



HEALTH AND SAFETY POLICY

SECTION 1: STATEMENT OF INTENT

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

This policy will be brought to the attention of all members of staff *who will be briefed on its contents during their induction. A copy can be found on the Learn to Live Federation website in the Policy section (staff only).*

This policy statement and the accompanying organisation and arrangements will be reviewed *annually by the Health & Safety Manager and approved by the Executive Head and Governors.*

SECTION 2: ORGANISATION

The Duties of the Governing Body:

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

The Duties of the Executive Head:

The Executive Head 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 Learn to Live Federation premises or participating in Learn to Live Federation sponsored activities.

In particular, the Executive Head 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 *this will be by means of key stage meetings, termly comms meetings and whole school meetings.*
- 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 Executive Head may choose to delegate certain *tasks* to the Health & Safety Manager.

The role of Health & Safety Manager for the Learn to Live Federation has been delegated to *Dave O'Loughlin*.

The Duties of the Health & Safety Manager

The Health & Safety Manager has the delegated task of assisting the Executive Head discharge their duties in relation to day-to-day health and safety management.

To do this the Health & Safety Manager will:

- Co-ordinate and manage the risk assessment process for the Learn to Live Federation.
- Co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Executive Head and Governing Body.
- 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 Body if funds are not available.
- Assist with the identification of training needs and training delivery across the Learn to Live Federation to ensure that staff are adequately instructed.
- Collate accident and incident information (including near misses) and, when necessary, carry out accident and incident investigations.
- Arrange periodic health and safety audits and liaise with the Executive Head and Governing Body in relation to findings and any associated remedial actions.

The Duties of *Teachers and Department/Team Leaders*.

The *Teachers and Department/Team Leaders* 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 Health & Safety Manager or Executive Head 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 & Safety Manager or Executive Head.
- 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 etc Act 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 Learn to Live 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 Learn to Live Federation'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 Learn to Live Federation 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 Learn to Live Federation premises are required to identify and control any risks arising from their activities and inform the Executive Head 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 Executive Head 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 Service. Specifically the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:

- RA22 Whole School Risk Assessment.
- RA21 Curriculum Activities Risk Assessment.
- RA08 Fire Risk Assessment.
- RA26 Swimming Pool Risk Assessment.
- RA11 Kitchen Risk Assessment.
- RA04 Cleaning Caretaking and Maintenance Tasks.
- RA16 Moving and Handling Children and Young People.

Risk assessments are available for all staff to view and are held centrally in *the Risk Assessments folder of Central Resources*. 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 by relevant staff*. This will be identified on risk assessment record.

For full details relating to risk assessment arrangements, reference should be made to the HS0047 Guidance Note.

Other arrangements in alphabetical order:

Accident/Incident Reporting

All accidents whether to pupils, employees or non-employees will be recorded via CPOM's. Reports on accidents will be submitted to the Governing body on a termly basis and at other times on request.

Parents / carers will be notified immediately of all injuries on the day that it happens.

The Executive Head 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 Service.

For full details relating to accident reporting arrangements, reference should be made to the HS001 Guidance Note.

Asbestos

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located *in the site staff office*.

The Asbestos Register is held in *the individual schools site staff office* 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 Governing Body
- 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 ASB1 form
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASB2 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 *Dave O'Loughlin, Health & Safety Manager* at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HS004 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 Service's Guidance Notes which are located in the OSHENS Document Library. The Health & Safety Service also provides competent health and safety advice for Learn to Live Federation staff and can be contacted on 01392 382027 or at healthandsafety@devon.gov.uk

The Health and Safety Law poster is displayed in *prominent locations in Reception of all sites*.

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. HR Managers at both Bidwell Brook and Ellen Tinkham are 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.

For full details relating to staff training, reference should be made to the HSA0055 Training Guidance Note.

Consultation

Staff are represented at *Termly Comms Meetings*. Consultation of day to day matters will be achieved by *regular team meetings*.

Members of staff with concerns should raise them initially with their departmental head or the Health & Safety Manager. 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 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 HS008 Guidance Note.

Contractors

All contractors must report to *Reception* where they will be asked to sign the visitors' book 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, *Dave O'Loughlin, Health & Safety Manager* will undertake competency checks prior to engaging a contractor.

In respect of construction works, *Dave O'Loughlin, Health & Safety Manager* will attend training to ensure that the client's duties under the Construction (Design & Management) Regulations 2015 have been understood and complied with. Specifically, *Dave O'Loughlin, Health & Safety 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.

For full details relating to the control of contractors, reference should be made to the HS0007 CDM Guidance Note.

Curriculum Activities

Risk assessments for the significant hazards within curriculum activities will be carried out by the *relevant class teacher* using the appropriate Health & Safety Service's model risk assessments listed above.

For full details relating to the primary curriculum areas, reference should be made to the HS0046 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 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 HS0012 DSE Guidance Note.

Fire and Emergencies

The Executive Head 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 in the *Premises Managers office* and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in the *Premises Managers 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.

Nigel Stears-Tremlett at Bidwell Brook, James Rosier at Ellen Tinkham Hollow Lane and Ellen Tinkham Wayside Crescent are responsible for ensuring that the Learn to Live Federation's Fire Log is kept up to date.

Procedures for other critical incidents and off-site emergencies are contained within the individual School's Emergency Management Plan which is located *on the Learn to Live Federation website under Policies (staff area)* and will be reviewed annually. Emergency contact and key holder details are held within the individual School's Business Continuity Plan.

For full details relating to fire safety, reference should be made to the HS0018 Fire Safety Guidance Note.

First Aid

The Learn to Live Federation has risk assessed the need for first aid provision and the following first aid provision has been provided accordingly:

Emergency First Aid at Work level:
Records Held with HR manager of individual settings

Paediatric
Records held with HR manager of individual settings.

First Aid boxes:
First Aid box locations are recorded on individual site Risk Assessments and are made known to staff working on those sites.

Individual site HR managers will ensure that refresher training is organised. Jenny Turner-Ryder (Bidwell Brook)/James Rosier (Ellen Tinkham) will maintain the contents of first aid boxes.

For full details relating to first aid, reference should be made to the HS0019 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 *Tony Kershaw (Bidwell Brook Kitchen)/Nigel Stears-Tremlett (Bidwell Brook Pool)/James Rosier (Ellen Tinkham Pool)* 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 HS0010 COSHH Guidance Note.

Legionella

A water risk assessment for the Learn to Live Federation has been completed by *NPS approved contractor* and *Dave O'Loughlin, Health & Safety 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.

For full details relating to the control of legionella, reference should be made to the HS0028 Legionella Guidance 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 Learn to Live Federation 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 Learn to Live Federation equipment is conducted to ensure that work equipment is maintained in a safe and efficient state. Records of such monitoring will be kept via Connect 2 or Every system checked by Dave O'Loughlin, Health & Safety Manager. All staff are required to report any problems found with plant/equipment to the Executive Head. 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 a competent contractor:

- Annual gas appliance inspection and maintenance, to be undertaken via DMP.
- Annual gas/oil/Biomass fixed heating plant inspection and maintenance, to be undertaken by *via DMP*.
- Annual gas tightness test, to be undertaken via DMP.
- Electrical installation inspection every 5 years by via DMP.
- Lift inspection/servicing via DMP/Zurich Insurance.
- Pressure Vessels via Zurich Insurance.
- Hoists via South West Aid (Ellen Tinkham)/Liftman (Bidwell Brook)
- Pool Plant via Riviera (Ellen Tinkham)/Bay Leisure (Bidwell Brook)

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 Executive Head.

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 type *Frequency to be determined by Nigel Stears-Tremlett (Bidwell Brook)/James Rosier (Ellen Tinkham)* This inspection and testing will be conducted by *Nigel Stears-Tremlett/James Rosier*.

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

For full details relating to work equipment and electrical safety, reference should be made to the HS0016 and HS0058 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 on the Learn to Live Federation website under Policies (staff area).

For full details relating to the administration of medication, reference should be made to the HS0032 Medication Guidance Note.

Monitoring

The Executive Head 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 Service. Feedback from this process is to be referred to the Governing Body.

A general inspection of individual sites will be conducted *annually* and be undertaken by *Dave O'Loughlin, Health & Safety Manager and a member of site team*. Feedback from this process is to be referred to the Governing Body.

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

- *Records kept via Every System*
- *Regular meeting with H&S Link Governor*

For full details relating to monitoring, reference should be made to the HS0005 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.

All moving and handling of pupils will be risk assessed by *Raegan Carnell (Bidwell Brook)/Caroline Thomas (Ellen Tinkham)* and recorded in a specific Handling Plan for the individual concerned. The format found in the HS0035 Guidance 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.

For full details relating to moving and handling, reference should be made to the HS0034/35 Moving and Handling Guidance Notes.

Offsite Visits

The overall policy is the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy the Learn to Live Federation*. 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 annually. A copy of these documents can be found on the Learn to Live Federation website under Policies (staff area) and *Central Resources*.

Personal Safety and Security

The Learn to Live Federation 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 for the Learn to Live Federation.

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 Executive Head 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 Learn to Live Federation hours must obtain permission of the Executive Head *or be employed in a role which includes working outside normal Learn to Live Federation hours*.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RA22 Risk Assessment.

Radon Gas

The Learn to Live Federation is located in a radon affected area as defined by Public Health England (PHE). Consequently, radon gas levels will be measured on a 7-10 year cycle coordinated by NPS South West Ltd and detectors returned to PHE for analysis.

If levels are below the 400 Bq/m³ threshold, this process of measurement will continue. If readings exceed the 400 Bq/m³ threshold, a risk assessment of staff exposure will be undertaken in consultation with the DCC Radiation Protection Adviser. Based upon the findings of this assessment, suitable mitigation systems will be identified and installed to reduce the radon level to well below 400 Bq/m³. These systems will be maintained and levels will be re-measured annually.

Learn to Live Federation Security

The Executive Head 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.

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 Learn to Live Federation 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.

Where appropriate, risk assessment findings will be recorded on the RA25 document.

For full details relating to staff wellbeing, reference should be made to the HS0024 Health Issues for Staff Guidance Note.

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 HS0060 Work at Height Guidance Note.

Work Experience

If the Learn to Live Federation *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.

SECURITY

1. General Statement

The main aim is to ensure that quality learning and teaching takes place in a safe and secure environment.

The allocation of duties of safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date. To ensure this, the policy and the way in which it has operated will be reviewed in the Spring Term by the Governing Body.

2. Organisation

2.1. Governors

The Governors are responsible for:

- Ensuring that they are organised to exercise their responsibilities.
- Considering security regularly as part of ongoing Health and Safety Reviews at Executive Committee Meetings.
- Resource allocation and approving training for security in consultation with the Executive Head.
- Arranging to monitor and review the policy, including the frequency and nature of reports from the Executive Head.
- Identifying their own training needs to enable them to understand their responsibility for managing security.

2.2. Executive Head

The Executive Head is responsible for:

- Ensuring that this policy works, is understood by all staff and is revised annually.
- Ensuring that this policy is monitored as required by the Governing Body.
- Identifying training needs and arranging for training (see 3.6).
- Ensuring that regular routine security checks and annual/periodic survey/risk assessments take place.
- Raising awareness of pupils to security and personal safety issues (see 2.5).
- Developing and encouraging close links with others (see 2.4)
- Ensuring that it is understood by all staff the lone working is not acceptable apart from in very exceptional circumstances when it has been agreed by the Executive Head in advance and the Lone Working Risk Assessment has been referred to by the staff member involved.

2.3. Delegation of Responsibility

Health and Safety Officer (Premises Manager)

The following are delegated by the Executive Head to

<u>Name</u>	<u>Functions</u>
Premises Manager	1. Assist in the provision of security
Premises Manager	2. Induction of new staff in school security training for all staff.
HR Manager	3. Act as a named contact person for individual staff concerns.
H&S Governor	4. H&S Link Governor.

In addition the responsible person(s) will

- i) Familiarise themselves with the necessary rules, advice and literature to ensure that they are able to perform the above duties.
- ii) Ensure that advice, support and information are obtained from the Head of Education and Learning and in particular will seek advice from Devon County Council's Health and safety Unit.
- iii) Ensure that, in conjunction with the Senior Management team when planning and providing new/improved accommodation, full regard is taken to security in the planning and design stages.

Individual staff members

All staff members have a responsibility for ensuring

- i) The safety of the pupils in their care by not exposing them to unacceptable risks, protecting them from hazards, guarding them against assaults.
- ii) That property is safeguarded
- iii) That they know when to contact the police
- iv) That they know how to implement the individual school's emergency plan.
- v) Their own actions do not expose themselves or colleagues to unacceptable risks.

2.4. Involvement of Other Groups

The Executive Head is responsible for the development of strategies for ensuring that parents, police and the community are fully involved and consulted about security issues; and as appropriate receive a copy of this policy.

2.5. Pupils

The Executive Head is responsible for ensuring the raising of pupils' awareness in relation to:

- Their own personal safety and welfare and the safety of others in and out of school (e.g. swimming, personal survival programmes, cycling/proficiency training, first aid courses, drug and health programmes, e-safety).
- The safe use of the accommodation (e.g. anti-bullying campaigns, school councils)
- The appropriate parts of this policy and the expectations the Learn to Live Federation has for the pupils to take responsibility and action.

2.6. Information

The Executive Head will ensure that the following key documents are available to all staff:

- A copy of this policy.
- Improving Security in Schools, Guide Four in the Managing School Facilities series from the DFEE, 1996.
- Devon Education Health and Safety Manual 2005 and subsequent H&S on-line guidance.
- Security of Personnel, Equipment and Property, Best Practice in Property Management, Devon County Council Property Service Unit 1994.
- Education Service Advisory Committee "Violence to staff in the Education Sector" H.S.C ISBN 0-11-88558-1.
- Lone working risk assessment.
- Safety from violence and aggression policy.

3. Arrangements

3.1 Visitors

- The main entrance to the individual schools are clearly marked from the car park.
- Visitors enter a secure area where entry to the individual schools are restricted by the use of magnetic security locks.
- Visitors must speak to staff in order to sign in and be issued with a visitor's badge.
- All other external doors to the individual schools are also secured via magnetic locks and cannot be entered by visitors without a swipe or key code.
- Visitors must sign out as they leave the building.

3.2 Unauthorised Visitors

- Any outsiders on the individual school sites should be directed to the school office.
- Any visitors who have not gone through the visitor reception programme should be treated as an intruder.
- Members of staff approaching anyone believed to be onsite without a legitimate reason should:
 - i) Approach whenever possible with a colleague
 - ii) Be polite but avoid aggressive gestures/language.
 - iii) Direct them to reception or ask them to leave the site if they have no legitimate business.

- iv) Notify a member of the Senior Leadership Team immediately who will take appropriate action.

3.3 Risk Assessment

The Executive Head will ensure that a formal security risk assessment takes place annually (and at any time a significant change occurs) and the current one to be attached as part of this policy as Appendix 1.

3.4. Intruder Alarm Response

- When the alarm is activated it automatically dials designated staff and a security response company in order of priority until the call is answered.
- The security response company will then take responsibility for dealing with it, attending the site, calling the police for back up if necessary and liaising with staff.
- The Executive Head has the authority to delegate the responsibility to answer alarm call outs and attend the site to a Security Company offering this service.

3.5. Incident Reporting

All security incidents should be reported to the Executive Head and recorded on the attached log (Appendix 3) which will be kept in the individual school offices. A copy of this form should be sent to the Head of Education and Learning at their request and reported to the Governing Body.

All staff should ensure that the security incidents to be recorded include trespass, vandalism, theft and burglary, fire, attacks on staff or pupils and drug and solvent abuse.

In addition, the Executive Head will ensure that the appropriate accident report form is completed. Particular attention should be given to the completion of a Report of Accident, Incident or Act of Violence and Aggression form.

3.6. Training

As part of his/her responsibility for training the Executive Head will ensure that opportunities will be provided for:

- Specific training on security issues within the Learn to Live Federation's overall development plan priorities; and
- Training of new staff including supply and temporary staff.

This is a restatement of the commitment contained within the Learn to Live Federations Health and Safety Policy.

3.7. Personal Security

The Executive Head and Governors will review measures for combating violence to staff and pupils. They will include:

- i) Ensuring priority is given to personal security training;
- ii) Fully cooperate and notify all assaults to the police, including full cooperation with the police in the exercise of their legal powers;
- iii) Ensuring appropriate legal advice is obtained from the County Solicitor following incidents in which the police will not prosecute;
- iv) Sending formal letters to people making threats or verbally abusing staff as appropriate;
- v) Fully supportive staff who have been assaulted or suffered verbal abuse; and facilitate access to the County Council Counselling Service;
- vi) Ensuring appropriate investigation of all incidents of violence that take place.

3.8. Cash Handling

- Cash collected from pupils in the classroom is documented and placed in the cash collection box and passed to the individual school offices.
- Office staff process and record all cash payments using the Tucasi Cash Office Programme before putting in the safe.
- The safe is kept locked at all times and situated in a cupboard in the individual school offices which is kept locked overnight.
- There are two key holders for the safe and these keys are taken offsite at the end of the day.
- Cash received is reconciled by the Finance/Premises Manager to the Tucasi Cash Office total and collect by G4 Security on a regular basis.

General

No security policy will attain its desired end unless those whom it concerns are themselves committed to the need for positive care in their own work and instil into pupils and students a similar sense of responsibility for their own safety and that of others.



Security Risk Assessment (Educational Establishments)
--

RA24B


IMPORTANT – please read this information before completing this risk assessment

This is a generic risk assessment and MUST be adapted to reflect the significant hazards and control measures present in your establishment.

The control measures listed will not necessarily reflect those in all establishments and you MUST adapt it by adding (or removing) control measures as appropriate to your establishment.

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.



	Establishment/Department: Ellen Tinkham	Security Risk Assessment (Educational Establishments)	RA24B
	Address: Hollow Lane, Exeter, EX1 3RW Wayside Crescent, Exeter, EX1 3LF		
Person(s)/Group at Risk: Employees, Contractors, Visitors and Students	Date assessment completed: 15/1/19 Date to be reviewed: 15/1/21		
Activity/Task/Process/Equipment Security Arrangements – building(s) and site (perimeter)	Assessor(s): Dave O'Loughlin		
Significant Hazard and possible outcomes/injuries	Control Measures in Place <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>		
Security of Site (Buildings) Ensure that the Security of Premises checklist has first been completed			
State the arrangements for identifying staff, visitors, contractors and others entering the school building?	<i>All visitors report to reception and are given a visitors badge. Staff have photo ID.</i>		
Outline how signs direct visitors straight to reception from all access points?	<i>Signs are in place in the car park which direct visitors to reception, visitors are unable to enter the school building without visiting reception as an access control system is in place</i>		

State if reception is staffed at all times during school hours? How do they call for help?	<i>Reception is staff at all times during school opening hours. Hollow Lane reception has a panic button, Wayside Crescent Staff would have to use the schools "555" emergency system.</i>
Describe how members of staff challenge adults that do not have appropriate identification? (Wearing of badges may be appropriate)	<i>Members of staff are encouraged to actively challenge anyone seen in the building without appropriate ID.</i>
Are external doors secured to prevent unauthorised access?	<i>Access control system is in place on all external doors</i>
State if there are any elevated risks where there are detached buildings or mobile classrooms on site?	<i>Detached classrooms have access control fitted and telephones so "555" system could be used.</i>
Have there been any significant changes to the building which have made security and safety problems more likely?	<i>None, however there is a program of housebuilding in the local area and as the development moves closer security will be kept under review.</i>
What are the arrangements for handing over children at the beginning and end of sessions	<i>The vast majority of pupils are collected by DCC contractors who all have photo ID. Any parents who collect their pupils are known to staff.</i>
Are there easy access points for trespassers to get onto roofs or access other parts of the building?	<i>There are no easily climbable roofs.</i>
Remote location	<i>Hollow Lane site is in a fairly remote location, the road is not in regular use and this may mean that staff are vulnerable if they enter/leave the site on foot.</i>

Security of Site (Perimeter)	
Ensure that the Security of Premises checklist has first been completed	
Are there any recesses, points of access or internal courtyards which could provide places for intruders to hide and break in unobserved? Do trees or shrubs on site create cover where intruders may hide?	<i>Wayside Crescent site is fenced and there are no areas where potential intruders could easily hide. Hollow Lane has several areas where intruders could hide, it would not be possible for all of these to easily be checked prior to locking up however the location of the school makes this unlikely. This will be reviewed in the light of new housing developments in the area.</i>
State if there are suitable barriers between public access routes (e.g. byways, footpaths, car park) and communal areas of the school?	<i>There are no public access routes on site.</i>
State the type of boundary fences or walls you have and what is their purpose	<i>Wayside Crescent – Climb proof fencing fitted to rear of building for safety of pupils and to prevent unauthorised access. Hollow Lane Fencing is in place to the rear of the school to prevent access and around the playground for staff safety. Gates are in place at the front of Hollow Lane for pupil safety.</i>
If there isn't a barrier for part or the entire perimeter state how it is securely managed?	<i>Wayside Crescent is open at the front but the building is secured by access control and the area is clearly visible to reception staff.</i>
Describe how members of staff inspect fences, gates, latches etc. on a regular basis? Is the school prone to vandalism or trespass?	<i>A perimeter check is carried out on a monthly basis. Neither site has been prone to trespass nor vandalism, members of the public occasionally walk across the Grass at Wayside Crescent.</i>
State the arrangements for ensuring perimeter gates are secure during the school day?	<i>Gates at Hollow Lane are kept closed during the school day, signage is in place to remind staff and visitors of the need to keep the gates closed.</i>
Describe your arrangements for external lighting?	<i>External lighting is in place at both sites controlled by timers and sensors.</i>

Describe how your emergency procedures consider arrangements for ensuring pupils are safe and secure?	<i>Levels of staffing throughout the school are high, this would mean that sufficient staff would be available during an emergency to adequately support all pupils.</i>
State if there are any pupils with behavioural issues that need to be considered in relation to the security of the perimeter of the school?	<i>There are a number of pupils who behaviour presents a risk of absconding, these pupils are well known to staff and behaviour plans are in place.</i>
State the arrangements for ensuring perimeter gates are secure during the school day?	<i>Wayside Crescent gates are always locked with coded locks when not in use. Hollow Lance Gates to the rear of the school have access control but gates to the front of the school are not locked but are kept shut.</i>
Describe how regular briefings are sent out to parents identifying school security procedures?	<i>Regular briefings are not currently sent out but relevant information is given via fortnightly parent newsletter</i>

Assessor's Recommendations – Additional Control Measures or Actions			
Section	List Actions/Additional Control Measures	Date action to be carried out	Person Responsible
Parent briefings	Instigate regular security information bulletins in parent newsletters	Feb 2019	D O'Loughlin
Significant changes	Hollow Lane site security will be kept under review as housing developments get nearer	Ongoing	J Rosier

Signed Executive Head



Date SPRING TERM 2019

The outcome of this assessment must be shared with the relevant staff.

A copy of the completed assessment to be kept on file and copied to the Health & Safety Manager




Security Risk Assessment (Educational Establishments)	RA24B
--	--------------

IMPORTANT – please read this information before completing this risk assessment

This is a generic risk assessment and MUST be adapted to reflect the significant hazards and control measures in your establishment.

The control measures listed will not necessarily reflect those in all establishments and you MUST adapt it by adding (or removing) control measures as appropriate to your establishment.

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

	Establishment/Department: Bidwell Brook	Security Risk Assessment (Educational Establishments)	RA24B
Address: Shidders Bridge, Dartington, TQ9 6JU			
Person(s)/Group at Risk: Employees, Contractors, Visitors and Students		Date assessment completed: 15/1/19 Date to be reviewed: 15/1/21	
Activity/Task/Process/Equipment Security Arrangements – building(s) and site (perimeter)		Assessor(s): Dave O’Loughlin	
Significant Hazard and possible outcomes/injuries	Control Measures in Place <i>Additional measures or actions not included in this column below should be put in the assessor’s recommendations at the end of this document</i>		
Security of Site (Buildings) Ensure that the Security of Premises checklist has first been completed			
State the arrangements for identifying staff, visitors, contractors and others entering the school building?	<i>All visitors report to reception and are given a visitors badge. Staff have photo ID.</i>		
Outline how signs direct visitors straight to reception from all access points?	<i>Signs are in place in the car park which direct visitors to reception, visitors are unable to enter the school building without visiting reception as an access control system is in place</i>		
State if reception is staffed at all times during school hours? How do they call for help?	<i>Reception is staffed at all times during school opening hours, Reception isn’t an “open” area and there is a hatch which can be closed. Help would be summoned by telephone. Other staff are normally working in the vicinity.</i>		

Describe how members of staff challenge adults that do not have appropriate identification? (Wearing of badges may be appropriate)	<i>Members of staff are encouraged to actively challenge anyone seen in the building without appropriate ID.</i>
Are external doors secured to prevent unauthorised access?	<i>Access control system is in place on all external doors</i>
State if there are any elevated risks where there are detached buildings or mobile classrooms on site?	<i>Detached classrooms are within a secure perimeter and a telephone is available to summon help</i>
Have there been any significant changes to the building which have made security and safety problems more likely?	<i>None,</i>
What are the arrangements for handing over children at the beginning and end of sessions	<i>The vast majority of pupils are collected by DCC contractors who all have photo ID. Any parents who collect their pupils are known to staff</i>
Are there easy access points for trespassers to get onto roofs or access other parts of the building?	<i>There are no easily climbable roofs</i>
Security of Site (Perimeter)	
Ensure that the Security of Premises checklist has first been completed	
Are there any recesses, points of access or internal courtyards which could provide places for intruders to hide and break in unobserved? Do trees or shrubs on site create cover where intruders may hide?	<i>The site is surrounded by woods etc. it would be relatively easy for an intruder to hide however the location of the school makes this unlikely.</i>

State if there are suitable barriers between public access routes (e.g. byways, footpaths, car park) and communal areas of the school?	<i>There are no public access routes on site</i>
State the type of boundary fences or walls you have and what is their purpose?	<i>Climb proof fencing surrounds the whole site.</i>
If there isn't a barrier for part or the entire perimeter state how it is securely managed?	<i>The front car park is not fenced or secured but pupils do not have access to this area during the school day. This area is in clear view of reception staff.</i>
Describe how members of staff inspect fences, gates, latches etc. on a regular basis? Is the school prone to vandalism or trespass?	<i>A perimeter check is carried out on a monthly basis. Trespass and vandalism have not been an issue</i>

Signed Executive Head

J. Williams

Date SPRING TERM 2019

The outcome of this assessment must be shared with the relevant staff.

A copy of the completed assessment to be kept on file and copied to the Health & Safety Manager



Use this form to record any incidents of trespass, vandalism, theft, burglary, fire, attacks on pupils or drug and solvent abuse.

Date	Description of Incident	Reported by	Reported to Police?