

Health and Safety Policy

West Exe School



HEALTH AND SAFETY POLICY


SECTION 1: STATEMENT OF INTENT

The Governing Body of West Exe 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 statement 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 during whole-school inductions and a copy is available for all staff to view on the school shared drive.

This policy statement and the accompanying organisation and arrangements will be reviewed bi-annually, or as required.

<p>Adoption of the Policy</p> <p>This Policy has been adopted by the LGB of West Exe School on 23 January 2023</p> <p>Signed </p> <p>Chair of the LGB – Mr Matt Davey</p> <p>Date 23 January 2023</p>



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Headteacher

23 January 2023

Date

SECTION 2: ORGANISATION

The Duties of the Employing 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 employing body in discharging its legal obligations, the School has appointed the DCC 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 DCC Health & Safety Service's Health & Safety Guidance Notes for Academies.

As a Governing Body, we must protect people from harm. This includes taking reasonable steps to protect our staff, pupils and others from coronavirus. A COVID-19 risk assessment (RA100) has been completed to help us manage the risk of COVID-19 and to protect people from harm in as far as is reasonably practicable.

The Duties of the Headteacher

The Headteacher 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 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 school employed 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
- The Headteacher will ensure that any plant, equipment and furniture owned by the school are maintained in a safe and serviceable condition. (The premises are owned by Modern Schools (Exeter) Ltd (MSEL) and they are responsible for employing a facilities management company to maintain the building, the grounds (including the all-weather pitch) and all plant, equipment and furniture owned by MSEL. This is currently Pinnacle who will be working in partnership with WES staff to complete these roles).
- 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 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 that staff have the opportunity to consult with trade union representatives in relation to health and safety
- 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 & Safety Coordinator.

The role of Health & Safety Coordinator for the School has been delegated to Caroline Brothwood. Within departments this task is further delegated to the line manager of the Head of Department, the Head of Department/Subject and other department staff including technicians and teachers.

The Duties of the Health and Safety Co-ordinator

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 co-ordinator will:

- Coordinate and manage the risk assessment process for the school (teaching department risk assessments are administered by the relevant Head of Department)
- Assist the Headteacher with fostering a robust whole-school health and safety ethos/ culture and providing assistance to staff whenever required
- 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 of school-owned plant, equipment and furniture 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 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 Headteacher and Governing body in relation to findings and any associated remedial actions
- Ensure that all documentation and relevant training is in place in relation to staff driving the school minibus and/or their own private vehicle for transporting students and that staff are aware of their responsibilities in relation to checking the condition of the minibus before use
- Ensure that the school minibus is maintained according to the requirements of the Operator's Licence, including servicing and regular vehicle safety checks
- Deliver staff and student inductions from a whole-school perspective

The Duties of Heads of Departments/Supervisory Staff/Subject Leaders

The Heads of Departments have specific delegated tasks in relation to health & safety management within their departments.

They must ensure that:

- They apply the arrangements described in this health and safety policy to their own 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 DCC, CLEAPPS, AfPE, BSi, HSE
- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented and followed by staff
- They ensure an induction programme is completed for all existing staff, new staff, visitors and volunteers within the department and to evidence that all documentation including risk assessments and guidance has been read and understood by the aforementioned groups with regular refreshers
- They provide students and staff with personal protective equipment (PPE) whenever necessary and that PPE is inspected before each use and formally by the department regularly
- All school and non-school owned equipment is regularly inspected to ensure it is serviceable and safe to use
- 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 Headteacher or Governing body of any problems they are unable to resolve within the resources available to them
- 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 if required
- They foster a health and culture among students and staff at all times that supports the whole-school ethos/ culture

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 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 or the Health and Safety Coordinator
- 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

Students

Students, in accordance with their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others
- Observe standards of behaviour and dress consistent with safety and/or hygiene
- Observe all the health and safety rules of the school 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, whether employed directly by the school or by the facilities management company Pinnacle, who work on the School premises are required to identify and control any risks arising from their activities that may affect the staff, students and visitors.

Contractors employed by Pinnacle complete a risk assessment and method statement and forward this prior to completing any works on the site.

In instances where any contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Headteacher will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury.

SECTION 3: ARRANGEMENTS

The specific arrangements adopted by the school are guided by the Health & Safety Guidance Notes provided by the DCC Health & Safety Service. Details of these arrangements can therefore be found in the Guidance Notes which can be accessed via the OSHENS system Document Library.

The school also has a subscription to CLEAPSS via the DCC Health & Safety Service. CLEAPSS guidance has been adopted to guide arrangements in Science, D&T and Art.

In addition, the following publications have been adopted to guide arrangements for safety in specific curriculum areas:

- Safe Practice in Physical Education and School Sport' Association of Physical Education 'AfPE'
<http://www.afpe.org.uk/>
- BSi BS 4163:2014 (Design Technology)

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 DCC Health & Safety Service.

Where model risk assessments do not address all the significant hazards of the school, the RAA01 format will be used to record the significant findings of risk assessment decisions.

Risk assessments are available for all staff to view on request from the Health & Safety Coordinator. 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. Heads of Departments are responsible for ensuring that the risk assessment is shared and read and understood by all staff, visitors and volunteers within their department.

Risk assessment records will be scheduled for review annually, or more often to reflect changes. This will be noted on the RAA model risk assessments.

For full details relating to risk assessment arrangements, reference should be made to the HSA0047 Guidance Note.

Other arrangements in alphabetical order:

Accident/Incident Reporting

All employee accidents must be reported with reference to current guidelines. This will be achieved by entering accident details onto the OSHENS on-line accident reporting system.

Accidents to students and other non-employees should be recorded via the completion of accident report forms and also entered onto the OSHENS system, depending on the severity/ circumstances. Those accidents to students 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.

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

Accidents will be monitored and analysed and statistics produced and a report prepared for the Governing body on a termly basis.

The Headteacher or Health and Safety Coordinator and/or other relevant senior staff will investigate accidents and take remedial steps to avoid similar instances recurring. External organisations will also be notified and will be involved in investigations in the case of severe incidents/accidents.

All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 (RIDDOR) will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the DCC Health & Safety Service.

For full details relating to accident reporting arrangements, reference should be made to the HSA001 Guidance Note.

Asbestos

West Exe School is a modern building and there is not any asbestos present in the school building.

Communication and Training

Detailed guidance and information about health and safety issues can be found in the DCC Health & Safety Service's Guidance Notes which are located in the OSHENS Document Library. The DCC Health & 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.

The Health and Safety Law poster is displayed in the staffroom.

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 by various staff including in staff personnel files, by the Health & Safety Coordinator and by Heads of Departments. The Health & Safety Coordinator and Heads of Departments are jointly 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 HSA0055 Training Guidance Note.

Consultation

Members of staff with concerns should raise them initially with their line manager or the Health & Safety Coordinator. If required, requests for external advice should then be sought from the DCC 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 welcome the support of trade unions in health and safety matters.

For full details relating to staff consultation, reference should be made to the HSA008 Guidance Note.

Contractors

All contractors are employed by the facilities management company, Pinnacle, on behalf of MSEL. Pinnacle have an ongoing duty to ensure that all contractors ensure compliance with relevant health and safety legislation, guidance and good practice.

For full details relating to the control of contractors, reference should be made to the HSA0007 CDM Guidance Note.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant Heads of Departments using the appropriate DCC Health & Safety Service's model risk assessments listed above.

Within science, *CLEAPSS Hazcards* and *Recipe Cards* are used as model risk assessments to manage the risks within practical activities. The specific controls adopted in these activities will be checked against these models and significant findings incorporated into schemes of work.

For full details relating to the higher risk curriculum areas, reference should be made to the HSA0003, HSA0011, HSA0042 and HSA0049 Guidance Notes.

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. The registered DSE assessor for the school is the Health & Safety Coordinator.

For full details relating to DSE, reference should be made to the HSA0012 DSE Guidance Note.

Fire Safety

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken using the RAA08 document and controls implemented accordingly. The fire risk assessment is available from the Health & Safety Coordinator and will be reviewed annually.

Fire and emergency evacuation procedures are illustrated via an evacuation notice and assembly plan which will be displayed visibly in each room. These procedures will be reviewed at least annually along with the fire risk assessment and are made available to all staff as part of the school's induction process.

All staff will be briefed on the contents of the fire emergency plan on an annual basis. This will be augmented by fire drills which will be undertaken termly and results recorded in the Fire Log book. Additional specific fire safety training will be undertaken as identified in the Fire Risk Assessment.

Emergency contact and key holder details are shared between senior staff and the details of the staff to contact in the event of an out of hours building/site related emergency are shared with DCC, MSEL and SPinnacle.

The Health & Safety Coordinator is responsible for ensuring that the School's Fire Log is kept up to date.

All inspections and maintenance of the fire fighting equipment, the alarm system and other statutory testing is carried out by Pinnacle, or contractors working on their behalf. Maintenance and inspection logs are located in the caretaker's office and are available on request.

Procedures for other critical incidents and off-site emergencies are contained within the school's Emergency Management Plan which will be reviewed annually. Each member of the Emergency Management Team will be issued with a copy and the plan will be available electronically via a secure, shared drive.

For full details relating to fire safety, reference should be made to the HSA0018 Fire Safety Guidance Note.

First Aid

The school has risk assessed the need for first aid provision and this is recorded on the RAA09 risk assessment document.

The RAA09 states the staff responsible for maintaining the contents of first aid boxes and replenishing stocks as necessary.

For full details relating to first aid, reference should be made to the HSA0019 First Aid Guidance Note.

Hazardous Substances

Within curriculum areas Heads of Department are responsible for the safe use and storage of hazardous substances within their areas of control. Heads of Department must ensure that an up to date inventory of hazardous substances and CLEAPSS model risk assessments are in place within their department.

In all other areas the Head of Department 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 and that these assessments are recorded and control measures are understood by those staff that are exposed to the product/substance. This will include the identification and provision of appropriate Personal Protective Equipment
- all chemicals are appropriately and securely stored out of the reach of students and other unauthorised persons
- 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 HSA0010 COSHH Guidance Note.

Legionella

The facilities management company, Pinnacle, are responsible for monitoring the quality of the water and for completing system flushing and other regular maintenance to ensure the system is free of contaminants.

For full details relating to the control of legionella, reference should be made to the HSA0028 Legionella Guidance Note.

Lettings/shared use of premises

If the School is charging for the use of facilities during core school hours, the employing 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.

Maintenance of Plant and Equipment

Regular inspection and testing of school owned equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the relevant department and/or by the Health and Safety Coordinator. All staff are required to report any problems found with plant/equipment to the responsible 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:

- Pressure vessel thorough examination according to a written scheme, to be undertaken by a competent member of staff at least annually and the results of the inspection recorded

Heads of Department are responsible for identifying all plant and equipment in an equipment register for their area of responsibility. Where such plant and equipment present significant hazards, risk assessments will be undertaken and any training needs and personal protective equipment requirements are provided.

Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. School-owned defective equipment will be reported to the relevant Head of Department. Non-school owned equipment will be reported to relevant staff for logging onto the PFI helpdesk for further investigation.

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. Details of the frequency of testing is detailed in RAA01, electrical safety. This inspection and testing will be conducted either by competent School staff or a competent external contractor and logged accordingly.

Heads of Department and the Health and Safety Coordinator are jointly responsible for keeping an up-to-date inventory of all relevant electrical appliances within their areas of responsibility and for ensuring that all equipment is inspected within the recommended timescales.

Personal items will be subject to the same inspection process as School-owned equipment.

The facilities management company (currently Pinnacle, is responsible for ensuring that a fixed electrical installation test is conducted every five years and is responsible for ensuring any remedial works are completed.

For full details relating to work equipment and electrical safety, reference should be made to the HSA0016 and HSA0058 Guidance Notes.

Medication Arrangements

Details are contained within the Medications or Administration of Medicines Policy

Monitoring

The Headteacher, assisted by the Health and Safety Coordinator, 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 the site will be conducted on a regular basis and be undertaken by relevant school staff and/or any relevant Pinnacle staff. Internal audits of individual departments will be carried out by the Health & Safety Coordinator. Independent external audits will be conducted by the DCC Health and Safety Service.

In both cases inspection reports will be completed and submitted to senior staff including the Headteacher and the Governing body. Responsibility for following up items detailed in the safety inspection report will rest with the Head of Department, the line manager of the Head of Department and the Health and Safety Coordinator.

For full details relating to monitoring, reference should be made to the HSA0005 Audit & Monitoring Guidance Note.

Moving and Handling

Generic risk assessments for regular manual handling operations are 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 manual handling activities which present a significant hazard, which are not accounted for in the generic risk assessments described above, will be reported to the relevant line manager and/or the Health & Safety Coordinator. Where such activities cannot be avoided, a specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instructions given when carrying out the task. Staff should ensure that they do not lift heavy items unless they have received a briefing on the control measures in place.

For full details relating to moving and handling, reference should be made to the HSA0034/35 Moving and Handling Guidance Notes.

Offsite Visits

The Educational Visits Coordinator for the school is Richard Boarder.

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

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

The *Evolve* system will also be used for the planning and approval of all lower risk Category A offsite visits. A Standard Operating Procedure document covering all basic risks for Category A trips will be edited and attached electronically as required. Risks outside of this document will need to be added to a separate Risk Assessment (Category B) according to the nature of the trip. A list of students taking part in the trip must also be uploaded. The school's Educational Visits Coordinator will check the documentation and planning of the trip and, if acceptable, initially approve the visit before referring to the Headteacher or a delegated member of staff for final approval.

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.

Staff should report any such incidents to their line manager and/or the Health and Safety Coordinator so this can be entered onto the OSHENS system in accordance with agreed accident/incident reporting procedures.

Staff are advised to avoid working alone.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RAA13 risk assessment document.

School Site Security

The Health and Safety Coordinator 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 RAA24 risk assessment.

For full details relating to security, reference should be made to the HSA0050 Security Guidance Note.

Radioactive Sources

The School has adopted the CLEAPSS guidance L93 '*Managing Ionising Radiations and Radioactive Substances in Schools & Colleges*' as its policy arrangements for the use of radioactive sources. The separate Standard Operating Procedures outline the precise procedures to be followed.

For full details relating to the safe use of radioactive sources, reference should be made to the L93 '*Managing Ionising Radiations and Radioactive Substances in Schools & Colleges*' document.

The use of radioactive sources within the Ted Wragg Multi-School Trust has been registered with the HSE in February 2018. This registration covers all sites within the Trust and is due for renewal in February 2023.

West Exe School does not contain any radioactive substances.

Stress/Wellbeing

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

West Exe School has various systems in place to help ensure staff wellbeing including:

- return to work interview with line manager or other appropriate senior member of staff
- performance management for all staff to provide professional support and celebrate achievements
- staff CPD sessions for all staff
- buddying and mentoring for new staff
- a member of staff leading on staff wellbeing
- out of hours meetings limited wherever possible
- termly staff wellbeing surveys
- opportunities for staff social and wellbeing events

Where appropriate, risk assessment findings for individual staff will be recorded on the RAA25 document.

For full details relating to staff wellbeing, reference should be made to the HSA0024 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 and/or the Health and Safety Coordinator 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 are instructed within Health and Safety inductions that they *must not* climb onto chairs/furniture etc to work at height. The school provides 'hop-up platforms' for use by staff and these are stored in convenient locations around the building to ensure they are easily accessible by all staff.

Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment. The school's nominated person(s) responsible for work at height is Roy Couzens.

The nominated person(s) shall ensure:

- all work at height is risk assessed
- all those involved in work at height are trained and competent to do so (this may include in-house training completed by competent staff)
- the use of stepladders is only available to staff who have completed work at height training
- a register of access equipment is maintained and all equipment is regularly inspected and maintained

For full details relating to the control of work at height, reference should be made to the HSA0060 Work at Height Guidance Note.

Work Experience

A member of the school admin team is responsible for managing and coordinating work experience placements.

All placements are subject to pre-placement checks by Devon Education Business Partnership who will assess the suitability of the placement and maintain a list of suitable host employers. No work experience placement will go ahead if deemed unsuitable.

- If significant hazards exist within the work tasks of any work placement, these will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians
- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities
- Arrangements will be in place to visit/monitor students during the placement
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur
- All incidents involving students on work placement activities will be reported by the employer to the School at the earliest possible opportunity

If the school *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians. This assessment will be recorded on the RAA28 risk assessment document.

Workplace safety

The Health and Safety Coordinator is responsible for undertaking a risk assessment for general site and building safety in order to identify and implement control measures for general workplace hazards.

This will be reviewed annually or after significant change and recorded by amending the RAA03 risk assessment document.

For full details relating to the control of hazards within the premises, reference should be made to the HSA0044 Premises Guidance Note.