



Cornerstone Multi Academy Trust

Health & Safety Policy

The Duties of the Health and Safety Co-ordinator

The health and safety co-ordinator has the delegated task of assisting the CEO 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 Trust
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the CEO and Board of 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 Board of Trustees if funds are not available
- assist with the identification of training needs and training delivery across the Trust 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 CEO and Board of Trustees in relation to findings and any associated remedial actions

The Duties of Leadership Team Members, Head Chef, Facilities Manager

The Leadership Team Members, Head Chef, Facilities Manager, have specific delegated tasks in relation to health & safety management within their responsibility 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 CEO or Board of Trustees 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 CEO or Board of Trustees
- 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 Trust.

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
- 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 Trust 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

Contractors

All contractors who work on the Trust premises are required to identify and control any risks arising from their activities and inform the CEO 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 CEO 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 amending and adopting the model risk assessments provided by the Health, Safety & Wellbeing Service. Specifically, the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:

Risk Assessment	Trust wide	Site specific BCPS	Site specific WCPS	Site specific YVPS	Site specific MCPS
Access plan	ü				
Building and site safety	ü				
Car park		ü	ü		
Cleaning, caretaking and Maintenance	ü				
Climbing wall		ü			
COSHH	ü				
Dangerous roof		ü		ü	
Driving on academy business	ü				
DSE	ü				
Expectant mother	ü				
Fencing	ü				
Fire		ü	ü	ü	ü
First aid	ü				
Food allergy	ü				
Forest school	ü				
Foundation play area		ü	ü	ü	ü
Glazing	ü				
Goats		ü			
Golf		ü			
Hall floor		ü			
Kitchen	ü				
Kitchen area and activities	ü				
Ladder	ü				
Lone worker	ü				
Mountain biking		ü			
Moving and handling objects	ü				

No smoking policy	ü				
Nursery		ü	ü		
Primary curriculum activities	ü				
Risk management	ü				
Sailing and raft building		ü			
School allotment	ü				
Security	ü				
Severe weather	ü	ü	ü	ü	ü
Special events	ü				
Stress	ü				
Tree management	ü				
Vermin	ü				
Water based activities	ü				
Water management plan	ü	ü	ü	ü	ü
Whole school primary	ü				
Working alone in premises	ü				
Working at heights	ü				

Risk assessments are available for all staff to view and are held centrally in Teams – Facilities and Curriculum Support – Health and Safety. Paper versions are also held in the H&S folder at each 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 after a significant change. This will be identified on the RAA model risk assessments.

For full details relating to risk assessment arrangements, reference should be made to the [HSA047](#) Guidance Note.

Other arrangements in alphabetical order:

Accident/Incident Reporting

All employee accidents must be reported *to the Board of Trustees*. 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 logged within the OSHENS system. Those accidents to students and members of the public which are work related, in that they have arisen out of a material defect or organizational failure, must also be reported to the Board of Trustees by entering accident details onto the OSHENS on-line accident reporting system. Minor cuts and bumps can be logged in the first aid book kept with the first aid kits.

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

The CEO 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 OSHENS on-line accident reporting system. This will be undertaken by the Health, Safety & Wellbeing Service.

For full details relating to accident reporting arrangements, reference should be made to the [HSA01](#) Guidance Note.

Asbestos

BCPS and YVPS (not applicable at WCPS or MCPS)

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located in Main Reception and online.

The Asbestos Register is held in Main Reception and online 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 Board of Trustees.
- 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 appropriate form.
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the appropriate 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 Facilities Manager at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the [HSA04](#) Guidance Note as well as the Asbestos Management Plan.

Communication and Training

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

The Health and Safety Law poster is displayed in Main Reception.

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 personnel files and in a central register in teams online. The Head of Schools 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

Staff are represented on the Board of Trustees. Consultation of day to day matters will be achieved by discussion at Staff Voice sessions and staff meetings.

Members of staff with concerns should raise them initially with their manager or the Health & Safety Coordinator. If required, requests for external advice should then be sought from the Health, Safety & Wellbeing Service for concerns of employees which cannot be resolved locally.

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

Contractors

All contractors must report to Main Reception where they will be asked to sign in electronically 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, *the Head of schools or Business Manager* will undertake competency checks prior to engaging any contractor. *The Facilities Manager* is responsible for monitoring areas where the contractor's work may directly affect staff and pupils. The Head of schools or Business Manager will ensure that the specific client requirements of the *Construction (Design & Management) Regulations 2015* have been complied with.

In respect of construction works, *Jonathan Bishop* has attended training to ensure that the client's duties under the Construction (Design & Management) Regulations 2015 have been understood and complied with. Specifically, *Jonathan Bishop* 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 [HSA07](#) CDM Guidance Note.

Curriculum Activities

Risk assessments for the significant hazards within curriculum activities will be carried out by the subject leader and facilities manager using the appropriate Health, Safety & Wellbeing Service's model risk assessments listed above.

For full details relating to the primary curriculum areas, reference should be made to the [HSA46](#) Guidance 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 Flick 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 cost.

For full details relating to DSE, reference should be made to the [HSA12](#) DSE Guidance Note.

Fire and Emergencies

The CEO is responsible for ensuring that the fire risk assessment is undertaken using the RAA08 document and controls implemented accordingly. The fire risk assessment is located in the fire box located in:

- **BCPS** school house beside the fire alarm panel (an electronic copy is also available in Teams) and will be reviewed annually.
- **WCPS & MCPS** main reception cupboard (an electronic copy is also available in Teams) and will be reviewed annually.
- **YVPS main reception** (an electronic copy is also available in Teams) and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the fire box. 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 Trust's Head of schools and Facilities Manager are responsible for ensuring that each academy's Fire Log is kept up to date.

Procedures for other critical incidents and off-site emergencies are contained within the Trust's Emergency Management Plan which is located *in Teams* and will be reviewed annually. Emergency contact and key holder details are held *in Teams and in the fire box*

For full details relating to fire safety, reference should be made to the [HSA18](#) Fire Safety Guidance Note.

First Aid

The Trust has risk assessed the need for first aid provision and the following first aid provision has been provided and details can be found in the trust's Supporting Children with Medical Needs policy.

First Aid boxes are located at the following locations:

BCPS:

Wall mounted First Aid cabinets are in each year group located by the fire exit, additional cabinets are in the Art Room and Science Room. Hand held First Aid boxes (for playtimes etc.) and Emergency Kits are stored in the main reception cupboard, smaller First Aid packs for school trips etc. are kept at reception desk (to be booked out) in the main reception. All school vehicles also have a First Aid kit.

WCPS & MCPS

Wall mounted First Aid cabinets are in each year group, additional cabinets are in the Medical Room and DT/Science Room. Wearable First Aid kits (for playtimes etc.) smaller First Aid packs for school trips are kept in the medical room. All school vehicles also have a First Aid kit. Emergency Kits are stored in the main reception cupboard.

YVPS:

One based in the office, the art room (accessible for the playground) and in EY.

The Head of Schools will ensure that refresher training is organised and the Facilities Manager will be responsible for maintaining the contents of first aid boxes.

For full details relating to first aid, reference should be made to the [HSA19](#) First Aid Guidance Note.

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 Business Manager, Kitchen Manager or Facilities 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.

For full details relating to the control of hazardous chemicals, reference should be made to the [HSA10](#) COSHH Guidance Note.

Legionella

A water risk assessment for the Trust has been completed by Churchill and the Trust's Facilities Manager and Caretakers 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 Trust has been completed by the Facilities Manager

For full details relating to the control of legionella, reference should be made to the [HSA28 Legionella Guidance Note](#).

Lettings/shared use of premises

The Business Manager will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Trust 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 *the facilities manager*. All staff are required to report any problems found with plant/equipment to the CEO, Head of schools, Business Manager and facilities 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:

BCPS

- Annual gas appliance inspection and maintenance, to be undertaken by *Allsopp & Pitts & Sprague & Ouseley*
- Annual gas tightness test, to be undertaken by *Allsopp & Pitts*
- Electrical installation inspection every 5 years by *Dave Godfrey*

WCPS & MCPS

- Annual gas appliance inspection and maintenance, to be undertaken by *Allsopp & Pitts & Sprague & Ouseley*
- Annual gas tightness test, to be undertaken by *Allsopp & Pitts*
- Electrical installation inspection every 5 years by *Dave Godfrey*

YVPS

- Annual gas appliance inspection and maintenance, to be undertaken by *Allsopp & Pitts & Sprague & Ouseley*
- Annual gas tightness test, to be undertaken by *Allsopp & Pitts*
- Electrical installation inspection every 5 years by *Dave Godfrey*

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 CEO .

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 a monthly sign off sheet of visual checking and a reporting process for staff to notify us if they have an appliance that gets damaged or becomes unsafe for any reason. PAT testing will be every 3 years Inspection and testing will be conducted by *Facilities Manager, Caretakers and Dave Godfrey*

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

For full details relating to work equipment and electrical safety, reference should be made to the [HSA16](#) and [HSA58](#) Guidance 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 in Teams.

For full details relating to the administration of medication, reference should be made to the [HSA32](#) Medication Guidance Note.

Monitoring

The CEO 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 & Wellbeing Service. Feedback from this process is to be referred to the Board of Trustees.

A general inspection of the site will be conducted termly and be undertaken by the CEO, Head of schools, Facilities Manager and Caretaker. Feedback from this process is to be referred to the Board of Trustees.

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

- Findings from formal maintenance reports forwarded to the Board of Trustees
- Training audits
- Accident reports

For full details relating to monitoring, reference should be made to the [HSA05](#) Audit & Monitoring Guidance Note.

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.

Offsite Visits

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

In line with this policy, the DCC Educational Visit Adviser has been engaged to endorse arrangements for higher risk activities. The DCC Educational Visit Adviser will therefore be notified of all Category B and C visits via the *Evolve* online system.

For lower risk Category A visits the Trust's Educational Visits Co-ordinators, the Assistant Head Teacher and Lead Teacher, will check the documentation and planning of the proposed activity and initially approve the visit before referring to the CEO for final approval.

All of our school's 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 in Teams.

For full details relating to educational visits, reference should be made to the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2014*.

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.

Staff will report any such incidents on the OSHENS system in accordance with agreed Trust 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 CEO 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 CEO .

Risk assessments will be reviewed annually or after significant change and recorded by amending the RAA22 Risk Assessment.

Trust Security

The CEO *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 risk assessment document.

For full details relating to security and lone working issues, reference should be made to the [HSA31](#) Lone Working and [HSA50](#) Security Guidance Note.

Radon Gas

Broadclyst, Westclyst and Monkerton are not in Radon affected areas,

Yeo Valley Primary School is located in a radon affected area as defined by Public Health England (PHE). Consequently, radon gas levels will be measured on a 10 year cycle and detectors returned to PHE for analysis.

If levels are below the 300 Bq/m³ thresholds, this process of measurement will continue. If readings exceed the 300 Bq/m³ threshold a Radiation Protection Adviser (RPA) will be engaged and a risk assessment of staff exposure will be undertaken in consultation with the RPA. Based upon the findings of this assessment, suitable mitigation systems will be identified and installed to reduce the radon level to well below 300 Bq/m³. These systems will be maintained.

Stress/Wellbeing

The Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards.

The Trust has:

A Managing Absence policy with return to work interviews.

All staff have a Performance Management process – this policy is part of the staff handbook. The process identifies targets, training needs and 3 points in a year to discuss individually their progress.

Staff Voice meetings and Staff Feedback forms.

Investors in People review process.

The Trust uses an OH service provided by RPS to support where there are needs identified
Health Package provided by Simply Health for all staff with free stress counselling service provided

For full details relating to staff wellbeing, reference should be made to the [HSA24](#) 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 the tree can also cause safety issues and fungus can be a sign of underlying health issues with the tree.

The Trust 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 Trust will also arrange for an inspection following severe weather conditions.

The Trust will arrange for regular independent expert surveys by a trained arboriculturist to be carried out every 3 years and formally documented.

The Trust will also arrange for a local tree inspection at least annually by an employee, or other, who is competent by training, including refresher training at 5 yearly intervals. 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 Trust will implement them as described.

Westclyst & Monkerton schools being new builds will be inspected as per the tree policy and formal inspections by a trained arboriculturist once the trees have a diameter of 18cm or more at a height of 1.3m or more above ground level.

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 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 [HSA60](#) Work at Height Guidance Note.

Work Experience

If the Trust *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.