



## **Magdalen Court School**

### **HEALTH AND SAFETY POLICY**

#### **SECTION 1: STATEMENT OF INTENT**

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

This statement 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 through induction, and the school website.

This policy statement and the accompanying organisation and arrangements will be reviewed *regularly, normally annually*.

This policy was adopted by the Trustees of Magdalen Court School on 01 November 2021

This policy will be reviewed on 01 November 2022



## **SECTION 2: ORGANISATION**

### **The Duties of the Trustees**

- 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 Trustees in discharging its legal obligations, the school has appointed Devon County Council Health and Safety Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999

As a Trustee Body, we must protect people from harm. This includes taking reasonable steps to protect our staff, pupils and others from coronavirus. A COVID-19 risk assessment (RA100) has been completed to help us manage the risk of COVID-19 and to protect people from harm in as far as is reasonably practicable.

We have identified and put in control measures on:

- work activities or situations which might cause transmission of the virus
- those staff and pupils who could be at increased risk (vulnerable person's risk assessment)
- how likely it is that someone could be exposed

Our RA100 risk assessment is advertised on the school's website.

### **The Duties of the Headteacher**

The 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 school premises or participating in school sponsored activities.

In particular, the 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 *Trustees* 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 *Trustees* on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy

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- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
- Report to the *Trustees* 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 Headteacher may choose to delegate certain *tasks* to the Health & Safety Officer.

## **The Duties of the Health and Safety Officer**

The Health & Safety Officer has the delegated task of assisting the Headteacher discharge her duties in relation to day-to-day health and safety management.

To do this the Officer 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 Headteacher and *Trustees*
- 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 *Trustees* 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 Headteacher and *Trustees* in relation to findings and any associated remedial actions.

## **The Duties of Class Teachers**

*Class Teachers* 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 Business Manager or Headteacher 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 Health and Safety Officer.



- They prepare and regularly update Personal Emergency Evacuation Plans for those students for whom it has been identified there is a physical or sensory need for a PEEP
- 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
- Comply with the School's health and safety policy arrangements at all times
- 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

### **Contractors**

All contractors who work on the school premises are required to identify and control any risks arising from their activities and inform the Headteacher 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 Headteacher 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. This will be achieved principally by formulating and regularly reviewing premises Risk Assessments and in addition Standard Operating Procedures. Specifically the Standard Operating Procedures which have been established in order to identify suitable risk control measures are as follows:

- Outdoor Education activities, both on and off site including Water Pursuits and Forest School
- Life Skills off site trips
- Covid-19

Risk assessments and SOP's are available for all staff to view and are held centrally in *the school office and on Staff Team 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 *annually*. SOP's will be reviewed termly or more regularly as appropriate.

*Other arrangements in alphabetical order:*

### **Accident/Incident Reporting**

All employee accidents must be reported to the Headteacher and the *Trustees*. This will be achieved by entering accident details into the Accident Book which is held in the School Office.

Accidents to pupils and other non-employees should 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 *Trustees* via the Headteacher or the Health and Safety Officer.

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

The 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 will be reported to the HSE via the appropriate online report form at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).



### **Asbestos**

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Survey carried out by AWAS Consulting Ltd.

All asbestos materials detected by the survey have been removed by AWAS Consulting Ltd in accordance with the relevant laws and protocols.

The Survey contains an Asbestos Register.

The Asbestos Register 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 and trustee Mr. John Jenner.

The authorising manager shall ensure:

- That the AMS is held accessible in the School Office
- 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 by Local Authority Building Control
- 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 Health & Safety Officer* at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the H & S Annual Maintenance file in the school Office.

### **Communication and Training**

Detailed guidance, advice and information for school staff about health & safety issues can be found by contacting The Health & Safety Service on 01392 382027 or on [healthandsafety@devon.gov.uk](mailto:healthandsafety@devon.gov.uk) or by contacting our competent person or by telephone on 01392 382027

The Health and Safety Law poster is displayed in the school Entrance Hall

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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 by the school in the school office. The Health & Safety Officer is responsible for co-ordinating health & 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 *representation at staff meetings*.

Members of staff with concerns should raise them initially with their line manager or the Health & Safety Officer. 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 *Trustees* welcome the support of trade unions in health and safety matters.

## **Contractors**

All contractors must report to *the school reception* 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 as well as safeguarding the *Business Manager* will undertake appropriate competency and safeguarding checks prior to engaging a contractor. *The Headteacher*



is responsible for monitoring areas where the contractor's work may directly affect staff and pupils. *The Health and Safety Officer* 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 *Class Teacher / Subject Co-ordinator*, 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 DSE online training and assessment.

### **Fire and Emergencies**

A Fire Risk Assessment Review of the entire premises (including the adjacent Kinderkare Day Nursery) is undertaken annually by Malcolm Cook on behalf of the Trustees. This fire risk assessment is located in the Fire Safety folder in the school Office.

Fire and emergency procedures are detailed in the Fire Safety folder also. Appendix 2 of the Fire Risk Assessment Review contains a Premises Plan showing the location of all emergency exits, alarm points, lights and extinguishers. 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 Health and Safety Officer* is responsible for ensuring that the school's Fire Log is kept up to date.



## **First Aid**

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

See First Aid office folder for:

- Emergency First Aid at Work training
- First Aid boxes locations.

The H & S Officer will ensure that refresher training is organised and for maintaining 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
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted by *the manager of the setting ie Art Teacher, Science Teacher* 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 school will be completed regularly to identify any risks to the health and safety of staff and pupils on the school site.



### **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 Business Manager. All staff are required to report any problems found with plant/equipment to the Health & Safety Officer. 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 the contractors listed on the attached appendix.

- Annual gas appliance inspection and maintenance
- Gas tightness test every two years
- Electrical installation inspection every 5 years

#### *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 Health & Safety Officer.

All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the particular appliance type.

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.



## **Medication Arrangements**

Arrangements for medication are detailed in the Administration of Medications Policy for supporting children with medical conditions and the administration of medicines which is updated every two years. A copy of this policy can be found in *the school office/on the schools website*.

## **Monitoring**

The Headteacher will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the annual external Health & Safety check by Devon Health and Safety Services. Feedback from this process is to be referred to the *SLT*.

A general inspection of the site will be conducted *on a regular basis* and be undertaken by *the Headteacher or a nominated representative*. Feedback from this process is to be referred to *a member of the School's SLT*.

## **Moving and Handling**

The risk assessment 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 by the Headteacher or /SENDSCO 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 may be required to use.

## **Offsite Visits**

Local arrangements for offsite visits are detailed in the separate Management of Outdoor Education, Visits and Off-Site Activities policy and



Standard Operating Procedures which are reviewed termly. A copy of these documents can be found in the school office.

### **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 specific code of conduct is in place at the school.

Staff will report any such incidents on the 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 Headteacher in order to identify and implement control measures. This will be reviewed annually or after significant change.

Staff working outside normal school hours must obtain permission of *the Headteacher*

### *School Security*

The Headteacher 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.



## **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.

## **Tree Safety Management**

The Trustees of the school 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 Trustees will also arrange for an inspection following severe weather conditions.

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

Records of tree inspections and associated remedial works are kept by the Trustees.

## **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



- access to fragile surfaces is properly controlled and planned

### **Work Experience**

If the Headteacher 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 school or education provider.