

“When we are no longer able to change a situation, we are challenged to change ourselves.”

Viktor Frankl

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HEALTH AND SAFETY POLICY

SECTION 1: STATEMENT OF INTENT

The Governing Body of Barley Lane School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted and includes a description of the School’s organisation and arrangements for dealing with different areas of risk. Section 2 will establish specific responsibilities at all levels of the School’s organisation. Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the School’s obligations under the law.

This policy will be brought to the attention of all members of staff at induction / a master copy is kept in the main office / a reference copy will be held on the shared drive

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

.....

.....

Chair for the Governing Body

Date

.....

.....

Head teacher

Date

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SECTION 2: ORGANISATION

The Duties of the Governing Body

- To produce and regularly review the Health & Safety Policy for the school. This policy will reflect the requirements of the Health and Safety at Work etc. Act 1974 by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation
- To monitor both compliance with, as well as the effectiveness of, this policy
- To provide adequate resources to meet the school's legal responsibilities as well as compliance with this policy
- To assist the Governing body in discharging its legal obligations, the School has appointed the Devon Health and Safety Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- The specific arrangements adopted will be guided by the Devon Health and Safety Service's Health & Safety Arrangement Notes.

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.

We have identified and put in control measures on:

- work activities or situations which might cause transmission of the virus
- those staff and pupils who could be at increased risk (vulnerable person's risk assessment)
- how likely it is that someone could be exposed

Our RA100 risk assessment is advertised on the school's website.

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The Duties of the Head teacher

The Head teacher 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 head teacher 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: in an SEMH setting pupil risks are high and complex and both generic and individual student risks must be assessed and reviewed regularly.
- 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: pupil risks will require half-termly reporting.
- 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 students and staff and hence ensure that all students and staff are competent to carry out their roles and are provided with adequate information, instruction and training
- Ensure consultation arrangements are in place for staff and their trade union representatives
- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised

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

Whilst overall *responsibility* for health and safety cannot be delegated the head teacher may choose to delegate certain *tasks* to the Health & Safety Coordinator.

The role of Health & Safety Coordinator for the school has been delegated to Jason McCarthy: other key areas of delegation are as follows:

- School trips and visits: Razna Miah
- School site and grounds: Jason McCarthy (JM)
- Pupil risks: Razna Miah supported Carl Moore

The Duties of the Health and Safety Co-ordinator

The health and safety co-ordinator has the delegated task of assisting the head teacher 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 school
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Head teacher and Governing Body
- coordinate (supported by the site manager) records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Governing Body if funds are not available
- assist with the identification of training needs and training delivery across the school to ensure that staff 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 head teacher and Governing Body in relation to findings and any associated remedial actions

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The Duties of teachers and LSAs, HLTAs and Instructors

Our teaching team has specific delegated tasks in relation to health & safety management within their day to day working

They must ensure that:

- They apply the arrangements described in this health and safety policy to their own area of work, including the arrangements described in any associated Arrangement Notes
- Staff under their control (LSA's, HLTAs and Instructors) are aware of and follow any externally adopted health and safety guidance from sources such as CLEAPPSS, AFPE
- Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented: this includes reviewing and updating pupil risk assessments for example individual holding and behaviour plans.
- 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 Head teacher or Governing Body of any problems they are unable to resolve within the resources available to them
- They carry out regular inspections of their areas of responsibility and report / record these inspections to the Head teacher or Governing Body
- 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
- Proactively seek the support and guidance of the H&S co-ordinator in managing subject specific risks:

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- outdoor education, School, vocational and work-based learning (Paul Cocker)
- school trips and visits (Raz Miah)
- Mentoring and tutoring (DJ and VS)
- IT (Mike Mcdaid)
- Art Tim Ahern (TA)
- Science Steph Brown (SB)
- PE Chris Long (CL)
- Kitchen Philippa Richards (PR)

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
- 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

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- Share freely and contribute to the risk assessment and management of our inherently risky SEMH student body
- Teachers maintain, review and update pupil related risks, for example individual risk and holding plans.

Students

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

- To exercise personal responsibility for the health and safety of themselves and others
- To observe standards of behaviour and dress consistent with safety and/or hygiene
- To observe all the health and safety rules of the 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
-

The matter of their aptitude must be noted and powerfully in this document*

As described in our generic SEMH pupil risk assessment

“The student body by its nature as SEMH contains and presents a whole range of known and unknown (latent risk) and also emerging and shifting risks because being multiply and diversely risky is a core and common feature of the children and young people in our care

There is also a risky “chemistry” in their interactions and relationships centrally with each other and all those they encounter from teachers through visiting professionals to delivery drivers and the neighbours....

These risks shift and slide, rise and fall constantly in all the children as so many factors home and school can and do impact upon them”

Our special needs SEMH students need our vigilant support to be safe as set out in appendix 1 below.

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Contractors

All contractors who work on the Schools premises are required to identify and control any risks arising from their activities and inform the head teacher (this duty is delegated to the site manager JM) of any risk that may affect the staff, students and visitors.

All contractors must be aware of this policy and the associated emergency procedures and comply with these requirements at all times.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Head teacher supported by the site manager and H&S coordinator will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury.

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SECTION 3: ARRANGEMENTS

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

The school/School also has a subscription to CLEAPSS via the Devon Health and Safety Service. CLEAPSS guidance has been adopted to guide arrangements in Science 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/>

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 Devon Health & Safety Service. Specifically, the model risk assessments amended and adopted in order to identify suitable risk control measures will include:

- RA03 – Building and site safety (Site managers office and shared drive)
- RA04 – Cleaning and caretaking
- RA05 – COSHH (control of substances and hazardous harms)
- RA06 – D&T (Cookery)
- RA08 – fire risk assessment (reception and site managers office)
- RA09 – First aid needs (reception)
- RA10 – ICT department and activities
- RA13A – Lone working away from work base
- RA13B – Working alone in premises
- RA13C – Individual lone working
- RA14 – Moving and handling objects
- RA11 – Kitchen areas and activities
- RA18 – New and expectant mothers

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- RA20 – Physical Education
- RA21 – Primary curriculum activities
- RA22 – Whole school risk assessment
- RA24 – Security safety
- RA25 – Stress risk
- RA27 – Working at height
- RA29 – Driving on DCC business (Judith office and admin drive)
- RA30 – Glazing

Some risks are managed through ‘guidance and best practice’.

Where model risk assessments do not address all the significant hazards of the school, the RA01 format (blank Risk assessment, e.g animals or any absent RA) will be used to record the significant findings of risk assessment decisions: the school also generates its own risk and guidance documents for example pupil behaviour plans and our response to risky pupil behaviours for example absconding or roof climbing.

Risk assessments are available for all staff to view and will be held centrally in the office and the school’s “One Drive” and so accessible to all 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 either annually or every 3 years depending upon the levels of risk. This will be identified on the risk assessment record.

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

Accident/Incident Reporting

All employee accidents must be reported to the *DCC Oshens system*. 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 in the accident book *and filed in the office accident file*. Parents are informed of accidents by a telephone call or text which is recorded on the accident form. 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 by entering accident details onto the OSHENS on-line accident reporting system.

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

Accidents will be monitored for trends and a report made to the Governing Body

The Head teacher 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 Devon Health and Safety Service.

For full details relating to accident reporting arrangements, reference should be made to the HS01 Arrangements 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 manager's office*

The Asbestos Register which is maintained by NPS South West is held in *site managers 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 (Asbestos Management Plan)

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 and/or Contractor signing-in 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 *and* NPS South-West have been contracted to undertake an annual inspection of all ACMs on site.

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- All changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded in the Register by returning the ASB3 form to NPS South-West.

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to *Jason McCarthy* at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HS04 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 Devon Health and Safety Service Arrangement Notes which are located in the OSHENS Document Library. The Devon Health and Safety Service also provide competent health and safety advice and can be contacted on 01392 382027 or on healthandsafety@devon.gov.uk

The Health and Safety Law poster is displayed in reception & staff room.

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 *in back office and spreadsheet*; Judith Ford/Emma Seal 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.

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Each member of staff is also responsible for drawing the relevant line manager’s attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence. All employees shall undertake work tasks as instructed and trained.

For full details relating to staff training, reference should be made to the HS55 Training Arrangements Note.

Consultation

Staff are represented on the full governing body by Razna Miah, Consultation on day to day matters will be achieved through the twice daily team briefings that flag up all safeguarding, welfare and wellbeing issues and risks for our community and that is health and safety

Members of staff with concerns should raise them with the head teacher, his deputies or the Health & Safety Coordinators Judith Ford and Jason McCarthy. If required, requests for external advice should then be sought from the Devon Health and 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 HS08 Arrangements Note.

Contractors

All contractors must report to reception and then to site manager Jason McCarthy or the school’s operational lead (a member of the SLT that leads the community in all things) 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, Jason McCarthy will undertake competency checks prior to engaging a contractor.

In respect of construction works, Jason McCarthy has attended training to ensure that the client’s duties under the Construction (Design & Management) Regulations 2015 have been understood and complied with. Specifically, Jason McCarthy will ensure that any Designer/Principal Designer and Contractor/Principal

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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 HS07 CDM Arrangements Note.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by the relevant subject and trip leads.

Within science, *CLEAPSS Hazards* 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 no chemicals in science.

For full details relating to the higher risk curriculum areas, reference should be made to the HS03, HS11, HS42 and HS49 Arrangements 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.

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 up to £45.

For full details relating to DSE, reference should be made to the HS12 DSE Arrangements Note.

Emergencies

The school should ensure preparedness for emergency situations, and procedures for critical incidents and off-site emergencies are contained within the School's Emergency Management Plan which is located (office) and

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staff shared drive) and will be reviewed annually. Emergency contact and key holder details are held in the office and shared drive.

Fire Safety

The Site Manager is responsible for ensuring the fire risk assessment is undertaken using the RA08 document and controls implemented accordingly. The fire risk assessment is located in the *Site manager's office* and reception and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located *Site manager's office* and displayed reception and the induction pack. These procedures will be reviewed 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 in the contents of the Fire Emergency Plan on an annual basis. This will be augmented by fire drills which we aim to undertake termly, dependant on assessing the impact on pupils and their needs prior to any drill taking place, results are recorded in the Fire Log book. Additional specific fire safety training will be undertaken as identified in the Fire Risk Assessment. Because of the structure of the children it is not always possible to complete

Evacuation procedures are also made known to all contractors / visitors.

Emergency contact and key holder details are held on site by H&S coordinator Judith Ford and off-site and out of hours Dave Jones and Jason McCarthy site manager.

Jason McCarthy is responsible for ensuring that the school's Fire Log is kept up to date and that the following inspection / maintenance is undertaken:

- Dates of firefighting equipment inspections and checks
- Dates and outcome of fire alarm system(s) inspections and checks
- Dates and outcome of emergency lighting system - records of tests
- Dates and outcome of visits by Devon & Somerset Fire & Rescue
- List of all fire training / instruction carried out
- Dates and outcome of fire drills

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COVID-related staffing issues have been considered

Procedures for other critical incidents and off-site emergencies are contained within the Emergency Management Plan which is located on the shared drive and will be reviewed every 2 years.

For full details relating to fire safety, reference should be made to the HS18 Fire Safety Arrangements Note.

First Aid 2022

In the event of an emergency dial 999, for all non-emergency call 111, the closest Dr's surgery is appx 5 minutes away by car. The closest hospital (Exeter) is appx 15-20 minutes away by car.

The following staff have attended First Aid courses. Minor Injuries can be dealt with by any first aider, for more serious injuries please locate an **Advanced first aider**.

1. Appointed person for school

Karey Griffiths

Designated Medical Officer

Nicky Berisford -

2. Advanced First Aiders (First Aid at Work)

Alice Hughes-Thomas	31/03/2025
Karey Griffiths	23/02/2025
Philippa Richards	27/01/2025
Carl Moore	16/11/2024

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3. Basic First Aiders (Emergency First Aid at Work)

Vicki Parr	03/01/2026
Sam Richards	03/01/2026
Chloe Harber	03/01/2026
Chris Long	03/01/2026
Harry Bushin	03/01/2026
Razna Miah	03/01/2026
Goncayul Aksoy	03/01/2026
Steph Brown	03/01/2026
Sinead Hearne	03/01/2026
Julie James	03/01/2026
Libby Townsend-Green	03/01/2026
Peter Croft	03/01/2026
Caroline Burnard	15/07/2023
Ben Sprague	08/09/2024
Richard Schoelkopf	08/09/2024
Gabbie Barrett	08/09/2024
Tim Ahern	08/09/2024

First Aid Boxes – Location

Main Kitchen
Cookery Room
Office
Primary Office
Main First Aid Supplies
School Office
Pupil Medication
Please contact Philippa Richards

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Carys Alphonse	08/09/2024
Nicola Berisford	08/09/2024
Laura Ewart	08/09/2024
Andy Guy	08/09/2024
Tim Ahern	08/09/2024
Jason McCarthy	08/09/2024

All staff are responsible for maintaining the contents of first aid boxes and replenishing stocks as necessary.

COVID-related staffing issues have been considered

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

Within curriculum areas subject leaders are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, subject leaders must ensure that an up to date inventory of hazardous substances and CLEAPSS model risk assessments are in place within their department. It shall be ensured that the findings of model risk assessments are incorporated into point-of-use documents within the department as described in the paragraph entitled 'Curriculum Activities' above.

In all other areas 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

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- 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 children
- all chemicals are kept in their original packaging and never decanted into unmarked containers

For full details relating to the control of hazardous chemicals, reference should be made to the HS10 COSHH Arrangements Note.

Legionella

A water risk assessment for the school has been completed by *Churchills* and *Jason McCarthy* is responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. NPS South West are engaged to undertake 6 and 12 monthly monitoring *Jason McCarthy* is responsible for actioning any issues identified in these reports. 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 HS28 Legionella Arrangements Note.

Lettings/shared use of premises

The Governing Body will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant School health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard either to the building itself or to the safety or health of the occupants within it.

In line the prevent strategy, 'due diligence' in respect of facilities use will be understood, applied and if necessary rejected if the purpose of activities compromises this strategy and local safety.

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Currently (March 23) there are no lettings in place and no lettings policy

Maintenance of Plant and Equipment

Regular inspection and testing of school equipment is conducted to ensure that work equipment is maintained in a safe and efficient state. Records of such monitoring will be kept in site manager's office with Jason McCarthy. All staff is 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 Zurich Insurance.
- Annual gas appliance inspection and maintenance, to be undertaken by Cannings engineers
- Annual gas fixed heating plant inspection and maintenance, to be undertaken by Cannings engineers
- Annual gas tightness test, to be undertaken by Cannings and NPS

Jason McCarthy is 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. Defective equipment will be reported to the responsible manager.

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 documented on site managers seaward app. This inspection and testing will be conducted by site manager Jason McCarthy

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Jason McCarthy site manager is 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 and where appropriate tested according to the frequencies set out above.

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

An electrical installation test will be conducted by Cannings engineers *every* 5 years. Jason McCarthy is responsible for arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.

For full details relating to work equipment and electrical safety, reference should be made to the HS16 and HS58 Arrangements Notes.

Medication Arrangements

Arrangements for medication are detailed in the separate Administration of Medicines Policy, which is reviewed annually. A copy of this policy can be found in *Reception and staff room (Phillipa Richards, Nicky Berisford)*

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

Monitoring

The Head teacher, assisted by the Health and Safety Co-ordinators Judith Ford and Jason McCarthy, will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the annual Health & Safety Review process undertaken by the Devon Health and Safety Service. Feedback from this process is to be referred to the Governing Body.

A general inspection of the site will be conducted Jason McCarthy and be undertaken by Jason McCarthy /NPS or appropriate contractors as required. Inspections of individual departments will be carried out by Subject leaders or nominated staff.

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In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher and the Governing Body. Responsibility for following up items detailed in the safety inspection report will rest with Jason McCarthy

Inspections will be conducted jointly with the school's health and safety representative(s) if possible NPS or David N Lewis at DCC Health and Safety.

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

Reports being sent to the governing Body

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

Moving and Handling

Generic risk assessments for regular manual handling operations are undertaken as described in the risk assessment section above and conducted by Jason McCarthy. 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 Jason McCarthy /David N Lewis Health and Safety advisor at DCC. 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.

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All moving and handling of students (in our setting this is about possible restraint using appropriate and approved techniques and annually renewed formal and accredited training and is to be risk assessed by the head teacher David Jones and or deputy teacher Vicki Sessions plus Head of pastoral care and senior behaviour support managers Razna Miah and Carl Moore and recorded in a specific Handling Plan for the individual concerned. The format found in the HS35 Arrangements Note will be used. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use.

Offsite Visits

In line with the Outdoor Education, Visits and Off-site Activities Health & Safety Policy, the DCC Educational Visit Adviser will be notified of all Category B and C visits via the Evolve online system

Barley Lane School 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 EVOLVE, The Schools' Educational Visits Co-ordinator Razna Miah will check the documentation and planning of the trip and, if acceptable, initially approve the visit before referring to the Head teacher 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. A separate specific behaviour and wellbeing policy *is* in place at the School and there is specific and simple guidance on managing personal safety in an inherently risky SEMH setting.

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 relevant line manager in order to identify and implement control measures. Work involving potentially significant risks (for example work at height) will not be

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undertaken whilst working alone. In order to ensure that this is the case, staff working outside normal school hours must obtain permission of *Head teacher* and Site Manager

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

School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so with a colleague where possible. They should not enter the premises unless they are sure it is safe to do so. If I or head teacher is called out we would inform the other that we were attending and a policy of checking in with each other via a phone calls.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RA13A/B risk assessment document.

School Security

Jason McCarthy 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 RA24 or RA24B risk assessment document.

For full details relating to security and lone working issues, reference should be made to the HS31 Lone Working and HS50 Security Arrangements Note.

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.

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Staff have access to various well-being services through School Insurance that are provided at induction, emailed yearly, with hard copies available in the staff room

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 HS24 Health Issues for Staff Arrangements Note.

Tree Safety Management

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

The school will ensure that tree inspections are undertaken in line with the *DCC Tree Management Policy*. Jason McCarthy

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 etc.

Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment. Such training will also be undertaken by those who line manage staff who work at height. The School's nominated person(s) responsible for work at height is Jason McCarthy has had the work at height training but avoids at all costs and will get in outside contractors if not practical to do himself safely with another person and risk assessed or the risk is higher than the need

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The nominated person(s) shall ensure:

- 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
- 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 HS60 Work at Height Arrangements Note.

Work Experience

Paul Cocker is responsible for managing and co-ordinating work experience.

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 to 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 RA28 risk assessment document.

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Workplace safety

Jason McCarthy is responsible for undertaking a risk assessment for general sites and buildings safety in order to identify and implement control measures for the following site workplace hazards:

- Slips, trips and falls
- Glazing
- Trees
- Waste storage and disposal
- Vehicle/pedestrian conflict

This will be reviewed annually or after significant change and recorded by amending the RA03 risk assessment document.

For full details relating to the control of hazards within the premises, reference should be made to the HS44 Premises Arrangements Note.

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Child protection: managing student risk in our setting* :the biggest risks to health and safety in our school are rooted in the complexity and challenge of the student body (peer on peer) and our own inevitable frailties as people and our most important and pressing health and safety work is done to keep them safe

*The complex and mercurial nature of our young people and the shifting chemistry of their relationships with each other and the sometime turbulence of their lives and the latent quality of unknown and emerging risks in their nature and in their lives make the notion of “dynamic risk assessment” critical to keeping everybody safe.

This is a practicable and reasonable response to the anticipation that risk will be an ever moving target and to have nearly seventy individualised risk assessments not only bureaucratic but unworkable as staff would be overloaded with information and unable to act safely and decisively.

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Student Risk	Managing that risk safely
<p>The student body by its nature as “stated” SEMH contains and presents a whole range of known and unknown (latent risk) and also emerging and shifting risks because being multiply and diversely risky is a core and common feature of the children and young people in our care</p> <p>There is also a risky “chemistry” in their interactions and relationships centrally with each other and all those they encounter from teachers through visiting professionals to delivery drivers and the neighbours....</p> <p>These risks are dynamic they shift and slide, rise and fall constantly in all the children as so many factors home and</p>	<p>Culture and ethos: bringing the right values and attitudes to our work.</p> <ul style="list-style-type: none"> • Understand and apply the notion of personal responsibility for maintaining one’s own and the health and safety of others. • Understand too that we can only do what is reasonable and practicable about things we can reasonably anticipate. • A culture of no blame and one also where risk and its management are spoken of freely and frequently is essential • The application of dynamic risk assessment is critical; we are ever alert to emerging risk and take reasonable steps to manage risks in that context of personal responsibility • Particular to our own school culture is the benchmarking against what we would want for our own children that is the highest levels of care and vigilance and protecting against becoming institutionalised and desensitized. • A robust and relentless culture of praise, affirmation, compassion and forgiveness that promotes good and therefore less risky behaviours in the children and young people. <p>Rhythm and routine: making sure the framework and prompts for sharing risk and reflecting and acting are in place.</p> <ul style="list-style-type: none"> • The daily accessing of the dedicated safeguarding email account as risks emerge and our responses set out... • The daily ritual of our morning briefing and afternoon debriefing sessions each morning Tue-Thu and Mondays and Fridays for our more developed operational reflection and planning and the sharing of best practice respectively... • ... where every day the set agenda triggers sharing and discussion and plans for the safety and wellbeing of the children and the immediate operational risks and challenges plus any emerging burning issues: what do we need to do reliably well, differently or better today? • Whilst logistically more awkward because of staff working patterns we can and do regroup at the end of the day to share, reflect and plan and will continue to do so. • We have all accessed e-mail, text and mobile messages to share also and the conventional boundaries of the working day should not restrict our sharing and in practice we all often share significant insights, anxieties or practical operational information after the school day and then coalesce them at the following morning’s briefing <p>A way of working: once the day begins the dynamic and shifting and surprising nature of our work needs perpetual thinking about and constant intelligent tweaking.</p> <ul style="list-style-type: none"> • Once the working day begins we must be rigorous in our professional housekeeping and if the conventional work-place deals with emerging trip hazards then we must be alive to who steps off a taxi in a risky frame of mind intent on dispute or how events and consequent tensions and risks unfold as the day progresses and so our working day begins and continues as the children are the risk as is our capacity for frailty and poor judgment so we must be vigilant about both. • The “walkabout” system is critical with staff offering not just practical help but a reference point for sharing with the nominated in-charge a member of the SLT there specifically to provide the capacity to absorb, think about and act on emerging risk and difficulty from small operational tweaks to more significant interventions. • Related to this is the massive significance always of putting children and their supervision first, no trips to make tea no brief stop-overs at the staff room as it is exactly in these nooks and crannies of staff frailty and absence that the student can do most mischief and harm and is most at risk. • Being prompt, punctual and visible; where we should be, when we should be, all these are essential to safety in our setting as are simple practical things like having a charged walkie-talkie on the right frequency, a school mobile that is similarly charged and a brain switched to super vigilance mode that expresses and shares emerging risk freely

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school can and do impact upon them

Such potential for risk and difficulty can seem overwhelming and unmanageable; how can we, how should we respond?

- If the daily morning briefings with their set agenda and prompts for risk awareness and management provide structured talking and sharing and action then once the day starts our established, ongoing and multiple and diverse professional conversations are critical and it is in habitually, obsessively and in time instinctively sharing with each other every significant nuance of the children’s behaviours, state of mind and physical movements that we keep everybody safe.

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