

# Dawlish Federation of Special Schools

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## HEALTH SAFETY AND WELLBEING POLICY

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- 1.1 This policy statement is the local supplement to Devon County Council's (DCC) Health, Safety and Wellbeing Policy Statement. The school's Governing Board and Senior Management Team recognise and accept their responsibilities under the law and under DCC's delegation for local management of schools.
- 1.2 Dawlish Federation of Special Schools recognises its duty of care for the health, safety and well-being of its employees. It will take effective steps to ensure that this is achieved, so far as is reasonably practicable. In discharging this responsibility, it will take into account its parallel obligations for the health and safety of pupils, visitors and others who might be affected by its operations.
- 1.3 The provisions in this policy are intended to ensure that health and safety is an integral part of the general process of risk management which the school operates. Thus, health and safety will be included in the school's review and planning process as an issue essential to the development and maintenance of the school's management systems.
- 1.4 The purpose of the policy is:
  - To provide the necessary authority and support for staff as they make their respective contributions to health and safety
  - To set out duties and responsibilities
  - To recognise the partnership necessary with the LA to ensure that all statutory duties in this field are met
  - To emphasise the importance of keeping hazards under control by making an assessment of operating risks.
- 1.5 The Governing Board is committed to securing the health, safety and well-being of employees, pupils and others affected by the school's activities, including visitors and contractors. Everyone has a part to play in bringing this into effect and full co-operation is therefore expected. For employees, this is not only a matter of common sense but also a legal duty.

- 1.6 A copy of this statement has been provided to each member of staff.
- 1.7 The policy statement, together with its associated organisation, arrangements and procedures, has been approved by the school's Governing Board.

## **2. ORGANISATION**

- 2.1 The Executive Head has overall responsibility for the implementation of this policy. To facilitate this, the Executive Head has designated Mrs. Sue Risdon to be the Health and Safety Coordinator at Ratcliffe School, Mr Malcolm Ross at Oaklandspark School. Mrs Helen Stone to be the named Health and Safety Governor across the Federation. Each line manager will recognise and accept a personal role in ensuring that arrangements for health and safety are effective within his or her respective area. Collectively, the Governing Board requires health and safety to be taken into account in the proposals which come before it and will seek to encourage a positive climate in which health and safety can flourish.
- 2.2 All employees, regardless of seniority, have a duty to take care of themselves and others that might be affected by their acts or omissions. Staff should use equipment and working methods approved by their supervisor / senior colleague. Special care should be taken with the health and safety issues of any new venture.
- 2.3 Pupils, in accordance with their age and aptitude, are expected to exercise personal responsibility for the health and safety of themselves and others. This includes observing all the health and safety rules of the school and, in particular, the instructions of staff.
- 2.4 Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school when using the school premises or land.

## **3. ARRANGEMENTS FOR IMPLEMENTING THE POLICY**

### **Risk Assessment**

- 3.1 The underlying process, which informs this policy, is risk assessment. Assessments of significant risks will be made in conjunction with those affected and recorded in writing. It will be the responsibility of the Executive Head, Heads of School's, Heads of Departments and line managers to ensure that relevant risk assessments are maintained and kept up to date.
- 3.2 The schools will follow the guidance contained within the DCC Health and Safety Guidance Notes. In addition, both schools have their own H&S Manual and a wide variety of Policies and Procedures in place, all of which can be found on the School Intranet and website at Oaklandspark school. The following specific arrangements

are in place:

- **Accident / Incident Reporting:** every injury in the school should be reported through the OSHENS reporting system. An injury that needs medical attention or involves time off work must be investigated by the person in charge of the area or activity. Where the accident falls within the LA Accident reporting criteria, the County Accident Form must be completed by the relevant member of staff, signed by the Principle and sent to the Devon Health and Safety Service.
- **CCTV:** CCTV is installed in School corridors and in the upstairs corridors of each of the house units. During the evenings the CCTV will be monitored by waking night staff from 10 pm through to 8 am. Throughout the school day the monitors will be in operation in the Admin Office in the main school. Any incidents that need investigation or monitoring may include the use of CCTV footage.
- **Consultation:** employees with concerns should normally raise them with the Principal or Health and Safety Co-ordinator. However, the Governors welcome the support of trade unions in health and safety matters and staff should feel free to contact the appropriate trade union appointed safety representative. Requests for external help should be raised initially with the Executive Head or Health and Safety Coordinators, who will seek advice from the Devon Health and Safety Service, on any concerns of employees which cannot be resolved locally.
- **Contractors:** contractors carrying out work for the Schools will be vetted for their health and safety performance. They will be required to act in accordance with this policy and the school's specified local arrangements. Contractors will be required to assess the risks to anyone who might be affected as a result of the performance of the contract. In particular, they will be required to make appropriate arrangements with the Executive Head to ensure that the school's Governing Board and users are sufficiently and suitably informed and consulted on issues relevant to risk control.
- **Curriculum Safety:** the school recognises that programmes of study require that children should be taught about how to identify and reduce risks in the way that they work and a balance must be achieved between independent learning and the supervision necessary to ensure safety. School staff will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for children to use.
- **Fire Safety:** the person responsible for carrying out the school's fire risk assessment is the H&S Coordinator. All school arrangements for fire prevention and dealing with an emergency are contained within the school's Premises Fire Emergency Plan document.
- **Inspection and Monitoring:** the Executive Head / Health and Safety Co-ordinators will put in place the necessary arrangements for procedures to be examined and workplaces to be inspected to ensure that workplace precautions

remain suitable and sufficient. The central component of this process is the undertaking and reviewing the Annual Risk Assessment and Safety Review document(s) for the school. Feedback from this process will be referred to the Governing Board.

- **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.
- **Medication Arrangements:** As residential schools, Ratcliffe and Oaklands Park has a duty to ensure that any required medications are regularly administered. This includes prescribed medicines and homely remedies (see Policy on Administering Medication for definitions and a full procedure). In order to accurately administer medication the school operates the Boots Monitored Dosage System and uses computer generated Medication Administration Records to ensure a robust audit procedure for record keeping and stock control. All medications are highly controlled and stored securely. Staff authorised to administer medication are trained in the relevant procedures.
- **Moving and Handling:** any activities that involve significant manual handling tasks should be risk assessed and, where appropriate, training provided for staff.
- **Offsite Visits:** the schools will follow the DCC arrangements in respect of any visits off the school premises.
- **School Partnerships:** schools linked partners and hirers, will exchange health and safety policies and procedures with the school and ensure that the health and safety of all school staff and users will be protected to a level which is reasonably practicable and equivalent in standard to that provided by the Schools. In particular, partners will be required to provide school staff and others who might be directly affected with sufficient guidance and advice on any risks or procedures which will be new or unusual in comparison with school's routine activities.
- **Training and Information:** training and development needs will be evaluated and appropriate briefing and training provided. Health and safety training will be available to employees and records maintained by the Administration Office. The DCC Health and Safety Manual will be made readily available to employees and is on the school intranet.

#### **4. POLICY REVIEW**

- 4.1 This policy, its organisation and arrangements will be reviewed annually. The Governing Board will receive a summary report covering key issues, based on the

Annual Risk and Safety Review, at least annually.