



HEALTH AND SAFETY POLICY – KINGSTEIGNTON SCHOOL

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. This will be achieved principally by amending and adopting the model risk assessments provided by the Health & Safety Service. Specifically, the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:

- RAA22 Primary Whole School Risk Assessment
- RAA21 Primary Curriculum Risk Assessment
- Smartlog Fire Risk Assessment
- RAA24 Security Risk Assessment
- RAA11 Kitchen Safety (ESW)
- RAA04 Cleaning, Caretaking and Maintenance (ESW)

Risk assessments are available for all staff to view and are held centrally with the ESW Compliance Team and also a copy at the school. 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 annually or where significant changes have taken place. This will be identified on the RAA model risk assessments.

Other arrangements in alphabetical order:

Accident/Incident Reporting

All employee accidents must be reported to the ESW Compliance team. 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 the accident book. Those accidents to pupils 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 ESW Compliance team by entering accident details onto the OSHENS on-line accident reporting system.

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



The Head Teacher, with assistance from the ESW Compliance team if required, 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 & Safety Service.

Asbestos

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located electronically and a hard copy is kept in the school administrator's office, in the contractors signing in folder.

The Asbestos Register is held in electronically and a hard copy is kept in the school administrators office 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. 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 ESW Compliance Team.
- 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 ASB1(A) and/or Contractor signing-in form
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASB2(A) form according to the frequencies identified in the AMP. Any subsequent changes to asbestos containing materials on site 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 ESW Area Operations Manager at the earliest opportunity.

Communication and Training

Detailed guidance and information about health & safety issues can be found in the Health & Safety Service's Arrangement notes which are located in the OSHENS Document Library. School staff can contact the Trust Compliance Team to their nominated Compliance Officer for health and safety advice who will then contact the DCC Health & Safety Service if applicable.

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 by the relevant risk assessment
- refresher training where required

Training records will be kept in the school office. The Head, with assistance from the ESW Compliance team 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.

Consultation

Consultation of day-to-day matters will be achieved by regular staff meetings.

Members of staff with concerns should raise them initially with the head teacher or the ESW Compliance Team. If required, requests for external advice should then be sought from the Health & 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 ESW Board welcome the support of trade unions in health and safety matters.

Contractors

All contractors must report to the school office where they will be asked to sign the visitors' book and wear an 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 ESW Compliance team and the Area Operations Manager will undertake appropriate competency checks prior to engaging a contractor. The site supervisor and the ESW Area Operations Manager are responsible for monitoring areas where the contractor's work may directly affect staff and pupils. ESW Area Operations Manager will



ensure that the specific client requirements of the *Construction (Design & Management) Regulations 2015* have been complied with.

Curriculum Activities

Risk assessments for the significant hazards within curriculum activities will be carried out by the Head Teacher using the appropriate Health & Safety Service's model risk assessments listed above.

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.

Emergencies

The Academy should ensure preparedness for emergency situations, and procedures for critical incidents and off-site emergencies are contained within the Academy's Emergency Management Plan which is located in the school's emergency folder and electronically with the ESW Compliance team and will be reviewed annually. Emergency contact and key holder details are held within the Emergency Plan.

Fire

The ESW Compliance Team are responsible for ensuring that the fire risk assessment is undertaken using the Smartlog document and controls implemented accordingly. The fire risk assessment is located in electronically on Smartlog and a hard copy is kept in the fire file. It will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located electronically and in the schools emergency folder. 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 Site Supervisor and their team are responsible for ensuring that the academy's Fire log-book is kept up to date.

First Aid

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

Kingsteignton School's first aider are:

Name	Qualification	Date of expiry
Marie Bailey	Paediatric	05-Dec-24
Charmaine Blaiklock	Paediatric	18-Oct-25
Lauryn Breslan-Smith	Paediatric	18-Oct-25
Kate Burnham	Paediatric	05-Dec-24
Alex Cronshaw	Emergency Paediatric	19-Oct-25
Jemma Cunliffe	Paediatric	18-Oct-25
Lynda Edworthy	Emergency Paediatric	19-Oct-25
Julie Evans	Paediatric	18-Oct-25
Lucy Evans	Paediatric	18-Oct-25
Emma Forster	Paediatric	05-Dec-24
Lucy Hewings	Paediatric	24-Oct-26
Natalie Jay	Paediatric	18-Oct-25
Shannon Lerwill	Paediatric	18-Oct-25
Joanne Ryder	Emergency Paediatric	19-Oct-25
Hannah Smith	Paediatric	17-Jun-24
Lucy Featherbe	Paediatric	24-Oct-26
Sarah Hill	Paediatric	24-Oct-26
Nikki Hall	Paediatric	24/10/2026
Helen Dawe	Paediatric	24/10/2026

First Aid boxes are located at the following locations:
In all occupied classrooms and the staff room

Marie Bailey will maintain the contents of first aid boxes.

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.

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
- Safety Data Sheets (SDS) are obtained from the relevant supplier for all such materials

- risk assessments are conducted by ESW Compliance team and the ESW Cleaning Manager to identify the safe working method and appropriate emergency procedures
- 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

Legionella

A water risk assessment for the academy is due to be completed by Rock Compliance and the ESW Compliance Team, along with the Site Supervisor, are responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. This risk assessment will be reviewed where significant changes have occurred to the water system.

A Water Hygiene Management Plan for the academy has been completed by the ESW Compliance Team.

Lettings/shared use of premises

The ESW Reservation team will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Academy 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 Academy equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the ESW Compliance Team. All staff are required to report any problems found with plant/equipment to the Head Teacher. 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:

- Annual gas appliance inspection and maintenance, to be undertaken by Totus until the end of 2024 until Wemco will take over
- Annual gas tightness test, to be undertaken by Totus until the end of 2024 until Wemco will take over
- Electrical installation inspection every 5 years by Calbarrie
- Emergency lighting and fire alarm are routinely checked by Secureforce, until End July 2024 when they will move to Trinity Fire and Security in line with the rest of the ESW Trust

- Fire extinguishers are annually serviced by West Country Fire Protection

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 the premises team and recorded on Smartlog

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

Medication Arrangements

Arrangements for medication are detailed in the separate Administration of Medicines Policy, which is reviewed annually. The Policy can be found on the Education South West website.

Monitoring

The ESW Compliance team 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 Health & Safety Service. Feedback from this process is to be referred to the ESW Board.

A general inspection of the site will be conducted annually and be undertaken by the Area Operations Manager. Feedback from this process is to be referred to the ESW Finance Director and Chief Operating Officer

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

- regular meetings between the ESW Finance Director and Chief Operating Officer, ESW and Compliance and Sustainability Director and the ESW Board member with the Health and Safety portfolio ensuring health and safety compliance.

Moving and Handling

Significant manual handling tasks are risk assessed and 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.

All moving and handling of pupils will be risk assessed and recorded in a specific Handling Plan for the individual concerned. The format found in the HSA35 Arrangement 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.

Offsite Visits

The Academy has adopted the Devon County Council (DCC) document *Outdoor Education, Visits and Off-site Activities Health & Safety Policy* as its own policy.

Kingsteignton School local arrangements for offsite visits are detailed in the separate Management of Outdoor Education, Visits and Off-Site Activities policy and individual Standard Operating Procedures which are reviewed annually. A copy of these documents can be found on Evolve and electronically with the ESW Compliance Team.

Personal Safety and Security

The academy 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 Academy.

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/ ESW Compliance Team or the ESW Area Operations Manager in order to identify and implement control measures. This will be reviewed annually or after significant change and recorded by amending the relevant section of the RAA22 risk assessment document.

Staff working outside normal school hours must obtain permission of the Head Teacher and in some cases the ESW Area Operations Manager

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

Academy Security

The Head Teacher 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 section of the RAA22 or RAA24 risk assessment document.

Stress/Wellbeing

The Academy 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.

Where appropriate, risk assessment findings will be recorded on the RAA25 document.

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 academy will ensure that formal tree inspections are undertaken for trees which present a significant risk because of their age, condition or proximity to pedestrian routes or busy areas. The academy will also arrange for an inspection following severe weather conditions.

The academy will arrange for regular independent expert surveys by a trained arboriculturalist to be carried out annually and formally documented.

The Academy will also arrange for a local tree inspection at least termly by an employee, or other, who is competent by training, including refresher training every five years. The type of training is decided locally. Ad hoc inspections are carried out on a risk assessment basis such as after severe storms.

Where the tree inspection process makes recommendations for remedial actions, the academy will implement them as described.

Records of tree inspections and associated remedial works are kept on site.

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 stepladders

or kick stools are to be used. Staff *must not* climb onto tables or 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

Work Experience

If the Academy *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 RAA28 risk assessment document.