

We are an **ambitious** and **inclusive** Trust of schools
strengthening communities through **excellent** education.



Health and Safety Policy

Responsibility for approval: Board of Trustees
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1.0 Policy Statement

- 1.1 We are an ambitious and inclusive trust of schools, strengthening our communities through excellent education. Our mission is to transform lives and strengthen communities to make the world a better place.
- 1.2 Through our values, it is the policy of **the Trust** to promote excellence in health and safety management through a positive safety culture that promotes 'safe spaces' for an all through, collaborative approach to health and safety where we are engaged, empowered and look out for one another by promoting and championing responsible behaviours.
- 1.3 To this end **the Trust** conducts operations in such a manner as to ensure as far as is reasonably practicable, the health, safety and welfare of all employees, students, contractors, general public and others while working, studying and visiting our premises and outside of these premises on associated activities.
- 1.4 We aim to achieve the highest standards of health and safety, consistent with the Health and Safety at Work etc. Act 1974 (HSWA) and Regulations subsequently laid under it and meet the standards required therein.
- 1.5 We recognise our duty to regularly assess the hazards and risks created in the course of our business.
- 1.6 We also recognise our duty, so far as is reasonably practicable to:
- provide adequate control of the health and safety risks identified
 - consult with our employees on matters affecting their health and safety
 - obtain the cooperation of employees in meeting our health and safety obligations
 - provide and maintain safe plant and equipment
 - ensure the safe handling and use of substances
 - provide information, instruction, and training where necessary for our workforce
 - ensure that all employees are competent to do their work
 - prevent workplace accidents and cases of work-related ill health
 - maintain a safe and healthy working environment
 - have in place effective arrangements for the management of health and safety
 - actively manage and supervise health and safety at work
 - review this policy annually and revise, as necessary, and provide adequate resources for its implementation and
 - commit to a process of continual improvement with respect to health and safety management.
- 1.6 We recognise that we have a duty to co-operate and work with other employers and their employees, when visiting our premises, to ensure the health and safety of everyone at work.

2.0 Introduction

- 2.1 Although overall accountability for health and safety lies with **the Trust**, in accordance with the Scheme of Delegation, the day to-day responsibility for the health and safety of staff and students in individual schools is delegated to the headteacher, who in turn will delegate specific functions to other staff.
- 2.2 The Local Governing Boards (LGBs) of schools within **the Trust** are not the employers of staff but play an important role in ensuring performance and will work in close partnership with the headteacher and senior leadership team of the school and relevant staff of **the Trust** to support good health and safety management. This will include carrying out an annual health and safety audit and reporting on this at a full governing board meeting.
- 2.3 **The Trust** will support schools in putting in place clear policies which focus on the key risks within the setting and in checking that control measures have been implemented and remain appropriate and effective.
- 2.4 Schools are required to adopt a health and safety policy approved by **the Trust**, as set out in the schedule of policies and in accordance with the Scheme of Delegation. The policy will contain:
- A statement of policy
 - Roles and responsibilities for health and safety within the school and
 - Identification of the key areas of risk and the specific arrangements for ensuring health, safety and wellbeing in their premises.
- 2.5 Schools will operate in accordance with the terms of the Safety Representatives and Safety Committees Regulations 1977 and will have appropriate union representation and consultation on relevant matters.

3.0 Scope and purpose

- 3.1 The Health and Safety policy underpins our commitment to providing safe spaces for all, through a policy that is clear in its instructions and information and places emphasis on training and supervision to ensure employees are sufficiently competent to work safely.

4.0 Definitions

- 4.1 For the purposes of this document, definitions are as follows:
- **ACM:** Asbestos Containing Materials
 - **AfPE:** Association for Physical Education
 - **ACOPs:** Approved Codes of Practice
 - **CEO:** Chief Executive Officer, being the Trustee/Director responsible for Health and Safety
 - **Competent Person:** This is defined under Health and Safety Law: A competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to assist you properly. The level of competence required will depend on the complexity of the situation and the particular help you need. The Trust buys in support from **Devon County Council Health and Safety Service**.
 - **CLEAPSS:** Consortium of Local Education Authorities for the Provision of Science Services
 - **COSHH:** Control of Substances Hazardous to Health
 - **Devon County Council Health and Safety Service:** act as the Trust's external health and safety service, and **competent person**.
 - **DSE:** Display Screen Equipment
 - **Health and Safety Lead Network Group:** a network of school representatives that meet to discuss issues: best practice, knowledge and resources, issues, suggestions and concerns.
 - **HSE** refers to the Health and Safety Executive
 - **HSWA** refers to the Health and Safety Work Act etc. Act 1974
 - **LOLER:** Lift Operating and Lifting Equipment Regulations
 - **OSHENS:** refers to the DCC online safety management system which includes up to date policies and guidance, generic risk assessments, H&S Management review information and an accident reporting system. <https://devon-safety.oshens.com/Login/Default.aspx>

- **PAT:** Portable Appliance Testing
- **PPE:** Personal Protective Equipment
- **PUWER:** Provision and Use of Work Equipment Regulations
- **R&D surveys (Asbestos):** The refurbishment / demolition survey is required where the premises, or part of it, need upgrading, refurbishment or demolition.
- **RAMS:** Risk Assessments and Method Statements
- **RIDDOR:** Reporting of Injuries, Diseases and Dangerous Occurrences
- **RoSPA:** Royal Society for the Prevention of Accidents
- **RPA:** Radiation Protection Adviser. Radiation employers need to consult a suitable RPA for advice.
- **RPS:** Radiation Protection Supervisor. A school employee who is responsible for the management and safety of radioactive substances used for teaching purposes
- **SOPS:** Standard operating procedures
- **Trustees:** Refers to members of the Board of Trustees, who act both as charity trustees and also as company **directors** needing to be familiar with both company law and charity law requirements.
- **Trust Lead for Health and Safety** means the Head of Estates and Facilities
- **TWT**, the **Ted Wragg Trust** or the **Trust:** refers to The Ted Wragg Multi Academy Trust.

5.0 Monitoring and oversight

- 5.1 In order to fulfil its monitoring role, and to initiate and review health and safety policies and procedures, a Health & Safety Lead Network Group is established across our Trust of Schools. This network group meets termly and operates in addition to a Local Governance Health & Safety Link Governor Network Group, a Trust Finance & Resources Committee with responsibility for health & safety, and a designated Health & Safety Trustee. Each of these monitoring and reporting leads and termly network groups report as required to the Trust's Estates team.
- 5.2 The Trust lead for health and safety will prepare a termly health and safety report for the Executive team and Finance and Resources Committee.
- 5.3 This policy will be included in the Trust's Policy Monitoring Schedule and will be reviewed annually.

6.0 Circulation and Communication

- 6.1 This Policy will be circulated to every Member, Trustee/Director, Governor and Senior Employee by sending an email with the link to the policy on the Trust's website.
- 6.3 The trustees are responsible for overseeing, reviewing and organising the revision of this policy.
- 6.4 Effective communication is key to ensuring that the Health and Safety Policy, and associated procedures are implemented with the Trust. The Trust provides staff, contractors, students and visitors with information about the hazards, risks, and preventative measures that are relevant to them. Health and safety leads and heads of department are tasked with passing on relevant information to their staff and acting on any feedback that may arise from such communication.
- 6.5 Health and safety matters will be communicated by the following methods:
- All heads meetings
 - Business lead network meetings
 - Health and Safety Lead network meetings
 - Union safety representatives
 - Mandatory staff health and safety training
 - Internal Trust publications (e.g. health and safety reports, meeting minutes etc.)
 - Emails
 - Health and safety notices
 - Staff briefings

7.0 Competency

- 7.1 Competence is achieved through a combination of elements, including training, skills, experience and knowledge. Estates shared services department and Health and Safety Leads at school level, must be aware of relevant legislation, Approved Codes of Practice and HSE Guidance and how to manage health & safety effectively.
- 7.2 All employees need to be able to work in a safe manner and all students need to be taught to do so by competent people. Therefore, competency is a mandatory element of the recruitment process.
- 7.4 Health and safety training is a mandatory part of induction for all staff together with regular refresher training provided.
- 7.5 Site specific staff and department leads with specific skills and expertise are identified and schedules of training put in place and reviewed regularly. E.g. working at height, COSHH, first aid appointed persons, fire marshal training, etc.

8.0 Related Legislation, Regulations and Trust Policies

8.1 Referenced Legislation and Regulations:

- [The Health and Safety at Work Act 1974](#)
- [The Construction \(Design and Management\) Regulations 2015](#)
- [The Control of Asbestos Regulations 2012](#)
- [The Control of Noise at Work Regulations 2005](#)
- [The Electricity at Work Regulations 1989](#)
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#)
- [The Ionising Radiation Regulations 2017](#)
- [The Management of Health and Safety at Work Regulations \(1999\)](#)
- [The Manual Handling Operations Regulations 1992](#)
- [The Personal Protective Equipment at Work Regulations 2022](#)
- [The Pressure Systems Safety Regulations 2000](#)
- [The Provision and use of Work Equipment Regulations 1998](#)
- [The Regulatory Reform \(Fire Safety\) Order 2005](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995](#)
- [The Safety Representatives and Safety Committee Regulations 1977](#)
- [The Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [Managing for health and safety \(hsg65\)](#)

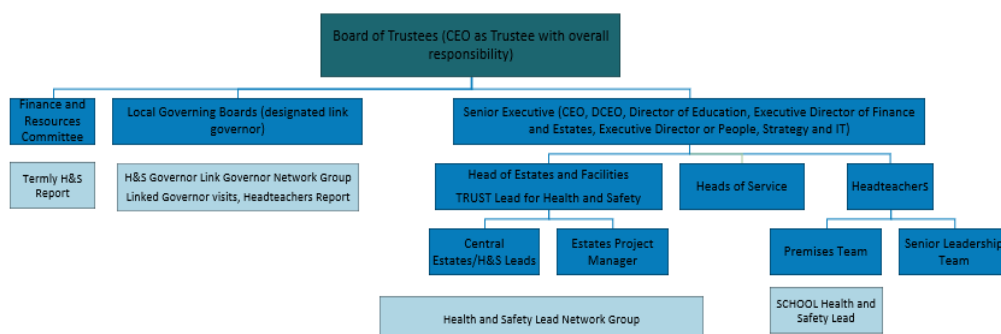
8.2 Trust specific references:

- Disciplinary Procedure
- Supporting Pupils at School with Medical Conditions
- Fire Management
- First Aid Policy (primary and secondary versions)
- Behaviour Policy
- Code of Conduct
- Safeguarding policy and procedure
- Lone Working Policy
- People Policy (to be developed by the Director of People)
- Emergency Plan

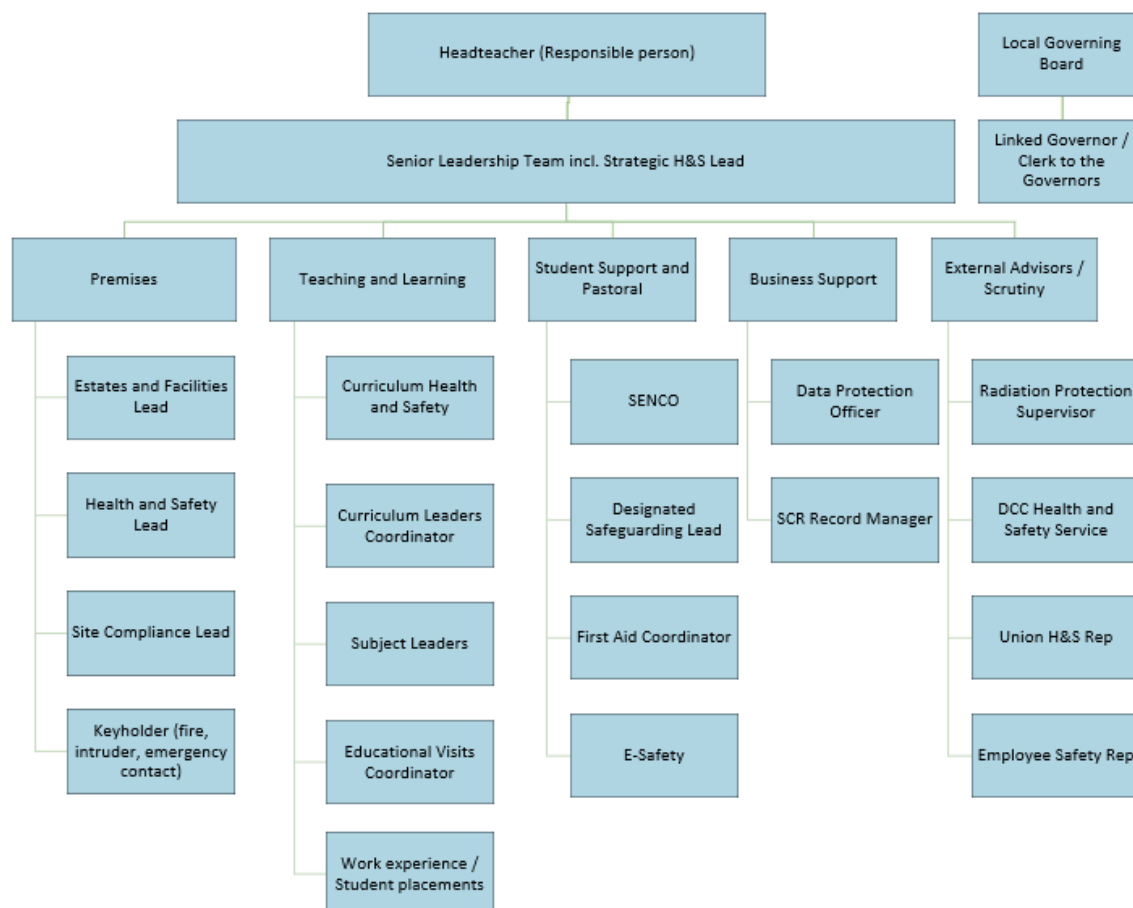
9.0 Roles and responsibilities

9.1 Organisational Charts

Governance



Leadership and Management



9.2 Board of Trustees

The Board has ultimate responsibility to ensure the health, safety and welfare of all employees and the health and safety of others. Although the legal duty remains theirs, they have delegated the performance of that duty to the Chief Executive, Senior Executive and school leadership teams.

The Board will ensure adequate resources are made available for health and safety, to enable the legal duty to be performed.

The Board, through Finance and Resources, will receive a termly report for the purpose of monitoring and reviewing the effectiveness of the policy.

As members of the Board, trustees carry individual and collective responsibility for decisions made at Board level that may affect the health, safety and welfare of personnel exposed to the activities of the organisation.

9.3 Trustee (Director) responsible for Health and Safety (CEO)

The Trustee responsible for health and safety has overall accountability for the health, safety and welfare of all company employees, for the environmental impact of company activities and fulfilment of all legal duties imposed on them, as the employer, by relevant legislation.

In recognition of the legal duties imposed upon them, the director responsible for health and safety will:

- understand the main requirements of the Health and Safety at Work, etc. Act 1974,
- ensure that every aspect of health, safety and the environment and its implications is given due consideration in all executive decisions
- set, monitor and review the effectiveness of **the Trust** Health and Safety Policy, ensuring that it meets current legislative requirements and accurately reflects company activities
- ensure adequate resources are available to implement the company Health and Safety Policy and to enable legal and moral obligations to be met
- seek advice, as and when appropriate, on health and safety issues
- ensure that all new employees receive adequate induction training as soon as is reasonably practicable after joining **the Trust**
- ensure all employees receive suitable information, instruction, training and where appropriate, supervision to verify their competence for the work they are to undertake
- ensure that all plant, equipment and materials are safe and suitable for the work for which they are to be used
- ensure that suitable and sufficient risk assessments of **the Trust** activities are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees or others who may be affected by the activity
- ensure that the results of the risk assessments are effectively communicated throughout **the Trust**, and to others who may be affected by the activity
- ensure employees are provided with PPE as identified by risk assessment
- ensure employees are trained in the use and maintenance of PPE
- in respect of hazardous substances, ensure that appropriate information is available to enable suitable assessment of the process to be conducted
- ensure that accidents and near misses are recorded
- ensure that all injuries, diseases, dangerous occurrences and significant near misses are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- maintain effective communication routes throughout the company and ensure employees are aware of the company Health and Safety Policy and other health and safety matters as they arise
- take immediate action in respect of:
 - prohibition and improvement notices
 - matters of complaint by Health and Safety Executive Inspectors
 - concerns by employees or others, of HSE standards and
 - accidents, incidents and near misses involving company employees.
- ensure maintenance of registers and records as required by current legislation
- ensure that health and safety management within **the Trust** is periodically audited to ensure that high standards of health and safety performance are being maintained and to identify areas where improvements are to be made and
- ensure that health and safety performance is regularly reviewed.

9.4 Executive Directors, Directors and Heads of Service (Shared Services)

Executive Directors, Directors and Heads of Service (shared services) have responsibility for health, safety and welfare within their specific areas of responsibility. They will therefore ensure that:

- all health and safety aspects and implications are given due consideration in all executive decisions
- adequate resources are available to enable legal and moral obligations to be met
- the Health and Safety Policy is implemented
- staff with delegated health and safety duties have the necessary training and resources and are given sufficient time in order to comply with their obligations
- a programme of risk assessment is undertaken for work activities. Where significant risks are identified, they are to satisfy themselves that safe systems of work or other control strategies are put into place in order to eliminate or failing that, reduce risks to the health, safety and welfare of staff and others to an acceptable minimum. These procedures will be monitored and reviewed on an annual basis, or before, if activities change or as a result of an accident investigation
- **the Trust** is aware of statutory obligations and recommended codes of practice by interpreting and keeping management and employees informed of new and developing legislation and other standards
- they are informed of incidents, dangerous occurrences or occupational illnesses / diseases and that all incidents are reported to the Trust lead for health and Safety
- adequate communications exist within the areas under their control, and that the CEO and Deputy CEO and Trust lead for health and Safety are informed of any major issues and
- they consistently set a good personal example.

Executive Directors and Directors may delegate the performance of some of the duties placed upon them by this policy to members of the shared services support team, providing that person has received adequate training and resources to be able to carry out their duties.

9.5 Trust Lead for Health and Safety (Head of Estates and Facilities)

In addition to the responsibilities defined above (section 9.3), the Trust lead for health and safety will:

- ensure premises and services meet the safe, suitable and sufficient standards and contribute to an outstanding teaching and learning environment
- commit to the growth and maintenance of a positive risk management culture within **The Trust**, taking a leading and supportive role in connection with risk assessments for all related aspects of work
- facilitate health and safety network meetings to ensure that Health and Safety Leads have the knowledge and tools to provide effective health and safety management at school level
- provide advice and support for schools in all aspects of health and safety and
- report all incidents, dangerous occurrences or occupational illnesses / diseases to the Board of Trustees.

The Trust lead for health and safety may delegate the performance of some of the duties placed upon them by this policy to members of the estates team, providing that person has received adequate training and resources to be able to carry out their duties.

9.6 Headteachers (Principal or Head of School)

Headteachers are responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974 associated regulations and Trust policies are observed within their schools. Authority is delegated to headteachers to oversee and enforce the implementation of **the Trust** Health and Safety Policy throughout school activities and operations.

Headteachers will:

- understand **the Trust** Health and Safety Policy
- ensure that **the Trust** Health and Safety Policy is effectively communicated to the school community
- ensure that employees comply with **the Trust** Health and Safety Policy
- establish and maintain high standards of health and safety performance within their school
- foster a positive health and safety culture amongst all school staff

- identify a named senior leader who will be responsible for the health and safety strategy within the school
- identify a named lead who will be responsible for all health and safety matters
- ensure that those responsible for leading on health and safety are suitably trained
- ensure that the named health and safety lead fully participates and engages in all health and safety network meetings and that all actions resulting from these meetings are reported and acted on
- monitor the effectiveness of workplace arrangements for health and safety specific to school activities and ensure safe working practices are observed
- allocate necessary resources for health and safety management within their school
- ensure that suitable and sufficient risk assessments have been undertaken for work and curriculum activities within their school
- ensure that school staff are adequately inducted, trained, instructed and informed
- ensure that appropriate equipment is available and maintained in a safe condition
- ensure that accidents, incidents and near misses are recorded, investigated and reported to the Trust lead for health and safety where required
- maintain all relevant health and safety registers, records and documentation, as required by current legislation
- immediately bring to the attention of the Trust lead for health and safety matters relating to health and safety standards or performance
- ensure staff at all work locations are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses and
- communicate health and safety matters to employees and contractors via induction, training and briefings.

The Headteachers / Principals / Heads of School may delegate the performance of some of the duties placed upon them by this policy to members of their Senior Leadership Team, Heads of Department and / or School Health and Safety Leads, providing that person has received adequate training and resources to be able to carry out their duties. The Headteacher / Principle / Head of School is accountable for all health and safety matters within their school.

9.7 Health and Safety Leads

School based Health and Safety Leads are responsible for the provision and dissemination of advice and information to the school. They provide support to line management and ensure effective implementation of the Health and Safety Policy and all associated policies and procedures, by means of regular reviews and monitoring of workplace activities. Authority is delegated by the Headteacher to oversee and enforce the implementation of [the Trust](#) Health and Safety Policy in the workplace. Health and Safety Leads report to their line managers.

The Health and Safety Lead will:

- ensure that practice meets statutory requirements through the use of OSHENS (the online safety management system), centrally provided templates or other frameworks as agreed
- ensure the school has a suite of statutory policies relating to health and safety that are fit for purpose and contain the correct named persons roles and responsibilities within
- ensure that accident, incident and near miss reporting is robust in trend analysis and is provided to the Health and Safety Lead when required
- ensure that incidents subject to RIDDOR are fully investigated, documented and reported on the OSHENS website and to the Trust lead for health and safety on the day of the event
- manage and maintain inspection and quality assurance regimes to ensure health, safety and environmental legislation compliance – e.g. fire risk assessments, water hygiene risk assessments, service and maintenance inspections according to manufacturer’s recommendations, etc
- establish safe systems of work, standard operating procedures and policies that enable the school to operate effectively and efficiently and ensure staff within their area of responsibility are fully aware of potential hazards as identified by reports, inspections, safety audits, accident reports and near misses

- complete and maintain an adequate and appropriate set of risk assessments and emergency plans on site and make these available to the Trust lead for health and safety
- provide risk assessments for all school associated activities in an appropriate, agreed format
- ensure that emergency plans consider the specific risks within a building or activities carried out at the school and that there is a documented list of locations of shut off valves/ electricity shut off and gas mains etc together with contact lists of emergency contacts
- ensure that the Fire Risk Assessment reflects the school practice, including identification of staff training (fire marshals etc.), radioactive materials safety, (where present) and fire evacuation procedures
- ensure that all curriculum risk assessments are activity specific, up to date and referenced in schemes of work
- ensure there are individual risk assessments for school site staff activities
- where there is a change of use, e.g. parents evenings, school fairs, productions etc., specific risk assessments are prepared and shared with key responsible persons
- ensure that where radioactive substances are used in teaching science, the school has a designated Radiation Protection Supervisor (RPS) and you have appointed a Radiation Protection Officer (RPO)
- carry out regular internal audits to ascertain level of compliance in focussed areas
- participate in annual audits – these may be through an external company review on H & S, or through the estates shared services team (1 per year)
- share external audits with the Trust Health and Safety Lead
- record any actions from audits and put a plan in place to rectify any non-conformities within a suitable timeframe, advising the Trust Lead for Health and Safety once all actions have been completed
- carry out regular internal audits / spot checks to ascertain level of compliance in focus areas e.g. Estates compliance curriculum areas, radiation protection, site security, etc., recording findings and implementing action plans as appropriate
- share internal audits with the Trust Health and Safety Lead if additional support is required
- sign up to Health and Safety Executive (HSE) and other organisation updates to ensure the most up to date practice is being achieved at the school
- where possible use the Approved Codes of Practice (ACoP) as exemplar ways of mitigating risks in activities relevant to school operations
- bring to the attention of the Trust Lead for Health and Safety, matters relation to health and safety standards or performance
- advise and support staff, students, visitors, contractors, etc. on matters relating to **the Trust** Health and Safety Policy and all prevailing legislation
- report at least annually on health and safety matters and incident trends to the Local Governing Board
- communicate health and safety matters to staff via induction training or briefings
- assist in identifying appropriate training (in-house or external)
- attend termly Health and Safety Lead network meetings
- disseminate relevant information from network meetings to staff and
- be the responsible person and coordinator for all school-based insurance inspections, claims and investigations.

9.8 School Heads of Department

School based Heads of Department are responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974 associated regulations and trust policies are observed within their area of responsibility. Authority is delegated by the Headteacher to oversee and enforce the implementation of **the Trust** Health and Safety Policy in the workplace.

Heads of Department will:

- understand **the Trust** Health and Safety Policy
- ensure compliance with **the Trust** Health and Safety Policy within their area of responsibility
- ensure high standards of health and safety performance are maintained within their area of responsibility

- foster a positive health and safety culture
- ensure a safe working environment within their area of responsibility with safe access and egress at all times
- assist in the risk assessment process, specifically curriculum-based activities
- immediately bring to the attention of line managers matters relating to health and safety standards or performance and
- ensure that accidents and near misses are reported as soon as practicable to the Health and Safety Lead.

9.9 Employees

All employees of **the Trust** have legal duties under health, safety and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all employees will:

- co-operate with the Director Responsible for health and safety, Directors, Headteachers, Heads of Department and supervisors to enable legal duties to be met
- comply with all requirements of **the Trust** Health and Safety Policy and associated procedures
- never intentionally or recklessly interfere with, or misuse anything, provided by **the Trust** in the interests of health and safety
- actively promote a positive health and safety culture throughout **the Trust**
- undertake work which they have been trained and are authorised, qualified and competent to do so
- undertake an activity only when a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity
- follow **the Trust** health and safety rules and procedures
- use and maintain in a serviceable condition all plant, machinery and equipment in accordance with the training provided
- use and maintain in accordance with instructions and training given and report the loss or defect of all personal protective equipment provided by **the Trust**
- make themselves aware of all workplace first aid, fire and emergency procedures
- raise all matters of concern relating to health and safety as they arise to the appropriate responsible person and
- ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person to ensure appropriate investigation and recording can be undertaken.

All employees are to ensure that **the Trust** as their employer is made aware of any form of health condition or disablement that is likely to affect their ability to undertake the work they are assigned. Line managers must be made aware at the earliest opportunity of any health condition or physical impediment to an employee so that a risk assessment can be carried out and measures taken to ensure that the employee is able to continue to work safely.

9.10 Contractors

All contractors who undertake work on behalf of **the Trust** have legal duties under health, safety and welfare legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all contractors who undertake work on behalf of **the Trust** will:

- co-operate with Headteachers, Heads of Department and Health and Safety Leads to enable legal duties to be met
- comply with ALL requirements of **the Trust** Health and Safety Policy and associated procedures in place and notified to them
- never intentionally or recklessly interfere with, or misuse anything, provided by **the Trust** in the interests of health and safety
- actively promote a positive health and safety culture throughout **the Trust**
- undertake work for which they have been trained and are authorised, qualified and competent to do so

- ensure that risk assessments and method statements relating to their work are offered to the school prior to commencement of work
- never undertake work that had not had a suitable and sufficient assessment carried out by a competent person and communicated to them and others who may be affected by the activity
- ensure they are aware of the first aid, fire and emergency procedures prior to commencement of work
- raise matters of concern relating to health and safety to an appropriate responsible person and
- ensure any accident, incident or near miss is reported to the appropriate responsible person so that an investigation can be undertaken where appropriate

9.11 External health and Safety advisors

The Trust utilises the services of an external company to fulfil the role of health and safety advisor.

Devon Health and Safety Service act as the Competent Person under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 to advise **The Trust** on matters of HSE policy, management, good practice and legislation.

Examples of some of the services provided are:

- Appropriate support for health and safety matters to school and shared services staff
- Advice on health and safety training needs
- External audits on a rolling programme for all schools
- Emergency out of hours service
- An online system of reporting, recording and template policies, RA's and associated documents
- Radiation protection officer
- Reporting RIDDOR incidents to HSE

9.12 Students

Students within the secondary phase of education are expected to ensure their personal safety and that of others who may be affected by their acts or omissions by complying with the Health and Safety Policy and related procedures. Younger pupils will be guided by staff to ensure their safety and wellbeing. This will include assisting them with understanding and complying with emergency procedures.

9.13 Visitors (including Volunteers and Contractors)

All visitors to **the Trust** schools are expected to ensure their personal safety and that of others who may be affected by their acts or omissions.

Visitors are expected to:

- follow health and safety rules and procedures, including signing-in and out, supplying contact details and identification
- report to the appropriate Reception or Authority on initial arrival each day, to record their presence and receive appropriate information to ensure that they are aware of all safety, first aid, fire and emergency procedures
- raise all matters of concern relating to health and safety as they arise to the appropriate responsible person and
- ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.

Further guidance on health and safety for volunteers in school is available on the HSE website - <https://www.hse.gov.uk/voluntary/volunteers/volunteer-health-and-safety.htm>

10.0 Arrangements

The Management of Health and Safety at Work Regulations 1999, Reg 5 states that every employer shall make appropriate health and safety arrangements which are suitable in terms of size of the organisation and the nature of the organisations activities for ‘the effective planning, organisation, control, monitoring and review of the preventative and protective measures. **The Trust**, as the employer, will follow the advice in HSE document HSG 65 ‘Managing Health and Safety’ and in particular the approach summarised as ‘Plan, Do, Check, Act’.

The following health and safety focus areas have been arranged alphabetically. They are intended as an outline of arrangements made. The health and safety management systems are extensive and consist of documents, posters, training, standard operating procedures and many other aspects. Within a basic structure there are day to day decisions, dynamic risk assessments and risk assessments being updated, new guidance being received, and new training being absorbed. The Board of Trustees, CEO and school management are aware that there is additional law other than occupational health and safety law that may affect what is commonly called “health and safety”. This includes licensing law, highway and transport legislation, food safety, environmental management and the area of civil law.

10.1 Accidents, Incidents and Near Misses

All accidents, incidents and dangerous occurrences must be reported to the school Health and Safety Lead. Records of these incidents will be maintained and reported to the Trust Lead for Health and safety and Local Governing Body at least annually.

All accidents, incidents and near misses are recorded on the school system and / or OSHENS on the same day, or within 24 hours. As much detail as possible should be supplied when reporting an accident and records must be retained by the school for a minimum of 3 years, in accordance with Social Security (Claims and Payments) Regulation 1979 (Regulation 25).

Investigations will take place led by the Health and Safety Lead to establish if there are any root causes of the incident, and take steps to improve safety with corrective actions to prevent similar incidents from occurring in the future, where reasonably practicable. These investigations will be recorded and reviewed as required.

Injuries requiring hospitalisation or ambulance must be reported immediately to the Health and Safety Lead to enable full investigation to take place and to establish if the incident is reportable under the [Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013](#) (RIDDOR).

All RIDDOR reportable incidents, accidents and reportable diseases will be actioned by the Health and Safety Lead, who will liaise directly with the external competent advisor (currently Devon County Council Health and Safety Service) and also inform the Trust Lead for Health and Safety.

In the unlikely event of a life-threatening incident or even death, the scene should be secured and not touched. After the initial emergency call to 999 and immediate actions, Devon Health and Safety Services and the Trust Lead for Health and Safety should be contacted. Guidance on specified injuries reportable under RIDDOR are available [here](#).

Further guidance in reporting accidents, diseases and dangerous occurrences are available on the HSE website via the following link:

[Incident reporting in schools \(accidents, diseases and dangerous occurrences\) – EDIS1](#)

Trustees will be provided with reports and statistics to monitor and review health and safety performance across the Trust.

10.2 Administering of Medicines

Arrangements for the administration of medication in school will be in accordance with the school's 'Supporting Pupils at School with Medical Conditions' Policy. The DfE guidance regarding supporting pupils with medical conditions offers further guidance.

[DfE guidance - Supporting pupils with medical conditions](#)

10.3 Asbestos Management

Duties around asbestos management are set out in law by HSE in the [Control of Asbestos Regulations 2012](#). In addition to this, schools will refer to the DfE guidance to assist with [managing asbestos in school](#) and designated responsible persons will also ensure they follow the guidance from the HSE regarding [duty to manage](#).

The school asbestos management plan will set out how the school manages asbestos containing materials (ACM) to reduce risk of exposure for all.

The plan will contain:

- Roles and responsibilities
- A priority led Risk assessment of ACM areas
- How information on the whereabouts and type of ACM is disseminated
- Procedure for building works
- Differentiation between licenced and non-licenced work
- Emergency procedures - this will include procedure in the event that ACM is disturbed
- Training records of school staff (including operators within ACM areas and their line managers)
- Action plan
- [DfE Asbestos Management checklist](#)

Asbestos will be managed in accordance with the individual school Asbestos Management Plan and reviewed annually. Copies of the plan, together with the most up to date management surveys and refurbishment and demolition surveys (R&D), will be held at reception and the estates/site office to allow staff and contractors to view and sign before carrying out works in an asbestos containing material (ACM) area.

The revised [ACOP L143 Managing and working with asbestos](#) contains updated information about the requirements to manage asbestos under regulation 4 of Control of Asbestos Regulations 2012.

10.4 Building and premises

The management of the school's premises will be assisted by record keeping and recording (paper or electronic). This will enable planned maintenance, asset protection, audits and provide references for future work.

Documentation to include:

- Records of compliance, maintenance, inspections and repairs
- Fire, asbestos, water hygiene risk assessments and action plans
- External inspections including Radiation Protection Adviser visits, external health and safety audits
- Insurance inspections
- Defect reports

Schools are also encouraged to follow the guidance on the DfE Good Estates Management for Schools Website (GEMS). <https://www.gov.uk/guidance/good-estate-management-for-schools> and complete and refer to the self-assessment tool available [here](#).

10.5 Contractor management

All contractors entering or working on school premises will do so only with the permission and authorisation of the Headteacher / delegated person. They are subject to the contractor due diligence procedure prior to

being allowed on site. This includes, financial checks, up to date liability insurance and certification relevant to the role, as well as DBS information, letters of assurance and Risk Assessment Method Statement (RAMS).

Any 'hot works' carried out will require notification and permits detailing the works, lock offs etc. to be signed and dated by the contractor in the presence of a member of the premises team / Health and Safety Lead.

Contractors must report to the school's reception. They will be signed in and provided with an identity / visitors' badge which must be displayed at all times. On leaving the site, they are required to sign out at reception and return their visitor identification.

10.6 Construction (Design & Management) Regulations 2015

In recognition of the legal duties imposed under the Construction (Design & Management) Regulations 2015, **The Trust** will ensure that all construction projects comply with this regulation.

10.7 Control of Substances Hazardous to Health (COSHH)

An inventory of all hazardous substances used on site must be held by the Health and Safety Lead/ Business Support Lead and reviewed regularly. All stored items will have a COSHH assessment stored electronically and/or as a hard copy in the location where the substance is stored. A generic COSHH risk assessment has been developed by the Trust lead for health and Safety and is available on request.

Schools, with their own Art, Design and Technology and Science departments, will have their own departmental procedures and arrangements for the storage, use, handling and production of hazardous substances. Reference should be made to site specific relevant department procedural documents. Heads of these departments are responsible for their COSHH arrangements.

The Trust schools subscribe to advice from CLEAPSS which is recognised by the HSE as a source of guidance.

10.8 Design Technology

The Trust identifies this subject as a higher risk area and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils. Schools will seek the advice and guidance of external competent advisory service providers, e.g. CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), and external health and safety advisors, to ensure relevant and up to date information is available.

10.9 Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations 1992 require that regular users of all types of display screen equipment are risk assessed and steps are taken as needed to protect their health and safety. **The Trust** will arrange risk assessments as necessary. All employees and anyone else on school business such as volunteers can ask for a risk assessment regarding their workplace and the use of DSE.

10.10 Electrical safety

The use of electrical systems will follow the current legal requirements. These include the general duties within the Health and Safety at Work etc Act 1974 Section 2 (2) and the [Electricity at Work Regulations 1989](#).

Fixed wire testing will be completed every 5 years and PAT testing is carried out on an annual programme.

Third parties hiring school facilities, bringing their own electrical equipment, must provide evidence of a successful PAT test within the year. Any defects with electrical equipment, leads, plugs etc. should be reported immediately. See HSE guidance – [HSG107](#)

10.11 Fire and Emergency procedures

The arrangements for general fire safety as required under the Regulatory Reform (Fire Safety) Order 2005 will be in accordance with the outcome of an external accredited assessor completing a Fire Risk Assessment which is reviewed at least annually by the school unless requiring revision due to substantial change, or if legislation changes. The Fire Risk assessment should be repeated every 3 – 5 years by an external accredited assessor or on completion of major building works (whichever is the sooner).

The school's Fire Log Book or online system will be used to record weekly system tests, fire door checks, practice and unplanned evacuation drills, training on equipment, visits by the Fire and Rescue Service and maintenance visits by fire service engineers of all fire safety equipment, including emergency lighting and fire extinguishers. All schools carry out fire evacuation drills and review their procedures regularly and in accordance with their fire risk assessment and policy.

The nature of an emergency means that they may not fit into a previously encountered scenario and staff may need to react using their training and judgement. Emergency procedures include:

- Medical emergency - See Supporting Pupils at School with Medical Conditions and [DfE First Aid guidance](#)
- Gas leak, flood, service outage – See Premises logs for details of where shut off valves/ stop cocks etc. are situated
- Intruder, crime and terrorism – See School Emergency Plan and [DfE guidance on emergency planning](#)

10.12 First Aid provision and medical support

The arrangements for first aid in the School will be in accordance with the Supporting Pupils at School with Medical Conditions and First Aid Policies. First aid boxes will be located in specific locations and classroom areas as per the school requirements. The names of First Aiders and others with appropriate skills will be posted at strategic locations within the school.

10.13 Ionising radiation and Radon

In using Ionising Radiation for educational purposes (science – secondary schools), we ensure that we will comply with the Ionising Radiation Regulations 2017. To ensure the safety of all, we will follow guidance set out in [CLEAPSS document L093 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges](#).

Radon levels are monitored, high risk areas identified, and control measures implemented where necessary. Schools with Radon levels above 1 have implemented a Radon Risk Assessment which is reviewed annually.

The UK Health Security agency (UKHSA) have produced a [Radon in Schools](#) Guide.

Further advice and guidance is available from <https://www.ukradon.org/>.

10.14 Local Exhaust Ventilation and Air Extraction

The Trust recognises there will be occasions when it will be necessary to refer to outside specialists for air monitoring and the checking of ventilation systems installed for the removal of dusts, vapours, gases etc, (e.g., fume cupboards, woodwork extraction, heat treatment, soldering etc). Provision will be made to ensure this takes place in accordance with [Schedule 4 COSHH](#). A record of all such tests will be kept in the premises log book / online system

Air extraction in kitchens and other types of air extraction, cooker hoods and other catering ventilation will be installed, cleaned and maintained to ensure adequate removal of waste gases from cooking equipment and to maintain a suitable temperature and humidity for the staff members.

Other air extraction will be provided and maintained as needed around the premises in for example:

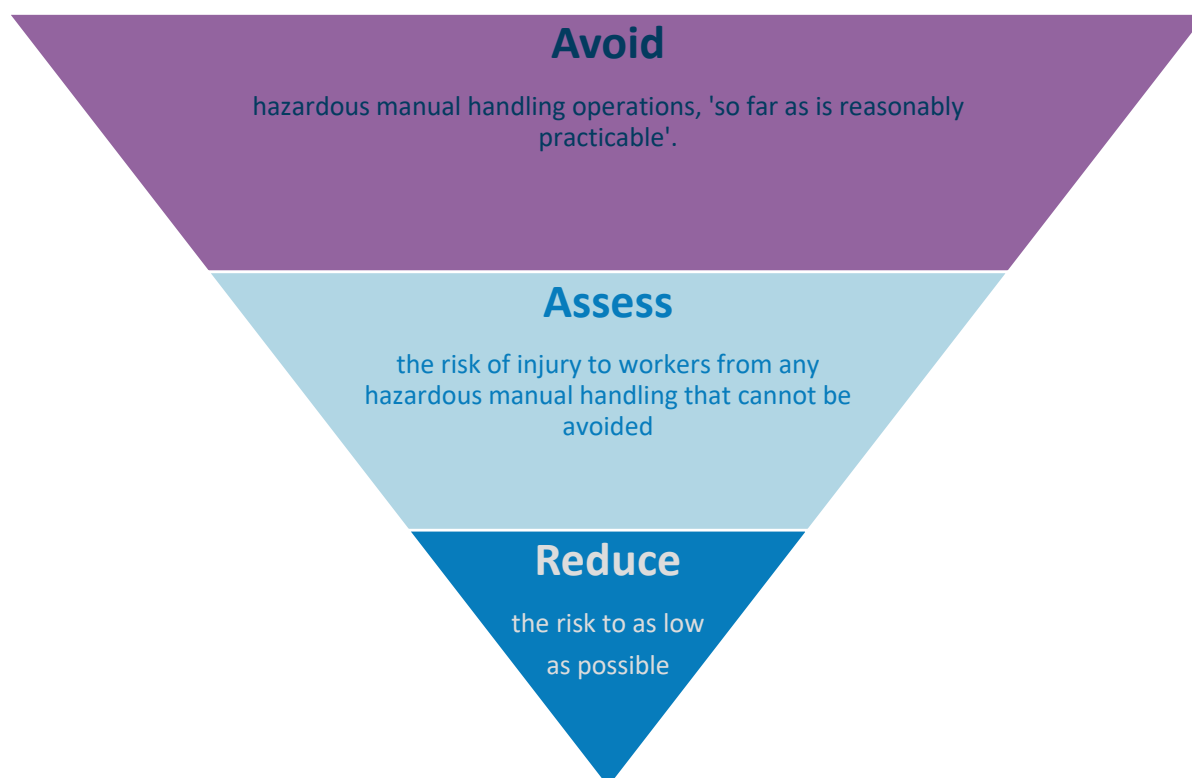
- Kiln Rooms
- Toilets and washrooms
- Reprographics room

10.15 Lone Working

Staff who are lone working will be subject to a risk assessment to assess the level of risk for the activity taking place. When lone working, staff should never take part in an activity that puts them at risk, e.g. drilling at height. Staff should also consider weather conditions and the activity before lone working. The lone worker should advise a designated person (colleague or family member), who could be alerted to any emergency.

10.16 Manual handling

The Management of Health and Safety at Work Regulations require employers to assess the risk to the health and safety of workers. Employers must also comply with the Manual Handling Operations Regulations which sets out the hierarchy of measures to follow to prevent and manage the risks from hazardous manual handling.



All staff who carry out manual handling tasks should be trained to do so. Operators will consider this hierarchy when assessing the need to lift any objects. If the lift can be avoided then this is the preferred option. If handling the load cannot be avoided, considerations should be given as to whether the load can be lifted and / or manoeuvred using equipment, (e.g. trolleys, hoists etc.)

All lifting and carrying of objects or people will only be permitted after suitable risk assessment has been undertaken by a competent person, e.g. Health and Safety Lead. Lifting of students with medical needs

should be assessed by an external practitioner, added to the individual care plan with additional training provided. (see policy: Supporting Pupils at School with Medical Conditions).

Where possible standard operating procedures will be implemented as part of premises management or individual pupil care plans. Equipment such as hoists, trolleys, wheelchairs and evac chairs will be inspected and maintained in accordance with manufacturers instructions.

Appropriate equipment will be purchased, and specialist training provided as required. Review and amendment of procedures will take place as necessary and all manual handling accidents and near misses will be recorded and investigated.

The HSE have prepared a guide which schools are expected to follow - [Manual handling at Work INDG143](#)

10.17 Monitoring and auditing health and safety performance

The Trust and schools will apply the Health and Safety Executive & Institute of Directors recommended process of:



There will be a rolling programme of updating documents and procedures. In addition, internal audits by the shared services estates team will be carried out at least annually to maintain and improve overall performance. External health and safety audits are carried out by Devon Health and Safety Services. These are annual for secondary schools and every three years for primary schools.

Monitoring of performance will include the Health and Safety Lead carrying out and recording regular walkabouts with specific focus areas and meeting employees, pupils and contractors. Walkabouts by premises staff may be formal and recorded or day to day “walking the job” picking up issue before they escalate.

See also HSE Guidance:

[HSG65](#)

[INDG417](#)

10.18 Noise, high sound levels and vibration (machinery and music)

[The Control of Noise at work Regulations 2005](#) aims to ensure that workers’ hearing is protected from excessive noise. **The Trust** recognises there may be issues with noise, high sound levels and vibrations and encourage staff to report any excessive and continuous noise / vibrations to the Health and Safety Lead. In these instances, specialist advice will be sought and the [HSE ready reckoners](#) will be used to calculate exposure.

Where exposure is found to be excessive, remedial actions will be required, which could include personal protective equipment being made available.

For music staff exposed to high levels of noise, a health surveillance programme may be offered if required. Individual risk assessments should be put in place for staff where exposure to excessive periods of noise as part of their work activities.

10.19 Off site visits, educational trips and sporting events

Arrangements for all off-site visits will comply with school specific procedures. All schools have at least one Educational Visit Coordinator who will be suitably trained. Educational visits and off-site trips are recorded and approved using the EVOLVE system provided by Devon County Council. In addition, the following guidance is recommended:

[Outdoor Educations Advisers Panel \(OEAP\)](#) who provide guidance, activities, training and support for outdoor learning and educational visits.

[HSE guidance on educational visits](#)

[DFE guidance - Health and safety on educational visits](#)

10.20 Outdoor play areas, outdoor equipment and structures

This item covers the wide range of external features, such as fencing, outdoor seating, gazebos and roof gardens. The principle is of regular inspection and maintenance. This is carried out and recorded by the premises staff or grounds contractor. Usually a daily sweep and at least monthly inspection of these structures.

Outdoor play equipment must be installed in accordance with BS EN 1176. All external play equipment requires an annual inspection by a [RoSPA accredited company](#). In addition, the premises team should conduct a daily sweep of the area and a weekly check of the equipment (e.g. no bolts or wood loose). These checks must be recorded and any issues actioned. A risk assessment for activities on the play equipment should also be put in place and reviewed at least annually and when equipment is added or removed.

10.21 Personal Protective Equipment (PPE)

PPE is defined as all equipment (including clothing affording protection against weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their health & safety. Examples of PPE include:

- Protective gloves
- Eye protection
- Protective headwear
- Face masks
- High-visibility clothing
- Safety footwear
- Hearing Protection

The Trust will ensure that PPE is provided free of charge wherever there are risks at work / student activities that cannot be adequately controlled in other ways.

Health and safety leads will ensure that all PPE is:

- suitable and sufficient
- correctly assessed before use and
- maintained and stored correctly.

PPE users will be provided with information and instruction regarding the correct use of all PPE issued. Employees and pupils have a duty to:

- use any PPE provided to them in accordance with the instructions provided
- report any loss or defects and
- return any PPE to the appropriate place after use.

Use of PPE should be included on associated activity risk assessments. Further guidance regarding PPE use is available from the HSE [here](#).

BS standards for PPE is available [here](#).

10.22 Physical Education

The Trust has identified this subject as a higher risk area and will therefore ensure suitable training, risk assessments, equipment, and emergency procedures are in place to ensure the safety of the staff and pupils. All activities within this subject will include risk assessments within the schemes of work. See the [Association for Physical Education](#) (AfPE) for templates and further advice and guidance.

10.23 Plant, Machinery and Equipment

[The Provision and use of work equipment regulations 1998 \(PUWER\)](#) requires that equipment provided for use at work is:

- suitable for its intended use
- safe to use
- maintained in a safe condition, including adequate and correct guarding of specific equipment and
- inspected to ensure it is correctly installed and does not subsequently deteriorate.

The Trust recognises that specialist advice is required to determine the safety requirements of specific pieces of equipment and machinery within the schools. This will be obtained as necessary by hiring contractors and advisers where needed. The health and safety leads / site managers/ curriculum subject leaders, will be responsible for ensuring that periodic checks are carried out of plant, machinery, and equipment within their area of activity. Maintenance and inspection reports will be kept with or near to the equipment to which they relate and copies will be kept in the premises office or online system.

A thorough inspection of work areas will take place at least annually, or according to manufacturer's instructions by a competent contractor. New plant, machinery, equipment, materials and substances will be brought onto the premises after discussion with the Business Support Lead and Health and Safety Lead. The Health and Safety Lead or Subject Leader will be responsible for ensuring risk assessments are in place and producing safe systems of work for cleaning and maintaining plant, machinery and equipment. They will also be responsible for selecting and providing the correct type of personal protective clothing and equipment according to the needs of the individual member of staff or pupils (curriculum subjects, e.g. DT, textiles).

Equipment and machinery will include (but not limited to):

- Hand tools
- School curriculum apparatus
- Lifting equipment
- Ladders
- Pressure cleaners
- DT machinery
- Sewing machines

The HSE have created a [Safe use of work equipment guide L22](#) which should be referenced when considering risk assessments and maintenance of equipment and machinery on school sites.

Lifts provided for use in workplaces are subject to the Lifting Operations and Lifting Equipment Regulations (LOLER). Passenger lifts and combined goods / passenger lifts are subject to [periodic examination](#) and [inspection](#) as required by [LOLER](#) and [PUWER](#).

10.24 Pressure Systems (including Gas Boilers)

The Trust will ensure that all pressure systems are operated, maintained & examined in accordance with the [Pressure Systems Safety Regulations 2000](#) and [ACOP L122](#). In particular, schools will ensure that:

- a suitable written scheme of examination is in place before the system is operated
- the system is examined in accordance with manufacturers recommendations
- the system is operated within its safe operating limits
- all staff operating pressure systems are provided with adequate information, instruction, training & supervision and
- gas boilers must be maintained in accordance with manufacturer’s instructions and serviced and maintained by a gas safe registered engineer.

10.25 Risk Assessments

In line with Health and Safety Executive guidance, risk assessments will focus on serious and substantial risks as a priority. The risk assessment process will follow the HSE guidance (previously called “five steps to risk assessment”). The HSE provides guidance on the risk assessment process available [here](#). Risk assessments will be suitable and sufficient. They will use the best available guidance from advisory bodies, e.g. AfPE for sport and other PE activities, CLEAPSS for Science, DT and Art.

The Trust recognises the law and requires schools to consider assessment of risks that may arise in the course of the school day. This will include anything related to the school premises or delivery of the curriculum, whether on or off site. Risk assessments will be recorded through the following process:

- Identifying the hazards
- Identifying who may be harmed
- Identifying how people may be harmed
- Recording what control risks are already in place
- Identifying what other control measures are required to mitigate risk (where appropriate).
- Reviewing the risk assessment on a regular basis

A simple and focussed template is available [here](#) for use by all schools (see example below).

RISK ASSESSMENT – Name of assessment

School Logo
here

SCHOOL / CENTRAL:		DATE OF RISK ASSESSMENT:	
ACTIVITY / AREA OF RISK ASSESSMENT:		DATE OF NEXT REVIEW:	
COMPLETED BY:			

Information

Identify the hazards	Who might be harmed and how?	What control measures are already in place?	Do you need to do anything else to control this risk?
		•	
		•	
		•	

In addition to this resource, the OSHENS site also has a suite of templates available for schools to adapt for their specific setting.

The health and safety lead network meetings also provide the opportunity to share best practice and develop a risk assessment register that ensures all school risks are assessed, recorded and reviewed.

10.26 Security

All staff should be conscious of all aspects of the security of people and property. This will include emergency exit doors on the outer perimeter of the buildings, perimeter fencing, access control and security alarms. Site staff will carry out regular inspections of all security measures across the site. However, it is the responsibility of all staff to report any defects immediately.

Maintaining security and remaining vigilant is key to reducing the opportunity of unauthorised persons entering the school buildings as well as the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors. Staff, visitors, contractors, Trustees and Governors are all required to wear identification badges at all times when on school premises.

The security management of the premises, staff members and pupils is part of the overall safeguarding procedure as well as asset protection and personal safety. Some procedures are accessible only to authorised personnel including:

- Personal data
- Cash protection
- IT security

10.27 Stress

The Health & Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed upon them”.

Schools will identify workplace stressors and take reasonably practicable measures to control the risks from stress. Managers and supervisors will be provided with information in relation to good management practices. They will also be provided with adequate resources to enable them to implement the trust stress management strategy.

All staff have access to an [Employee Assistance Programme](#) which offers counselling and other wellbeing facilities and is confidential.

10.28 Training

The Management of Health and Safety at Work Regulations 1999 requires employers to provide suitable information and training to those in the organisation.

The Trust recognises its statutory duty to provide staff with information, instruction, training and supervision necessary for their health and safety at work.

Training requirements are identified in the following ways:

- part of an individual’s annual performance appraisal.
- identified as part of a risk assessment process
- role specific training needs requiring certified training
- role specific training needs requiring ‘in house’ supervision and/or training
- All staff receive health and safety training as part of induction with refresher and update training either when changes occur, annually for specific certified training or every three years

10.29 Tree management

As part of the grounds contract, the trees on school sites are monitored and maintained. This will include a tree survey, from which an action plan is created and prioritised remedial works completed annually. In addition to this site staff should conduct a monthly check on all trees on site to ensure they are safe and in good condition. This check should be recorded and any issues acted upon.

10.30 Water Hygiene Management (Legionella)

Schools will adopt as far as reasonably practicable the principles of control and management identified in the current edition of the H.S.E Approved Code of practice and Guidance Document L8 [The Control of Legionella Bacteria in Water Systems](#) (ACOP L8).

To comply with its legal duty's schools will:

- identify and assess sources of risk
- prepare a scheme for preventing or controlling the risk
- implement, manage and monitor all precautionary control measures identified
- keep records of precautionary measures
- identify roles and responsibilities of employees and contractors within the school and
- review the water hygiene risk assessment and water safety plan at least annually.

10.31 Work related driving

Work-related driving can be defined as any occasion when an employee is required to drive as part of their work. This might include, but is not limited to:

- driving to meetings/seminars
- visiting clients/customers and
- authorised Trips/Activities (including minibus driving).

Schools will assess the risks of work-related driving activities, and will take measures to reduce the risks. Where necessary, employees will be provided with training, information & instruction regarding work-related driving, and the procedures to be followed.

Employees who drive on behalf of the Academy must not:

- drive under the influence of alcohol or drugs
- carry hitchhikers or unauthorised persons
- use a hand-held device whilst driving
- drive in a manner that places themselves, other road users or pedestrians at risk or
- drive whilst fatigued.

Schools will implement procedures to ensure that all drivers are eligible to drive the relevant vehicle(s); that they hold the relevant licence; that their vehicle has a valid MOT certificate; and that they hold insurance for the use of their vehicle for business purposes. This process will be updated annually.

It is the responsibility of the driver to inform the school of any driving offences as soon as possible.

See also the Minibus policy for further information.

10.32 Working at Height

[The Work at Height Regulations 2005](#) apply to all work at height, where there is risk of a fall liable to cause personal injury. They place duties on employers, and those who control any work at height activity (such as facilities managers or building owners who may contract others to work at height).

To minimise the risk of falls from height, schools will:

- take measures to avoid work at height where possible
- provide work equipment or other measures to prevent falls where working at height cannot avoid be avoided and
- where the risk of a fall cannot be eliminated, work equipment or other measures will be implemented to minimise the distance and consequences of a fall should one occur.

Schools will seek to control and minimise the risks associated with working at height by ensuring that:

- all work at height is properly planned and organized,
- all work at height takes account of weather conditions that could endanger health and safety
- those involved in work at height are trained and competent
- the place where work at height is done is safe
- equipment for work at height is appropriately inspected
- the risks from fragile surfaces are properly controlled
- the risks from falling objects are properly controlled and
- lone working at height is prohibited

A risk assessment template for working at height is available on the shared drive or through the Trust health and safety lead.

School Health and Safety Leads and site staff should also be familiar with the [HSE Working at Height brief guide](#).

10.33 Work Experience / Young person risk assessment requirements

The HSE guidance on [Young People at Work](#) will be followed. A placement officer may visit the school to discuss the placement of the student. They will require:

- Visual of the Health and Safety Law poster prominently displayed
- Copy of liability insurance
- Documented risk assessment specific for the activities the young person will be undertaking, considering any specific requirements. These details will be provided to the parent of a young person under the age of 18
- Details of the supervisor responsible for the placement
- Induction and training schedule
- Details of PPE being supplied to the young person

The Health and Safety Lead / supervisor will ensure that prior to any work experience placement, the applicable working environment is suitable for the relevant student(s), and that all reasonable steps to ensure the health, safety and welfare of the student, considering their lack of experience, absence of awareness of potential risks and their relative immaturity.

A: Appendix A – School Specific Duty Holders

To be completed by school

Trust Staff Responsibilities		
Health and Safety Role	Postholder	Named individual
Link Trustee – Health and Safety	Trustee	Teresa Gardner
Director responsible for Health and Safety	CEO	Moira Marder
Trust Health and Safety Lead	Head of Estates and Facilities	Julia Prince
Estates and Compliance Lead	Head of Estates and Facilities	Julia Prince
Cyber security	Head of IT	Ben Mc Gowan
Wellbeing and Stress Management	Head of HR	Becky Hargreaves
School Specific Responsibilities		
School Role	Postholder	Named individual
Link Governor – Health and Safety	School Governor	Pat Patel
Local Governing Body Clerk	Clerk to Governors	Lesley Williams
Responsible Person for School Health and Safety	Co-Headteacher	Georgina Reid
Strategic Health and Safety Lead	Health and Safety Leader	Graham Wilmott
Health and Safety Lead (Site / compliance)	Leader	Annette Codner
Site Compliance Lead	Health and Safety Leader	Graham Wilmott
Estates and Facilities Lead	Headteacher	Georgina Reid
Educational Visits Coordinator	Leader	Annette Codner
First Aid Coordinator	Leader	Annette Codner
Designated Safeguarding Lead	Co-Headteacher	Nicola Keeler
Data Protection Officer	Co-Headteacher	Nicola Keeler
Key holder(s) (fire, intruder, emergency contact)	Health and Safety Leader	Graham Wilmott
Union Health and Safety Representative	Health and Safety Leader	Graham Wilmott
Representative of employee safety	Health and Safety Leader	Graham Wilmott
Curriculum Leaders Coordinator	Curriculum Leader	Alex Druce
Subject leader - English	Deputy Headteacher	Stacey Mitchell
Subject leader - Mathematics	Maths Leader	Louise Impey
Subject leader - Science	Science Leader	Louise Impey
Subject leader - Humanities	Curriculum Leader	Alex Druce
Subject leader - MFL	Lower Key Stage 2 and Languages Leader	Emma Bell
Subject leader - PE	PE Leader	Annette Codner
Subject leader - DT	DT Leader	Kingsley Clennel-White
Subject leader - Art	Art Leader	Kingsley Clennel-White
Subject leader - Music	Music Leader	Kingsley Clennel-White
Subject leader - Drama	Drama Leader	Kingsley Clennel-White
Subject leader - IT	Curriculum Leader	Alex Druce
SENCO	Co-Headteacher	Georgina Reid and Nicola Keeler
Radiation Protection Supervisor (RPS)		?
Single Central Record manager	Co-Headteacher	Georgina Reid and Nicola Keeler
E Safety lead	Curriculum Leader	Alex Druce
Student placement lead	Co-Headteacher	Georgina Reid
Work experience lead	Co-Headteacher	Georgina Reid

Responsibility for approval: Board of Trustees

Date of approval:

Outsourced Companies with Health and Safety responsibilities

Contract	Company	Contact
Health and Safety External Adviser	Devon Health and Safety Service	Tanya Lloyd
Radiation Protection Adviser (RPA)		?
Catering contractor	Marine Academy Plymouth	Michelle Ashton
Cleaning contractor	Fusion Cleaning Service	Kim Powell
Grounds maintenance contract	Arborcure Ltd	info@arborcure.co.uk
Tree surveys	Arborcure Ltd	info@arborcure.co.uk
Fire system servicing and maintenance	Universal Fire and Security	office@universalfireandsecurity.co.uk
Fire extinguisher servicing and maintenance	Universal Fire & Security / Brunel Fire & Security	office@universalfireandsecurity.co.uk
Emergency lighting servicing and maintenance	Universal Fire & Security	office@universalfireandsecurity.co.uk
Access control servicing and maintenance	Universal Fire & Security	office@universalfireandsecurity.co.uk
Automatic gates/barriers/doors servicing		J Manny
Roller shutter doors servicing	HVP Shutters	repairs@hvpshutters.co.uk
Intruder alarm servicing and maintenance	Universal Fire & Security	office@universalfireandsecurity.co.uk
Security (key holders / call out service)	Site Team	siteteam@marineacademy.org.uk
CCTV servicing and maintenance	Universal Fire & Security	office@universalfireandsecurity.co.uk
Alarm Receiving Centre (Intruder and fire)	EMCS via Universal Fire & Security Contract	office@universalfireandsecurity.co.uk
Electrical servicing and maintenance	Southmore Ltd	admin@southmore.co.uk
PAT testing	Plymouth Appliance Testing	plymouthpat@yahoo.co.uk
Heating and hot water system servicing and maintenance	Sherwoods	info@sherwoodsonline.co.uk
Gas servicing; gas taps, interlock and proving, gas cylinder's and LPG	Sherwoods	info@sherwoodsonline.co.uk
Pressure vessel servicing and maintenance	Sherwoods	info@sherwoodsonline.co.uk
Air handling / air conditioning maintenance	Sherwoods	info@sherwoodsonline.co.uk
TM44 inspections (every 5 years)	Recoair	john@recoair.co.uk
LEV and extraction maintenance and servicing	HME	contact@hme-tech.com
Lift servicing and maintenance and servicing	Pickerings	southwest.lifts@pickeringlifts.co.uk
Lifting equipment (including evacuation chairs)	Safelincs	servicing@safelincs.co.uk
Fall arrest system inspections		N/A
Ladder inspections (annual)	Health and Safety Leader	Graham Wilmott
Lightening protection inspections	Southwest Lightning Protection	md@lightningconductor.org
Water Hygiene maintenance and risk assessment	Churchill Environmental	helppoint@churchillservices.com
Asbestos surveys and advice	Armour Analytical Services	admin@armouras.co.uk
Site/premises equipment servicing e.g. cleaning machinery, genie, scissor lift, tractor etc		N/A
Gritting and snow clearance	Site Team	siteteam@marineacademy.org.uk
Pest control	Amicus Environmental Services	adam@amicusenviroserv.com

Fume Cupboards maintenance and servicing	Crowthorne	enquiries@chts.co.uk
DT machinery maintenance and servicing	HME	contact@hme-tech.com
PE Equipment including trampolines	DTGS	admin@gymnasiumservices.co.uk
Staging Lighting and rigging equipment	Health and Safety Leader	Graham Wilmot
Kiln room servicing and maintenance		N/A
Load testing of stage lighting bars	DTGS	admin@gymnasiumservices.co.uk
Outside play equipment (ROSPA inspections)	Health and Safety Leader	Graham Wilmot
Defibrillators servicing and battery replacement		TBC