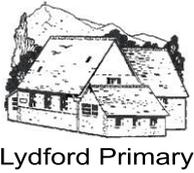




The Dartmoor Federation comprises:

- Boasley Cross Primary School
- Bridestowe Primary School
- Exbourne Church of England Primary School
- Highampton
- Lydford Primary School
- Northlew & Ashbury Parochial Church of England Primary
- Okehampton College



HEALTH AND SAFETY POLICY

This policy was adopted by the Finance, Safety and HR Management Group
of the Dartmoor Federation Governing Board on
24 November 2016

And reviewed by the Finance, Safety and HR Management Group on
23 November 2017

HEALTH AND SAFETY POLICY

SECTION 1: STATEMENT OF INTENT

The Governing Board of The Dartmoor Federation 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 Federation's organisation and arrangements for dealing with different areas of risk. Section 2 will establish specific responsibilities at all levels of the Federation's organisation. Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the Federation's obligations under the law.

This policy will be brought to the attention of all members of staff through the induction process for new staff, during an annual briefing at the start of each academic year. An electronic copy is available on all Federation Schools' websites. Paper master copies are kept in Main Reception/Admin areas of all schools. See school specific Section 3 Arrangements attached.

This policy statement and the accompanying organisation and arrangements will be reviewed by the Governors Finance, Safety and Human Resources Management Group and the Federation's Health and Safety Teams annually.

..... 23rd November 2017
Chair for the Governing Board

..... 23rd November 2017
Executive Principal

..... 23rd November 2017
Head Teacher of Okehampton College

..... 23rd November 2017
Executive Head Teacher (Primary)

SECTION 2: ORGANISATION

2:1 Duties of the Governing Board

- To produce and regularly review the Health & Safety Policy for the College. 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 Federation's legal responsibilities as well as compliance with this policy
- To assist the Governing Board in discharging its legal obligations, the Federation has appointed the Devon Health, Safety & Wellbeing 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 Devon Health, Safety & Wellbeing Service's Health & Safety Guidance Notes.

2:2 Duties of the Executive Principal/Head Teacher of Okehampton College/Executive Head Teacher (Primary)

The Executive Principal, Head Teacher of Okehampton College and Executive Head Teacher (Primary) have 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 Federation schools' premises or participating in the schools' sponsored activities.

In particular, the Executive Principal/Head of Secondary Education/Executive Head Teacher (Primary) 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 Board 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 Board 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 Board any significant risks or policy requirements which cannot be met within the establishment's budget
- Identify the training needs of students and staff and hence ensure that all students and staff 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 named officers may choose to delegate certain tasks to the Health & Safety Co-ordinator.

The role of Health & Safety Co-ordinator for the Federation has been delegated to Joseph Wood, Federation Estates Officer.

2:3 Duties of the Health and Safety Co-ordinator

The Health and Safety Co-ordinator has the delegated task of assisting the Executive Principal, Head Teacher of Okehampton College and Executive Head Teacher (Primary) 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 Federation
- Co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Federation Executive Group and Governing Board termly
- Co-ordinate 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 Board annually if funds are not available
- Assist with the identification of training needs and training delivery across the Federation to ensure that staff and students 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 Federation Executive Group and Governing Board in relation to findings and any associated remedial actions
- Liaise with the Federation's 'competent person', the Devon Health and Safety Service, on all aspects of health and safety policy and procedures
- Co-ordinate, advise and assist Federation managers and staff in discharging their duties in respect of health and safety
- Co-ordinate annual Health and Safety briefings to all Federation staff to highlight significant issues, policies and documents relevant to their duty of care to students, staff and themselves.

2:4 Duties of the Senior Leadership Team/Heads of School/Heads of Faculties/Support Team Lead Officers

The Senior Leadership Team/Heads of School/Heads of Faculty/Support Team Lead Officers have specific delegated tasks in relation to health & safety management within their primary school/faculty/support staff team.

They must ensure that:

- They apply the arrangements described in this health and safety policy to their own school, department or area of work, including the arrangements described in any associated guidance notes
- Staff under their control are aware of and follow any externally adopted health and safety guidance from sources such as CLEAPSS, AfPE etc.
- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented
- They ensure that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively
- They take appropriate action on health, safety and welfare issues referred to them, informing the Federation Executive Group or Governing Board of any problems they are unable to resolve within the resources available to them
- They carry out regular inspections, at a minimum annually, of their areas of responsibility and report/record these inspections to the Federation Executive Group or Governing Board. Inspections must also be carried out immediately following an accident/incident.
- They ensure the provision of sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety
- All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated

2:5 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 Federation.

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 Federation's Health and Safety Policy arrangements at all times
- Report all accidents and incidents in line with the reporting procedure
- Co-operate with school management on all matters relating to health and safety
- 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.

2:6 Students/Pupils

Students, 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 college 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.

2:7 Contractors

All contractors who work on Federation premises are required to identify and control any risks arising from their activities and inform the Federation Executive Group, Senior Leadership Team/Head of School/Faculty of any risk that may affect the staff, students 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 Federation Executive Group will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury.