in each school i.e. All receptions, sports hall, CDT area, Art, and Science – see School's Health and Safety Policy for further details (Appendix 1).

The authorised person for each school is responsible for maintaining the contents of first aid boxes and replenishing stocks as necessary.

### 20. 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 (where relevant) Heads of Department 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 risk assessments are in place within their department. It shall be ensured that the findings of risk assessments are incorporated into point-of-use documents within the

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departmental risk assessments and method statements.

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

### 21. Legionella

A water risk assessment for the Trust will be completed by Health and Safety Coordinator and is responsible for ensuring that the identified operational controls are being conducted and recorded on the relevant documentation. This risk assessment will be reviewed where significant changes have occurred to the water system.

### 22. Lettings/shared use of premises

The Principal/Headteacher will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Trust's health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

### 23. Maintenance of Plant and Equipment

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Health and Safety Coordinator. All staff are required to report any problems found with plant/equipment to the responsible manager. 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:

- 6 monthly lift Thorough Examination, to be undertaken by approved lift specialist
- Pressure Vessel Thorough Examination according to a Written Scheme, to be undertaken by the Trust's insurers
- Annual gas appliance inspection and maintenance, to be undertaken by Gas Safe approved contractor
- Annual gas tightness test, to be undertaken by Gas Safe approved contractor
- 5 yearly electrical test and report carried out by approved NICEIC Electrical contractor

Health and Safety Coordinator are responsible for identifying all plant and equipment in an equipment register for their area of responsibility. Where such plant and equipment present significant hazards, risk assessments will be undertaken and any training needs and personal protective equipment requirements are provided.

#### 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.

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All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependant upon the level of risk associated with the particular appliance type annually. This inspection and testing will be conducted by a qualified PAT tester contractor or similarly qualified contractor

Premise Managers, IT Managers, department head technicians are responsible for keeping an up-to-date inventory of all relevant electrical appliances within their areas of responsibility and 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 school without prior authorisation and must be subjected to the same inspection process as school/Trust-owned equipment.

An electrical installation test will be conducted by approved contractors every 5 years. Health and Safety Coordinator is responsible for arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.

### **24. Medication Arrangements**

Students will be encouraged to self-administer medications wherever this is appropriate. Nevertheless, the school will, at the request of the parent / carer and with the consent of the Principal/Headteacher, administer medication prescribed by a doctor.

In circumstances when a student suffers headaches, menstrual pains or toothache, staff may be asked to provide a mild analgesic to relieve pain. Only analgesics containing paracetamol will be given to children under the age of 16 when parents have given prior written permission. On no account will aspirin, or preparations containing aspirin, or medicines containing ibuprofen, be given to students unless prescribed by a doctor.

No member of staff will administer any medication unless a request form has been completed by the parent / carer.

The authorised person in each school are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering. All administration undertaken by staff will be recorded. Records of administration will be kept by the SENCO department liaising coordinating with the authorised person. Where required, training will be undertaken by staff to administer specific medications.

All non-emergency medication kept in school is securely stored in a lockable cabinet fixed to the wall in the medical room with access strictly controlled. Where students need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in the medical room securely stored and clearly labelled.

### **25. Monitoring**

The Principal/Headteacher, assisted by the Health and Safety Coordinator, 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 and Safety Review process. Feedback from this process is to be referred to the Trust Board.

A general inspection of the site will be conducted annually and be undertaken by Health and Safety Coordinator. Inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Principal/Headteacher and the Trust Board. Responsibility for following up

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items detailed in the safety inspection report will rest with the Health and Safety Coordinator.

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

- training audits, review of policies, updates from central government

### **26. Moving and Handling**

Generic risk assessments for regular manual handling operations are 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 manual handling activities which present a significant hazard, which are not accounted for in the generic risk assessments described above, will be reported to Health and Safety Coordinator. Where such activities cannot be avoided, a specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instructions given when carrying out the task. Staff should ensure that they do not lift heavy items unless they have received a briefing on the control measures in place.

All moving and handling of students will be risk assessed by the SENCO and recorded in a specific Handling Plan for the individual concerned. 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 maybe required to use. Equipment for moving and handling people is subject to inspection on a 6 monthly basis.

### **27. Offsite Visits**

The Trust has a separate policy for Outdoor Education, Visits and Off-site Activities Health and Safety Policy. Please see this policy for further clarification.

### **28. Personal Safety and Security**

The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. A separate specific behaviour policy is in place regarding staff conduct.

Staff will report any such incidents in accordance with agreed accident/incident reporting procedures for the school.

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. Work involving potentially significant risks (for example work at height) will not be undertaken whilst working alone. In order to ensure that this is the case, staff working outside normal school hours must obtain permission of Principal/Headteacher and/or the Trust's CEO.

The requirement to undertake a lone working risk assessment will also extend to working alone off site where staff conduct home visits.

#### School staff responding to call outs

Nominated key holders attending empty premises where there has been alarm activation should do so with a colleague where possible. They should not enter the premises unless they are sure it is safe to do so. If alone, the person should leave details with a colleague and report to them when leaving the site.

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amending the risk assessment document.

### Trust Security

The Health and Safety Coordinator 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 risk assessment document.

### **29. Radioactive Sources (where relevant)**

The Trust has adopted the CLEAPSS guidance L93 '*Managing Ionising Radiations and Radioactive Substances in Schools and Colleges*' as its policy arrangements for the use of radioactive sources. 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

### **30. Stress/Wellbeing**

The Trust 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.

The Trust ensures to have suitable occupational health support in place and specific arrangements for responding to individual concerns and monitoring staff workloads e.g. return to work procedures following absence. This is monitored by the Director of Human Resources

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

### **31. 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 step ladders or kick stools are to be used. Staff must not climb onto chairs etc.

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. The Trust's nominated person(s) responsible for work at height is the Health and Safety Coordinator.

The nominated person(s) shall ensure:

- 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 maintained and all equipment is regularly inspected and maintained
- access to fragile surfaces is properly controlled by clear warning signs

### **32. Work Experience**

Each school in the MAT will have a nominated person responsible for work experience placement.

All placements are subject to pre-placement checks by the Local Education Business  
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Partnership 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
- Arrangements will be in place to visit/monitor students during the placement
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur
- All incidents involving students on work placement activities will be reported by the employer to the Trust at the earliest possible opportunity

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

### **33. Workplace safety**

Health and Safety Coordinator 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

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### APPENDIX 1 – HEALTH AND SAFETY POLICY FOR [SCHOOL NAME]

[This section must be completed with the Health and Safety provision for the school, including any Health and Safety policy/procedures that specific for the school i.e. school pool.]