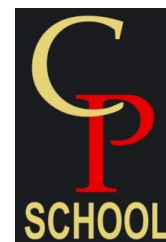


COMBE PAFFORD SCHOOL HEALTH AND SAFETY POLICY



Statement of intent

Combe Pafford School (CPS) aspires to achieving excellence in service delivery. The same commitment to excellence is required in the manner in which the Governors, Headteacher, Employees and Volunteers discharge their health, safety and fire responsibilities.

CPS as the employer has the ultimate responsibility for health, safety and fire precautions and recognises that the management of health, safety and fire precautions is an integral part of all of the activities it undertakes. CPS will provide proper and sufficient resources to meet this responsibility. To demonstrate their commitment to health and safety excellence the Headteacher has nominated the Premises Manager as Health and Safety Champion.

CPS will aim for zero accidents and incidents of ill-health in its application of sensible health safety, and fire precautions management. Whilst CPS will aim higher the minimum acceptable standard of all CPS policies and procedures will be the compliance with the Health and Safety at Work etc. Act 1974, The Regulatory Reform Order (Fire Safety) 2005 and other relevant legislation and codes of practice.

This policy applies equally to all CPS employees, pupils, volunteers, visitors and contractors working on behalf of CPS regardless of their age, disability, gender, race, religion or sexual orientation. Care will be taken to ensure that no traditionally excluded groups are adversely impacted in implementing this policy. Monitoring will take place to ensure compliance and fairness.

This policy will be reviewed and dated as and when significant changes take place or at least biennially. Guidance and procedures to support this policy are contained within our health and safety folder located in the School Business Managers office.

Date for review: March 2025

Arrangements

This health and safety policy has been adapted from Torbay Councils health and safety policy to suit CPS as an Academy. We have adopted the safety management principles described in the Health and Safety Executive document HSG 65, Successful Health and Safety Management. These principles are implemented in the arrangements below.

Plan - Determine the policy and plan for implementation

Do - Profile risks, organise for health and safety and implement the plans

Check - Measure performance (monitor before events, investigate after events)

Act - Review performance and act on lesson\$ learned.

People in charge of CPS will:

1. Plan

1.1 Develop local health and safety policies and procedures which will support and expand the corporate policies and guidance and will be included in individual business plans.

1.2 Ensure health, safety and fire training forms part of the induction programme for all new members and employees. Where training needs have been identified to ensure the health and safety of members and employees, attendance is mandatory. This will include but not be limited to areas such as fire and emergency procedures, the operation of equipment and machinery and any other hazardous operations, including those identified through risk assessment or personal development procedures (RADAR - Risk awareness, Detection, Action and Review).

1.3 When working in partnership with or sharing a workplace with other organisations or employers, co-operate with those organisations or employers on all aspects of health, safety, welfare, and fire precautions.

2.1 Nominate safety co-ordinators and/or Responsible Persons for subject areas, fire, first aid, school trips, training, risk assessments, accident review (RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations), vocational courses, minibusservicing, COSHH, manual handling and travel.

2.00 Do

2.2 Nominate sufficient numbers of risk assessors within CPS to cover all sections and provide them with adequate training and sufficient resources to carry out their functions as risk assessors.

2.3 Progressively identify and eliminate, isolate or control through risk assessment, hazards which present a significant risk to the physical and psycho logical health, safety and well-being of employees and other persons, or possible damage to, and/or loss of plant, equipment, property or reputation.

2.4 Provide adequate and competent supervision of all activities, which involve risk that has not been avoided or minimised to its lowest practicable level.

2.5 Provide suitable and sufficient information, and identify and provide instruction, and training to members, employees, voluntary workers and contractors (where necessary) so that they can undertake their work activities without risks to themselves, other employees and persons who could be affected by CPS's activities.

2.6 Ensure health, safety and fire requirements are taken into account including the provision of adequate resources when commissioning services, or planning new projects, developments, processes, or systems of work, and when manufacturing or purchasing new plant, and equipment.

2.7 Develop and maintain effective systems, which inform and consult employees on relevant health, safety and fire matters.

2.8 Provide health and safety representatives' reasonable time and resources to undertake training and carry out their roles.

3.00 Check

3.1 Monitor health, safety and fire management performance at school management team and governor meetings.

3.2 Keep and maintain accurate records of accidents and incidents, injuries and known exposure to health, safety and fire risks at work.

3.3 Keep and maintain accurate records of 'near miss' to avoid potential accidents in the future.

3.3 Take all practical steps to ensure contractors and other persons undertaking work on behalf of the CPS are competent and comply with the CPS's health and safety policy and arrangements.

4.00 Act

4.1 Review health, safety and fire management performance at school management team and governor meetings to ensure actions are learned from and lessons learned from accident/incidents, inspections and audits.

Responsibilities and Organisation

The headteacher has the overall leadership role for the health, safety and welfare of employees and others within the CPS's area of undertakings. The headteacher is accountable to the school governors and responsible for ensuring that safe working conditions are maintained for all employees, visitors, pupils, members of the public and contractors within their respective schools for the areas they control. He will:

- Lead by example.
- Provide strategic direction and oversight, ensuring suitable resources are made available to discharge CPS's health, safety and fire responsibilities.
- The headteacher will appoint a member champion of health and safety.
- Ensure that health, safety and fire precautions are considered in CPS management decisions.
- The day to day management of health and safety is delegated to the premises manager.
- Ensure that adequate numbers of risk assessors and fire marshals are appointed and trained within their areas of responsibility.
- Provide adequate instruction and training in order that employees are competent to carry out their work safely and free of risk to themselves, or other people who may be affected by such activities.
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- Ensure that adequate and effective risk assessments are undertaken and regularly reviewed.
- Ensure that adequate inspection and maintenance regimes are in place for the properties and equipment within their areas of responsibility.
- Ensure effective consultation and communication takes place with employees, and Governing bodies, including the provision of any necessary information to any person, contractor or business that might be affected by work activities.
- Liaise with the governors on any health, safety or welfare problem that they cannot resolve.
- Establish ownership and accountability for health and safety with governors by developing and implementing an effective health and safety policy.

The premises manager is accountable to the headteacher and responsible for ensuring the day to day management of health, safety and welfare is implemented and adhered to. They will:

- Lead by example.

- Ensure suitably qualified person(s) are appointed to act as competent advisors to comply with the requirements of current health, safety & fire legislation.
- Set achievable health, safety and welfare targets for CPS and monitor those targets.
- Ensure that adequate consultation of health, safety and fire requirements takes place with employees and their representatives.
- Ensure the proper provision for health, safety and fire is made when commissioning services whether from the public, private or voluntary sector.
- Provide regular feedback on health, safety and fire performance to the Mayor and other elected members.
- Monitor, via reports, the overall performance of CPS's health and safety management systems and ensure that decisions made are in line with the schools own policies and procedures which relate to health, safety and fire matters.
- Receive and act upon issues communicated to them by the headteacher and school governors.
- Ensure that standards of health and safety are maintained through an effective programme of auditing and monitoring.
- Maintain up to date knowledge in health, safety and fire precautions for them to demonstrate competence.

The premises manager is responsible for the following legal requirements:

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Regulatory Reform Order (Fire Safety) 2005 (incorporating where required the Fire Safety Act 2021)
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)
- First Aid at Work
- COSHH (Control of Substances Hazardous to Health)
- Display Screen Equipment
- Fire precautions
- Asbestos management
- Hot Work Permit
- PPE
- Working Time Regulations
- Water Testing (Legionella)
- The Manual Handling Operations Regulations 1992
- The Work at Height Regulations 2005
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- The Waste Electronic and Electrical Equipment Regulations 2006 (WEEE)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- PPE at Work Regulations 1992

The premises manager is also responsible for the following best practice:

- Control of contractors
- Maintenance of equipment
- Traffic routes and segregation
- Welfare facilities
- Recording of 'near miss' incidents
- Recording and reporting of critical incidents

Premises supervisor is accountable to the premises manager and responsible for ensuring the day to day management of health, safety and welfare is implemented and adhered to. They will:

- Lead by example.
- Ensure that adequate consultation of health, safety and fire requirements takes place with employees and their representatives.
- Complete weekly checks as provided on the weekly checklist.
- Ensure the fire alarm is checked weekly and recorded.
- Ensure the emergency lights are checked weekly and recorded.
- That products, plant, equipment, vehicles and buildings are not damaged by their actions.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse or damage anything provided in the interest of health and safety.
- Assist by reporting to their line manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Attend training or instruction to enable them to work competently and safely.

Senior Management Team are accountable to their headteacher and responsible for the day-to-day maintenance of health, safety and welfare and fire precautions for employees and pupils within their areas of control. They will:

- Lead by example.
- Ensure that team members receive adequate instruction and training for them to carry out their duties competently and safely.
- Ensure that risk assessments are undertaken to eliminate or control risk and to ensure safe working practices are developed and implemented to minimise risks so far as is reasonably practicable.
- Ensure that effective supervision of employees and volunteers is maintained at all times and particularly with new or inexperienced people
- Ensure that all personnel adhere to safe working practices.
- Ensure that all accidents or incidents involving employees, volunteers or members of the public or pupils in their areas of authority are investigated and reported to the health and safety team.

- Ensure that the headteacher is advised of any defect or hazard which they cannot rectify themselves.

Employees are responsible for their own health and safety and that of their colleagues, pupils and members of the public who may be affected by their work activities. They will ensure:

- That products, plant, equipment, vehicles and buildings are not damaged by their actions.
- Comply with health and safety procedures and instructions.
- Will not neglect, misuse or damage anything provided in the interest of health and safety.
- Assist by reporting to their line manager any hazard, accident, damage or defect in order that remedial action may be undertaken.
- Attend training or instruction to enable them to work competently and safely.

Signed: (Headteacher) Mike Lock

Date: March 2021

Date for review: March 2026

NOTES

This document can be made available in Braille, large print and in other formats. For more information please contact Lisa Eales on 01803 327902.

Monitoring (To include where appropriate) Under the Race Relations Amendment Act 2000 (RRAA), the Disability Discrimination Act 2005 (as amended), the Single Equality Act 2010 and Equal Opportunities Policies, CPS will monitor all its policies and employees involved in this process to ensure compliance and fairness for all employees. There is an obligation to monitor by racial group, disability and gender any employee against whom employment action has been taken. The school business manager must ensure that Human Resources are notified of all actions under this policy for equality monitoring purposes. To support this, it is important that the 'Employment Procedures Equality Form' (available from the School Business Manager) is completed by the employee and returned to the Human Resources for recording centrally.

Policy Feedback - should you have any comments regarding this policy, please address them to the premises manager via email to leales@combepafford.torbay.sch.uk.