

*This policy was approved by the Full Governing Body on 25 September 2024.*

*Signed by Chair of Governors and Headteacher:*

*Chair of Governors*

*Headteacher*



## **HEALTH AND SAFETY POLICY**

**September 2024**

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

The Governing Body of Mill Water 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 induction. A paper copy is stored in the main SLT office and an electronic copy is stored on the Schools Shared Drive.

This policy statement and the accompanying organisation and arrangements will be reviewed annually by the Governing Body and any changes required be brought to the full Governing Body for final approval.

## 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 and Safety Arrangement Notes.
- To receive relevant Health and Safety Reports.
- To nominate and appoint a Health and Safety Governor.
- To carry out an annual site inspection.

### 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 pupils, 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 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 Headteacher may choose to delegate certain *tasks* to the Health and Safety Coordinator.

The role of Health and Safety Coordinator for the school has been delegated to the Premises Manager.

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

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

To do this the Health and Safety Coordinator will:

- Coordinate and manage the risk assessment process for the school.
- Coordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Headteacher 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 Headteacher and Governing Body in relation to findings and any associated remedial actions.
- Keep the inventory of hazardous substances.
- Review policies at least annually, to ensure they are current.

### **The Duties of Teaching Staff**

Teaching staff have specific delegated tasks in relation to health and safety management within their departments/subject areas. They must:

- Ensure whole school risk assessment procedures are followed for all risk assessed activities undertaken by pupils, both on site and off site. Obtain necessary authorisation from SLT before risk assessed activities are undertaken. Ensure that identified control measures are implemented.
- Undertake individual child risk assessments.
- Undertake individual hydrotherapy pool risk assessments.
- Put in place Personal Emergency Evacuation Plans for those pupils who require one.

- Ensure appropriate safe working procedures are brought to the attention of staff within their classroom.
- Take appropriate action on health and safety issues referred to them, informing a member of SLT if they are unable to resolve them themselves.
- Carry out regular inspections of their area of responsibility and report any health and safety concerns in their classroom or area of the school to the Premises Manager.
- Report promptly any accidents (including near misses) which occur in their class or area of the school so that the matter can be investigated, following the accident reporting procedure.
- Where a contractor, agency worker or volunteer is delivering a service directly involving a pupil, the Class Teacher is responsible for ensuring that all safety requirements are followed.

### **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 promptly 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 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, in particular, the instructions of staff given in an emergency.
- To 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 Premises Manager 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 Premises Manager and 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. Risk assessments are of two kinds - activity/area risk assessments and pupil risk assessments. In addition, where appropriate, Going Out Forms are completed giving information pertaining to arrangements for the day/trip/activity.

#### *Activity/area risk assessments*

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. Such risk assessments will be guided by the model risk assessments provided by the Health and Safety Service, but will be tailored to the specific circumstances and risks of the school. The following activity/area risk assessments are required.

- RA22    Whole School - this will encompass all other required Risk Assessments
- RA03    All Building & Site Safety
- RA05    COSHH
- RA08    Fire Safety
- RA09    First Aid Needs/Provision
- RA11    Food Tech Room
- RA13B   Working Alone in Premises
- RA26    Swimming/Hydrotherapy Pool Safety
- RA28    Work Experience
- RA29    Driving on DCC Business
- RA24    Site Security
- RA24B   Site Security in Education
- RA30    Glazing
- RA40    Ground Maintenance

Risk assessments are disseminated in accordance with the Procedure for the Dissemination of Information from Policies, Risk Assessments and Other Procedures. Risk assessments are available for all staff to view and are held centrally in the Premises Manager's office and on the School's Shared 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 at least annually, but also whenever a change is made to the building or relevant working systems. This will be identified on the risk assessment record. Updated risk assessments will be ratified by the Health and Safety Coordinator and Headteacher.

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

### *Pupil risk assessments*

Before any pupil is permitted to take part in any activity which potentially exposes them to a raised level of risk (e.g. out of school visits, use of specialist equipment or facilities) a risk assessment will be carried out stating the basis on which that child can be permitted to participate in that activity safely. It is the responsibility of the relevant class teacher to carry out pupil risk assessments, and to record them on the child's or class risk assessment. In addition, teachers will carry out individual hydrotherapy pool risk assessments. In carrying out pupil risk assessments, class teachers shall have due regard to the HS0046 Guidance 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.

Minor injuries sustained by pupils will be recorded on the Accident Report to Parents Form and recorded on CPOMS.

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 Governing Body by entering accident details onto the OSHENS on-line accident reporting system.

In addition, those accidents to pupils which resulted in an injury whereby the pupil received treatment in hospital will be inputted onto the OSHENS online accident reporting system, as well as recorded on the Accident Report to Parents Form and recorded on CPOMS.

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

The Headteacher or Health and Safety Coordinator is responsible for ensuring that all accidents are investigated and that any recommended remedial steps to avoid similar instances recurring are implemented or brought to the attention of the Governing Body if funds are not available.

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.

#### **Communication and Training**

Detailed guidance and information about health and 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](mailto:healthandsafety@devon.gov.uk)

The Health and Safety Law poster is displayed in various areas around the school

### *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 or by the DCC Health and Safety Training Matrix
- refresher training where required or as determined by the DCC Health and Safety Training Matrix

Training records will be kept by the Premises Manager, supported by the PA to SLT, who is responsible for coordinating 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**

Consultation on day to day matters will be achieved through daily teacher and TA briefings, weekly teacher and TA meetings, half termly class meetings and through e-mails to staff. Staff are represented on the Governing Body, to which the Governing Body has delegated oversight of health and safety issues.

Members of staff with concerns should raise them initially with their departmental head or the Health & Safety Coordinator. If required, requests for external advice should then be sought from the Health and Safety Service for concerns of employees that 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 in and wear an identification badge. The Premises Manager is responsible for ensuring that appropriate competency checks are carried out before contracts are engaged. Contractors will be issued with guidance and requirements for safe practice whilst on site. To ensure contractor competency, the Premises Manager will undertake competency checks prior to engaging a contractor.

In respect of construction works, NPS will be asked to advise on which contractor to approach to carry out specific works. The Premises Manager and School Business Manager have attended training to ensure that the client's duties under the Construction (Design & Management) Regulations 2015 have been understood and complied with. Specifically, the Premises Manager 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.

Where a contractor, agency worker or volunteer is delivering a service directly involving a pupil, the Class Teacher is responsible for ensuring all safety requirements are followed.

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 Teachers and Premises Manager and signed off by a member of the SLT using the appropriate Health and Safety Service's model risk assessments listed above.

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.

## **Fire and Emergencies**

The Headteacher 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 on the shared drive and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the Premises Manager's office. 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 Premises Manager is responsible for ensuring that the school's Fire Log is kept up to date.

Procedures for other critical incidents and off-site emergencies are contained within the School's Emergency Management Plan which is located in the Premises Manager's office and will be reviewed annually.

If alarms are sounded out of normal school hours, the First Responder is Secure Force. Second responder is the Premises Manager, School Business Manager or Headteacher. Details of Key Holders are recorded with Secure Force and Advanced Security Alarm Protection and on Connect2.

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:

Mill Water is deemed to be a medium risk site. The school is fairly remote and is approximately a 20-minute journey for emergency vehicles. 18 staff have a first aid qualification. 6 of these are First Aid at Work, 8 have a Paediatric First Aid qualification and 4 have an Emergency First Aiders at Work qualification.

The Premises Manager is responsible for assessing the need for first aid provision and for ensuring that there are sufficient, suitably trained staff. A list of trained staff is held at Reception, in the pool area, in the senior corridor and in the Food Tech Room, next to the four wall mounted first aid boxes. The Premises Manager is responsible for maintaining the contents of first aid boxes and ensuring refresher training is organised.

The Premises Manager is responsible for

- maintaining a record of those with first aid training
- organising refresher training as required.

Full details relating to First Aid provision are contained in the First Aid Risk Assessment RA09

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

Arrangements 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 Premises 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 Premises 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 HS10 COSHH Arrangements Note.

### **Hydrotherapy Pool**

The arrangements for the safe use of the hydrotherapy pool are detailed in the Pool Safety Operating Procedure (PSOP) which includes the Normal Safe Operating Procedure (NSOP) and Emergency Operating Procedure (EOP), and the Hydrotherapy Pool Risk Assessment (RA26). The PSOP will be displayed at all times in the pool area. The Golden Rules and Roles and Responsibilities for key members of staff will also be displayed in the pool area. All staff will be trained in the use of the pool, will have read the PSOP, including NSOP, EOP and RA26, prior to working in the pool area. All pupils using the hydrotherapy pool will have an individual hydrotherapy pool risk assessment and individual swimming programme developed by the Class Teacher. These documents refer explicitly to pupil:staff ratio.

Session Leaders must complete a Hydrotherapy Session Form prior to use. This must be authorised and signed by a member of the SLT/ELT.

The arrangements for the maintenance of the hydrotherapy pool are outlined in the Hydrotherapy Pool Maintenance Procedure RA26 AND PSOP which can be found in the Premises Manager's office. A copy will be displayed in the Pool Plant Room. Maintenance will be carried out by the trained Hydrotherapy Assistant, Premises Manager, Handyman and ISCA Pools.

The Health and Safety Coordinator is responsible for ensuring that Pool Safety Procedures are updated as required.

### **Legionella and Water Compliance Checks**

A water risk assessment for the school has been completed by Churchill

Environmental Services on 11<sup>th</sup> August 2022. This is located in the water compliance log book kept in the Premises Manager's office.

The Premises Manager is 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.

Regular water compliance checks are covered by a service level agreement with Churchill Environmental Services (CES). CES ensure that identified operational controls are being conducted and are recorded in the Water Compliance Log Book.

#### *CES*

- Supply comprehensive water hygiene log book for monitoring and management of the water system.
- Monthly bacterial sample from hydrotherapy pool to test for TVC, Coliforms, E-Coli, Pseudomonas.
- Quarterly Legionella sample from hydrotherapy pool.
- Six monthly temperature monitoring of the incoming main.
- Annual visual inspection of water quality discharged from water heaters drain valve.
- Annual visual inspection of water storage tank.

The School Handyman and Premises Manager are responsible for:

- Weekly tap checks and flushing of little used outlets.
- Monthly temperature monitoring of a representative number of non-sentinel hot and cold outlets.
- Monthly monitoring and management of water systems.
- Monthly temperature monitoring of storage, flow and return of water heaters.
- Monthly temperature monitoring of sentinel hot and cold outlets.
- Quarterly cleaning, descaling and disinfection of shower heads and hoses and spray outlets.

All records are held in the Premises Manager's office.

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.

There are currently no letters or shared use of the premises in place.

### **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 Premises Manager. All staff are required to report any problems found with plant/equipment to the Premises 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 by IJ Cannings & Sons Ltd Lorne Stewart as per the Devon Maintenance Partnership Agreement

- Annual gas appliance inspection and maintenance.
- Annual gas/fixed heating plant inspection and maintenance.
- Annual gas tightness test.
- Electrical installation inspection every 5 years.
- Annual inspection of electrical systems in the Hydrotherapy pool.

### *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 Premises Manager.

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. This inspection and testing will be conducted by IJ Cannings & Sons Ltd Lorne Stewart as part of the Devon Maintenance Partnership Agreement

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 by the Designated Safeguarding Lead. A copy of this policy can be found on the shared drive.

All pupils who need a Medical Care Plan will be identified by the Designated Safeguarding Lead, with advice from the school nurse, who will ensure that the Plan is in place and shared with relevant staff. This list will be reviewed annually by the School Nurse and updated as appropriate.

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

### **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 Health and Safety Review process undertaken by the Devon Health and Safety Service. Feedback from this process is to be referred to the Governing Body. In addition, SLT will carry out health and safety focused monitoring every term and report findings to the Headteacher and Health and Safety Coordinator.

The Health and Safety Coordinator is responsible for ensuring that a general inspection of the site is conducted each month using the DCC Building and Site Premises Safety Inspection Checklist. Feedback from this process is to be referred to the Governing Body.

The Governing Body is responsible for defining such other monitoring arrangements as it considers necessary to provide assurance that the requirements of this policy are being met. This may include requiring summaries of findings from formal maintenance reports, training auditors, accident book review and any other items considered necessary.

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

Where a member of staff has significant moving and handling responsibility, they will receive specific training.

All moving and handling of pupils will be risk assessed by the physiotherapy staff and recorded in a specific Manual 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. Staff training in Moving and Handling will be recorded on the Whole School Training Record which is kept by the School Business Manager.

The school has a Moving and Handling Policy which should be referred to.

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.

Mill Water 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 on the shared drive.

For full details relating to educational visits, reference should be made to the Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2022.

### **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 Management 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 Headteacher or Premises Manager 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, School Business Manager or Premises Manager.

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

### **School Security**

The Premises Manager 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 RA22 risk assessment document and RA24 and RA24B. For full details relating to security and lone working issues reference should be made to the HS0031 Lone Working and HS0050 Security Guidance 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 meetings are held following absence and we participate in the Employee Assistance Programme. Mentoring is available if required and is put in place as and when needed. In addition, staff will be referred to Medigold where Health and/or wellbeing issues require clarification.

Where appropriate, risk assessment findings will be recorded using the RA25 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 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 by signage and the Premises Manager identifying fragile surfaces to contractors

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 RA28 risk assessment document.

### **Workplace Safety**

The Premises Manager is responsible for undertaking a risk assessment for general site and building safety in order to identify and implement control measures for the following workplace hazards:

- Slips, trips and falls



- Glazing
- Trees
- Waste storage and disposal
- Vehicle and pedestrian conflict
- Use of school vehicles

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