Pinhoe C of E Primary and Nursery School

HEALTH AND SAFETY POLICY

SECTION 1: STATEMENT OF INTENT

The Governing Body of Pinhoe C of E Nursery & Primary School 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 school's organisation and arrangements for dealing with different areas of risk. Section 2 will establish specific responsibilities at all levels of the school's organisation. Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the school's obligations under the law.

This policy will be brought to the attention of all members of staff at the start of each academic year and will be shared with staff on their induction. A reference copy is made available on the shared Google Drive.

This policy statement and the accompanying organisation and arrangements will be reviewed in the summer term each year.

..... 7/10/24

Chair for the Governing Body Date

..... 7-10-24

Head Teacher Date

SECTION 2: ORGANISATION

The Duties of the Governing Body

- To produce and regularly review the Health & Safety Policy for the school. This policy will reflect the requirements of the Health and Safety at Work etc. Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation.
- To monitor both compliance with, as well as the effectiveness of, this policy.
- To provide adequate resources to meet the school's legal responsibilities as well as compliance with this policy.
- To assist the Governing Body in discharging its legal obligations, the school has appointed the Health and Safety Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999.
- The specific arrangements adopted will be guided by the Health and Safety Service's Health & Safety Arrangement Notes.

The Duties of the Headteacher

The Headteacher has day-to-day responsibility for health and safety management and will take all reasonably practicable steps to secure the health and safety of students, staff and others using the school premises or participating in school sponsored activities.

In particular, the Headteacherwill:

- 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 Governing Body 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 Governing Body 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 Governing Body any significant risks or policy requirements which cannot be met within the establishment's budget.
- Identify the training needs of staff and hence ensure that they are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensure consultation arrangements are in place for staff and their trade union representatives.
- 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 Head Teacher may choose to delegate certain tasks to the Health & Safety Coordinator.

The role of Health & Safety Coordinator for the School has been delegated to Emma McClelland, Senior Administrator

The Duties of the Health and Safety Co-ordinator
The health and safety co-ordinator has the delegated task of assisting the Head Teacher discharge their duties in relation to day-to-day health and safety management.

To do this the health and safety co-ordinator will:

- co-ordinate and manage the risk assessment process for the school.
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Head Teacher and Governing Body.
- 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 Governing Body if funds are not available.
- assist with the identification of training needs and training delivery across the school to ensure that staff are adequately instructed.
- collate accident and incident information and, when necessary, carry out accident and incident investigations.

arrange periodic health and safety audits and liaise with the Head Teacher and Governing Body in relation to findings and any associated remedial actions.

The Duties of Subject Leaders, Site Manager, South West Norse. The Subject Leaders, Site Manager and South West Norse have specific delegated tasks in relation to health & safety management within their departments/subject areas. They must ensure that:

- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented.
- Appropriate safe working procedures are brought to the attention of all staff via appropriate instruction and training and are enforced effectively.
- They take appropriate action on health, safety and welfare issues referred to them, informing the Head Teacher or Governing Body of any problems they are unable to resolve within the resources available to them.
- They carry out regular inspections of their area of responsibility and report / record these inspections to the Head Teacher or Governing Body.
- All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

The Duties of all Members of Staff

Under the Health and Safety at Work Act etc.1974, all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the school.

Specifically, all employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Always comply with the school's Health and Safety Policy arrangements.
- Report all accidents and incidents in line with the reporting procedure.
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Pupils

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 school and 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.

Contractors

All contractors who work on the school premises are required to identify and control any risks arising from their activities and inform the Head Teacher of any risk that may affect the staff, pupils 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 Head Teacher will take such actions as are necessary to prevent staff, pupils and visitors being put at risk from injury.

SECTION 3: ARRANGEMENTS

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.

- RA01 – Whole School
- RA20 – School Curriculum Activities
- RA05 - Fire
- RA011 – Cleaning, caretaking and maintenance
- RA14 – Glazing
- RA13 – Kitchen Areas and Activities
- RA12 – Working at Height
- RA07 – Lone Working – site manager
- RA08 – Lone Working- Teaching and Support Staff
- RA15 – Moving Handling Objects
- RA04 – Nursery Unit
- RA19 – Security
- RA30 – Work Experience
- RA21 - Forest School Activities

Risk assessments are available for all staff to view and are held centrally on the Google Drive. 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 every 12 months. This will be identified on risk assessment record.

For full details relating to risk assessment arrangements, reference should be made to the HS47 Arrangements Note.

Other arrangements in alphabetical order:

Accident/Incident Reporting

All employee accidents must be reported to the Governing Body. This will be achieved by entering accident details onto the OSHENS on-line accident reporting system.

Accidents to pupils and other non-employees should be recorded in MediTracker. Those accidents to pupils and members of the public which are work related, in that they have arisen out of or in connection with a work activity, must also be reported by entering accident details onto the OSHENS on-line accident reporting system but only where they are required to attend A&E or further medical attention.

In addition, those accidents to pupils which did not arise out of or in connection with a work activity, but which nevertheless resulted in an injury whereby the pupil received treatment in a hospital, will also be inputted onto the OSHENS on-line accident reporting system.

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

The Head Teacher will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Injuries, Diseases 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 and Safety Service.

For full details relating to accident reporting arrangements, reference should be made to the HS01 Arrangements Note.

Asbestos
Due to the age of the building, no asbestos is contained on site.

Communication and Training
Detailed guidance and information about health & safety issues can be found in the Health and Safety Service's Arrangements Notes which are located in the OSHENS Document Library. The Health and Safety Service also provide competent health and safety advice for school staff and can be contacted on 01392 382027 or on healthandsafety@devon.gov.uk.

The Health and Safety Law poster is displayed in the staff room.

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 in the DCC Health & Safety Training Matrix and/or by the relevant risk assessment.
- refresher training where required or as determined by the DCC Health & Safety Training Matrix.

Training records will be kept on the Google Drive (G:\Shared drives\Office Admin (V)\Health & Safety\Pinhoe\). The Senior Administrator is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

For full details relating to staff training, reference should be made to the HS55 Training Arrangements Note.

Consultation
Staff are represented on the FPP Committee. Consultation of day to day matters will be achieved by staff meetings as necessary.

Members of staff with concerns should raise them initially with the Head of School or the Health & Safety Co-ordinator. If required, requests for external advice should then be sought from the Health and Safety Service for concerns of employees which cannot be resolved locally.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Governing Body welcomes the support of trade unions in health and safety matters.

For full details relating to staff consultation, reference should be made to the HS08 Arrangements Note.

Contractors
All contractors must report to 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. To ensure contractor competency, the ESBM will undertake competency checks prior to engaging a contractor.

In respect of construction works, the Senior Administrator
will liaise with the Diocese for support and advice Specifically, the Senior Administrator will ensure that any Designer/Principal Designer and Contractor/Principal Contractor is appointed in writing and will ensure that a Construction Phase H&S Plan is in place prior to any works commencing on the site.

For full details relating to the control of contractors, reference should be made to the HS07 CDM Arrangements Note.

Curriculum Activities
Risk assessments for the significant hazards within curriculum activities will be carried out by the Class teacher/subject lead using the appropriate Health and Safety Service's model risk assessments listed above which will then be signed off by the Headteacher

For full details relating to the primary curriculum areas, reference should be made to the HS46 Arrangements Note.

Display Screen Equipment (DSE)
All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. 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 £45.00.

For full details relating to DSE, reference should be made to the HS12 DSE Arrangements Note.

Emergencies
The school should ensure preparedness for emergency situations, and procedures for critical incidents and off-site emergencies are contained within the School's Emergency Management Plan which is located on the Google Drive and will be reviewed annually. Emergency contact and key holder details are held within the School's Emergency Management Plan.

Fire
The Head Teacher is responsible for ensuring that the fire risk assessment is undertaken using the RA08 document and controls implemented accordingly. The fire risk assessment is located within the Google Drive and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located within the Google Drive. All staff will be briefed in the contents of this plan at induction and on an annual basis.
This will be augmented by fire drills which will be undertaken termly.
Evacuation procedures are also made known to all contractors / visitors.

The Headteacher is responsible for ensuring that the school's Fire Log is kept up to date.

For full details relating to fire safety, reference should be made to the HS18 Fire Safety Arrangements Note.

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

Please refer to the 'First Aid Training Register' which is held on the Google Drive for a list of all those staff who has undertaken first aid training courses. First Aid boxes are located at the following locations:

- Main hall
- Staff room

- Nursery
- Each class has its own basic first aid kit

The school administrators will ensure that refresher training is organised and the first aid lead will be responsible for maintaining the contents of first aid boxes.

For full details relating to first aid, reference should be made to the HS19 First Aid Arrangements Note.

Legionella
The arrangements for the management of legionella on the site are detailed in the Water Hygiene Management Plan (WHMP). This is located on the Google Drive.

A water risk assessment for the school has been completed by Churchill and the Senior Administrator are responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. The risk assessment will be reviewed where significant changes have occurred to the water system.

For full details relating to the control of legionella, reference should be made to the HS28 Legionella Arrangements Note.

Lettings/shared use of premises
The Governing Body will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant School 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.

Maintenance of Plant and Equipment
Regular inspection and testing of school equipment is conducted to ensure that work equipment is maintained in a safe and efficient state. Records of such monitoring will be kept by site manager/Senior Administrator. All staff are required to report any problems found with plant/equipment to the Headteacher. 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 by a competent contractor:

- Annual gas appliance inspection and maintenance, to be undertaken by suitable qualified gas engineer.
- Annual gas/fixed heating plant inspection and maintenance, to be undertaken by Lorne Stewart.
- Electrical installation inspection every 5 years by company instructed by the Diocese.
- Annual boiler check to be carried out by Lorne Stewart.
- Annual lift check to be carried out by RJ Lifts Group.

Portable Electrical Appliances
All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Head Teacher.

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. This inspection and testing will be conducted by Dave Chance who carries out annual PAT testing.

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

For full details relating to work equipment and electrical safety, reference should be made to the HS16 and HS58 Arrangements Notes.

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

For full details relating to the administration of medication, reference should be made to the HS32 Medication Arrangements Note.

Monitoring
The Head Teacher will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health & Safety Review process undertaken by the Devon Health and Safety Service. Feedback from this process is to be referred to the Governing Body.

A general inspection of the site will be conducted annually and be undertaken by Governors and Senior Administrator with the feedback from this process is to be referred to the Governing Body.

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

- Suggested schedule of what H&S governor to review each term

For full details relating to monitoring, reference should be made to the HS05 Audit & Monitoring Arrangements Note.

Moving and Handling
The risk assessment RA15 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 when necessary and recorded in a specific Handling Plan for the individual concerned. The format found in the HS35 Arrangements 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 HS34/35 Moving and Handling Arrangements Notes.

Offsite Visits

In line with the Outdoor Education, Visits and Off-site Activities Health & Safety Policy, the DCC Educational Visit Adviser will be notified of all Category B and C visits via the Evolve online system.

Pinhoe Primary School and Nursery local arrangements for offsite visits are detailed in the separate Management of Outdoor Education, Visits and OffSite Activities Policy and individual Standard Operating Procedures which are reviewed annually. A copy of these documents can be found in the office/Google Drive,

For full details relating to educational visits, reference should be made to the Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2026.

Personal Safety and Security

The school 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 at the school.

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 Head Teacher 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 Headteacher.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RA08 Risk Assessment.

School Security
The Senior Administrator 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 in the RA19 risk assessment document, using the Security Checklist as an aide.

For full details relating to security and lone working issues, reference should be made to the HS31 Lone Working and HS50 Security Arrangements Note.

Stress/Wellbeing
The school 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.

Return to work interviews are carried out for each member of staff on their first day back after an absence due to illness.

Where appropriate, risk assessment findings will be recorded using the RA26 document.

For full details relating to staff wellbeing, reference should be made to the HS24 Health Issues for Staff Arrangements Note.

Tree Safety Management

An increasing number of tree species are becoming susceptible to disease which can not only cause the trees to die but can also leave them in a dangerous state. For example, Ash Dieback is one of the currently emerging diseases likely to cause significant issues in the coming years. Physical damage to a tree can also cause safety issues and fungus can be a sign of underlying health issues with the tree.

The school will ensure that tree inspections are undertaken in line with the DCC Tree Management Policy.

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 have completed training and be briefed in risk assessment findings. When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs. Formal training on work at height will be undertaken where the need is identified in the risk assessment process described above. It will be ensured that:

- all work at height is risk assessed and properly planned and organised.

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

For full details relating to the control of work at height, reference should be made to the HS60 Work at Height Arrangements Note.

Work Experience
If the school hosts a work experience placement, any significant hazards within the planned work tasks will be risk assessed and findings will be communicated to the student and their parents/guardians via the student's secondary school. This assessment will be recorded on the RA30 risk assessment document.

Workplace safety
The Senior Administrator 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 relevant section of the RA22 risk assessment document.

For full details relating to the control of hazards within the premises, reference should be made to the HS44 Premises Arrangements Note.

Last Reviewed: October 2026
Next Review Date: October 2027