The First Federation Trust

Health And Safety Policy

Adopted:	18 December 2025
Review cycle:	Annual
Next review by:	December 2026

Section 1: Statement Of Intent

The Board Directors of First Federation Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work 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 academy's organisation and arrangements for dealing with different areas of risk. Section 2 will establish specific responsibilities at all levels of the academy's organisation. Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the academy's obligations under the law.

This policy will be brought to the attention of all members of staff through induction, and the Trust website.

This policy statement and the accompanying organisation and arrangements will be reviewed regularly, normally annually.

This policy was adopted by the Board of Directors of the First Federation Trust on -

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Chair for the Board of Directors Date

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CEO Date

Section 2: Organisation

The Duties of the Board of Directors

- To produce and regularly review the Health & Safety Policy for the academy. 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 academy's legal responsibilities as well as compliance with this policy.
- To assist the Board of Directors in discharging its legal obligations, the academy has appointed the Devon 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 Health & Safety Arrangement Notes for Academies.

The Duties of the Head of School

The Head Teacher has day-to-day responsibility for health and safety management and will take all reasonably practicable steps to secure the health and safety of students, staff and others using the academy premises or participating in academy sponsored activities.

In particular, the Head of School 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 Board of Directors 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 Board of Directors 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 Board of Directors any significant risks or policy requirements which cannot be met within the establishment's budget.
- Identify the training needs of staff and hence ensure that they are competent to carry out their roles and are provided with adequate information, instruction and training.
- Ensure consultation arrangements are in place for staff and their trade union representatives.
- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions.
- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised.

- Promote a positive health and safety culture by leading by example.

Whilst overall *responsibility* for health and safety cannot be delegated the Head of School may choose to delegate certain *tasks* to the Health & Safety Coordinator.
The role of Health & Safety Coordinator for the Academy has been delegated to the school administrator, see name in school specific appendix.

The Duties of the Health and Safety Co-ordinator
The health and safety co-ordinator has the delegated task of assisting the Head of School to 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 academy.
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Head of School and Board of Directors body.
- coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Board of Directors if funds are not available.
- assist with the identification of training needs and training delivery across the academy to ensure that staff are adequately instructed.
- collate accident and incident information and, when necessary, carry out accident and incident investigations.
- arrange periodic health and safety audits and liaise with the Head of School and Board of Directors in relation to findings and any associated remedial actions.

The Duties of Kitchen Managers, Caretakers, OSC Managers, Nursery Managers
The above listed roles 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 Head of School or Board of Directors 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 Head of Estates, Head of School or Board of Directors
- 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 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 Academy.

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 academy'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 take reasonable care for their own health and safety and follow instructions given by staff.
- To observe standards of behaviour and dress consistent with safety and/or hygiene.
- To observe all the health and safety rules of the academy 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 academy premises are required to identify and control any risks arising from their activities and inform the Head of School 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 Head of School 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:

- RAA22
- RAA21
- RA24B
- RA25
- RA28

Risk assessments are available for all staff to view and are held centrally in the school office. 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. This will be identified on the RAA model risk assessments.

For full details relating to risk assessment arrangements, reference should be made to the HSA47 Arrangements Note.

Other arrangements in alphabetical order:

Accident/Incident Reporting

All employee accidents must be reported to the Board of Directors. This will be achieved by entering accident details onto the OSHENS on-line accident reporting system.

Accidents to pupils and other non-employees should be recorded in the accident book. Please see school specific appendix for details. Alternatively, all incidents can be inputted onto the OSHENS system. 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 Board of Directors by entering accident details onto the OSHENS on-line accident reporting system.

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

The Head of School will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the *Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013* will be reported to the HSE via the OSHENS online accident reporting system. This will be undertaken by the Devon Health & Safety Service.

For full details relating to accident reporting arrangements, reference should be made to the HSA01 Arrangements Note.

Asbestos

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP).

Please see the school specific appendix for information on the location of the Asbestos Management Plan and Register in each school. The Asbestos Register 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 Board of Directors
- 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(A) and/or Contractor signing-in form.
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASB2(A) 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 contact named in the appendix by school at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HSA04 Arrangements 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 Arrangement notes which are located in the OSHENS Document Library. The Health & Safety Service also provide competent health and safety advice for Academy staff and can be contacted on 01392 382027 or on healthandsafety@devon.gov.uk.

The Health and Safety Law poster is displayed in the location specified in the school specific appendix.

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 the academy in the school office. 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 HSA55 Training Arrangements Note.

Consultation

Consultation of day to day matters will be achieved by representation at staff meetings.

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

For full details relating to staff consultation, reference should be made to the HSA08 Arrangements Note.

Contractors

All contractors must report to school reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency the school administrator will undertake appropriate competency checks prior to engaging a contractor. The Head of School is responsible for

monitoring areas where the contractor's work may directly affect staff and pupils. The Health and Safety Coordinator will ensure that the specific client requirements of the Construction (Design & Management) Regulations 2015 have been complied with.

For full details relating to the control of contractors, reference should be made to the HSA07 CDM Arrangements Note.

Curriculum Activities

Risk assessments for the significant hazards within curriculum activities will be carried out by the Head of School and Health and Safety Coordinator 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 HSA46 Arrangements Note.

Display Screen Equipment (DSE)

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. This will be achieved by completing the OSHENS DSE online training and assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use) subject to a total cost of £20.

For full details relating to DSE, reference should be made to the HSA12 DSE Arrangements Note.

Emergencies

The Academy should ensure preparedness for emergency situations, and procedures for critical incidents and off-site emergencies are contained within the Academy's Emergency Management Plan which is located as noted in the school specific appendix and will be reviewed annually. Emergency contact and key holder details are held in the school office.

Fire

The Head of School is responsible for ensuring that the fire risk assessment is undertaken using the RAA08 document and controls implemented accordingly. The fire risk assessment which is located as noted in the school specific appendix and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located as noted in the school specific appendix. All staff will be briefed in the contents of this plan at induction and on an annual basis. This will be augmented by fire drills which will be undertaken termly. Evacuation procedures are also made known to all contractors / visitors.

The health and safety coordinator is responsible for ensuring that the academy's Fire logbook is kept up to date.

For full details relating to fire safety, reference should be made to the HSA18 Fire Safety Arrangements Note.

First Aid
The academy has risk assessed the need for first aid provision and the following first aid provision has been provided accordingly:

See school specific appendix for the following information:

- First Aid at Work trained personnel
- Emergency First Aid at Work level trained personnel
- Paediatric First Aid trained personnel
- First Aid boxes are locations.

The Health and Safety Coordinator will ensure that refresher training is organised and for maintaining the contents of first aid boxes.

For full details relating to first aid, reference should be made to the HSA19 First Aid Arrangements Note.

Hazardous Substances
Where it is consistent with the effective performance of the task in hand, every attempt will be made to choose the least harmful chemical possible.

The 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 the manager of the setting e.g. kitchen manager, OSC manager, to identify the safe working method and appropriate emergency procedures
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and never decanted into unmarked containers

For full details relating to the control of hazardous chemicals, reference should be made to the HSA10 COSHH Arrangements Note.

Legionella

A water risk assessment for the academy has been completed for each school and the school administrator is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene logbook. This risk assessment will be reviewed where significant changes have occurred to the water system.

A Water Management Plan and Written Scheme for the academy has been completed by the Health and Safey Coordinator.

For full details relating to the control of legionella, reference should be made to the HSA28 Legionella Arrangement Note.

Lettings/shared use of premises

The Board of Directors will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Academy 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 Academy equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the School Administrator. All staff are required to report any problems found with plant/equipment to the Head of School. 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 the contractors listed in the school specific appendix:

- Annual gas appliance inspection and maintenance
- Annual gas tightness test
- Electrical installation inspection every 5 years

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 Head of School.

All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the particular appliance type. This inspection and testing will be conducted as detailed in the school specific appendix.

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

For full details relating to work equipment and electrical safety, reference should be made to the HSA16 and HSA58 Arrangements Notes.

Medication Arrangements

Arrangements for medication are detailed in the policy for supporting students with medical conditions and for the administration of medicine, which is reviewed at least every three years. A copy of this policy can be found on the Trust website and in the school office.

For full details relating to the administration of medication, reference should be made to the HSA32 Medication Arrangements Note.

Monitoring

The Head of School 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 Head of Estates, Director of Operations and Board of Directors.

A general inspection of the site will be conducted on a regular basis and be undertaken by the Head of School or nominated representative. Feedback from this process is to be referred to the Head of Estates.

For full details relating to monitoring, reference should be made to the HSA05 Audit & Monitoring Arrangements Note.

Moving and Handling

The risk assessment of significant manual handling tasks is undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

All moving and handling of pupils will be risk assessed by the Head of School or nominated representative and recorded in a specific Handling Plan for the individual concerned. The format found in the HSA35 Arrangement 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 HSA34/35 Moving and Handling Arrangements Notes.

Offsite Visits

The Academy has adopted the Devon County Council (DCC) document *Outdoor Education, Visits and Off-site Activities Health & Safety Policy* as its own policy for its Devon and Plymouth schools and Dorset Council model policy for its Dorset Schools.

Local arrangements for offsite visits are detailed in the separate Management of Outdoor Education, Visits and Off-Site Activities policy and individual Standard Operating Procedures which are reviewed annually. A copy of these documents can be found in the school office.

Personal Safety and Security

The academy 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 code of conduct is in place at the Academy.

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 Head of School in order to identify and implement control measures. This will be reviewed annually or after significant change and recorded by amending the relevant section of the RAA22 risk assessment document.

Staff working outside normal school hours must obtain permission of the Head of School.

The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits.

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

Academy Security

The Head of School 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 RAA22 or RAA24B risk assessment document.

For full details relating to security and lone working issues, reference should be made to the HSA31 Lone Working and HSA50 Security Arrangements Note.

Radon Gas

If the academy is located in a radon affected area as defined by UK Health Protection Agency (UKHSA). Consequently, radon gas levels will be measured on a 7-10 year cycle and detectors returned to PHE for analysis.

If levels are below the 300 Bq/m^3 thresholds, this process of measurement will continue. If readings exceed the 300 Bq/m^3 threshold a Radiation Protection Adviser (RPA) will be engaged and a risk assessment of staff exposure will be undertaken in consultation with the RPA. Based upon the findings of this assessment, suitable mitigation systems will be identified and installed to reduce the radon level to well below 300 Bq/m^3. These systems will be maintained.

Stress/Wellbeing

The Academy 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.

The Trust subscribes to the Schools Advisory Service (SAS). To access this service, staff can call 'SAS' NMC registered nursing staff on 01773 814403 or download the free Wellbeing App at schooladvice.co.uk or via the Apple or Android store.

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

For full details relating to staff wellbeing, reference should be made to the HSA24 Health Issues for Staff Arrangements Note.

Tree Safety Management

An increasing number of tree species are becoming susceptible to disease which can not only cause the trees to die but can also leave them in a dangerous state. For example, Ash Dieback is one of the currently emerging diseases likely to cause significant issues in the coming years. Physical damage to a tree can also cause safety issues and fungus can be a sign of underlying health issues with the tree.

The academy will ensure that formal tree inspections are undertaken for trees which present a significant risk because of their age, condition or proximity to pedestrian routes or busy areas. The academy will also arrange for an inspection following severe weather conditions.

The academy will arrange for regular independent expert surveys by a trained arboriculturist to be carried out every 18 months and formally documented.

The Academy will also arrange for a local tree inspection at least every 6 months by an employee, or other, who is competent by training, including refresher training at five yearly intervals. The type of training is decided locally. Ad hoc inspections are carried out on a risk assessment basis such as after severe storms.

Where the tree inspection process makes recommendations for remedial actions, the academy will implement them as described.

Records of tree inspections and associated remedial works are kept on site.

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 tables or 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 and planned

For full details relating to the control of work at height, reference should be made to the HSA60 Work at Height Arrangements Note.

Work Experience

If the Academy *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 RAA28 risk assessment document.