# Health and Safety Policy

| Policy administration | |
|---|---|
| Plymouth CAST | Version number: 10. October 2020 |
| Electronic copies of this plan are available from | The Plymouth CAST website |
| Date of next review | September 2021 |
| Person(s) responsible for review | Plymouth CAST Premises and Procurement Manager |

# Document Control

## Changes History

| Version | Date | Amended by | Recipients | Purpose |
|---|---|---|---|---|
| 5 | 11.10.2017 | COO | All Plymouth CAST staff | New Policy |
| 6 | 15.11.2017 | COO | All Plymouth CAST staff | Approved policy |
| 7 | 11.9.2018 | CFOO | All Plymouth CAST staff | Updated policy |
| 8 | 04.12.2018 | CFOO | All Plymouth CAST staff | Finalised policy |
| 9 | 26.07.2019 | P & P Manager | All Plymouth CAST staff | Updated policy |

## Approvals

This policy requires the following approvals:

| Board | Chair | CEO | Date Approved | Version | Date for Review |
|---|---|---|---|---|---|
| * | | | Final Version 15.11.2017 | 6.0 | July 2018 |
| * | | | 21.9.2018 | 7.0 updated as v8 | September 2019 |

## National/Local Policy

☐ This policy must be localised by Schools

☒ This policy must not be changed.

## Position with the Unions

Does the policy require consultation with the National Unions under our recognition agreement? ☐ Yes ☒ No
If yes, the policy status is: ☐ Consulted and Approved ☐ Consulted and Not Approved ☐ Awaiting Consultation

### Distribution

This draft document has been distributed to:

| Position | Date | Version |
|---|---|---|
| Joint Unions | 11 Sept 2018 | 7.0 (draft) |
| Board | 21 Sept 2018 | 7.0 (draft) |
| All schools | 4 Dec 2018 | 8.0 (final) |
| Board | 26 July 2019 | 9.0 (draft) |
| Board | 9th October 2020 | 10.0 (draft) |

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## VISION AND VALUES

Plymouth CAST is a multi-academy trust of Catholic schools which is part of the mission of the Catholic Church dedicated to human flourishing and the building of a kingdom of peace, truth, and justice. The Trust is to be conducted in all aspects in accordance with canon law and the teachings of the Roman Catholic Church and at all times to serve as a witness to the Catholic faith in Our Lord Jesus Christ.

Our vision and values are derived from our identity as a Catholic Trust. Central to our vision is the dignity of the human person, especially the most vulnerable. Our Schools are dedicated to providing an education and formation where all our pupils and young people flourish in a safe, nurturing, enriching environment. All governors in our Schools are expected to be familiar with the vision, mission, values, and principles of the Trust and not in any way to undermine them. They should support and promote the vision and conduct themselves at all times in school and on school business according to the vision and principles of the Trust

## INTRODUCTION

Plymouth CAST expects all its employees to recognise their obligations to each school within the Multi-Academy Trust, the public, pupils and other employees and to provide consistently high standards of education and performance at all times and in accordance with Plymouth CAST's vision, mission and principles.

# SECTION 1 – STATEMENT OF INTENT

The Board of Directors of the Plymouth CAST Multi Academy Trust will strive to achieve the highest standards of health, safety, and welfare consistent with their responsibilities under the *Health and Safety at Work etc. Act 1974* and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the Trust's and individual School's organisation and arrangements for dealing with different areas of risk. It establishes specific responsibilities at all levels of the Trust and individual School organisation. It also outlines the general arrangements put in place to manage these areas of risk and hence to meet the Academy's obligations under the law.

This policy will be brought to the attention of all members of staff at induction; a copy is available to view online, and on request.

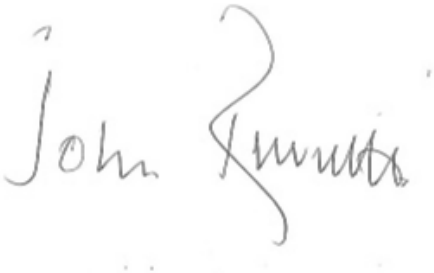
This policy statement and the accompanying organisation and arrangements will be reviewed annually, all changes will be brought to the attention of all staff, and where appropriate, the students.

Everyone, at all levels of the Plymouth CAST Multi Academy Trust must comply with this policy. Serious breaches of this policy may be dealt with under a disciplinary policy.

Signed by:

**Zoe Batten**

CEO of Plymouth CAST
Date: 9th October 2020



**John Burnett**

Chair for the Plymouth CAST MAT
Date: 9th October 2020

Policy review date: September 2021

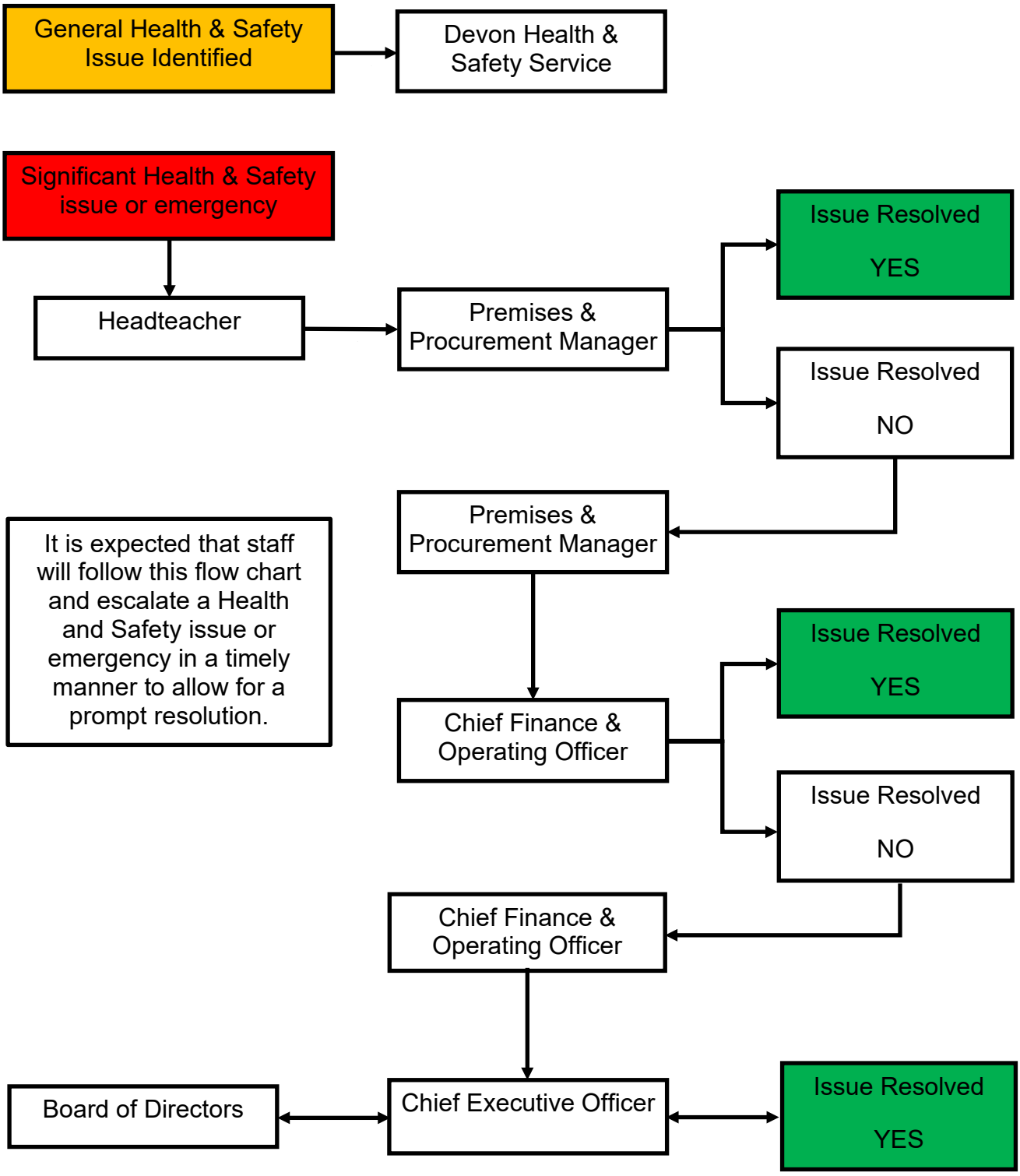
## SECTION 2 - ORGANISATION

## 2.1 The Duties of the Employing Body (Plymouth CAST MAT)

- To produce and regularly review the Health and Safety Policy for all Schools within the Trust. 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, including training, to meet the academy's legal responsibilities as well as compliance with this policy
- To assist the Employing Body in discharging its legal obligations, the Trust 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 Chief Executive Officer of Plymouth CAST is ultimately responsible for the Trust's compliance with Health and Safety legislation. If the Chief Executive Officer has any concerns with levels of risk or available resources, they must immediately refer the issue to the Chair of Plymouth CAST Board in writing, copied to the Chair of Audit and Risk sub-committee.
- The Chief Executive Officer of Plymouth CAST will ensure that an annual report on Health and Safety is presented to the Plymouth CAST board, annually in the month of October.
- The specific arrangements adopted will be guided by the Devon Health and Safety Service's Health and Safety Guidance Notes for Academies Arrangements.

## Trust Health & Safety contacts and lines of communication

| PLYMOUTH CAST EMERGENCY CONTACTS | | |
|---|---|---|
| Name | Role | Email Address |
| Paul Stewart | Premises and Procurement Manager<br><br>First line contact for major incidents or accidents | paul.stewart@plymouthcast.org.uk |
| Karen Cook | Designated Lead Officer | karen.cook@plymouthcast.org.uk |
| Zoe Batten | Chief Executive Officer | admin@plymouthcast.org.uk |
| Graham Briscoe | Board Member | admin@plymouthcast.org.uk |




**Flow chart for the management and resolution of Health and Safety issues within Plymouth CAST**

## SECTION 2 - ORGANISATION

## 2.2 The Duties of the Premises and Procurement Manager

The Premises and Procurement Manager has the oversight for the effective governance and management of Health and Safety and Estates management across all Plymouth CAST sites.

In particular, the manger will: -

- support the Plymouth CAST Board of Directors, the Chief Executive Officer and the Chief Finance and Operations Officer (CFOO) with Health, Safety, and Estate matters across the multi-academy trust.
- be the Trust's first point of contact for significant incidents and accidents. Undertake technical investigations and accident investigations as required for reporting onto the Senior Executive Leadership.
- commission, lead, chair, or support investigations (including technical investigations) as required. Recommend or appoint competent members to the Investigation Team.
- work with and monitor the Devon County Council Health & Safety Service contracted to fulfil the role of Competent Person to ensure the key business objectives are effectively delivered across the Trust.
- liaise with the Competent Person to evaluate the effects of any notified new or proposed H&S legislation upon the Trust activities and advise accordingly.
- represent Plymouth CAST, (and act as the focal point), for all H&S and Estates matters. Provide advice and guidance to promote a positive H&S culture in the workplace in line with current policies and procedures, in addition to providing guidance on wider estates, procurement and insurance matters.
- conduct individual or joint H&S inspections and audits across the Trust with the Competent Person, and any other Plymouth CAST contractors as required. Review H&S audits for all sites, and work with schools and approved contractors to ensure shortcomings are rectified in a timely manner.
- monitor on an ad-hoc basis the safety performance of schools within the Trust and bring to the attention of the CFOO any shortfalls identified.
- contribute to new policies and policy reviews.
- represent Plymouth CAST at relevant safety meetings and Chair the Plymouth CAST Health and Safety Committee.
- produce and present reports or joint H&S reports for the Plymouth CAST Board, the Senior Leadership Management Team or Head Teachers as required.
- produce health and safety alerts or briefings for the Trust as required.
- undertake the initial safety induction briefing for all new or transferred Head Teachers, Deputy Head Teachers and Schools Business Managers.

- assist with the selection of appropriate H&S courses to meet the agreed training objectives. Identify individual training needs to meet business objectives, succession planning and as part of the appraisal process.
- arrange and chair any appropriate H&S and Estates forums or committees as deemed necessary.
- assist with the selection and appointment of competent CDM Duty Holders, contractors, sub-contractors, and staff across Plymouth CAST in compliance with current legislation.
- review Plymouth CAST contractor risk assessments as required.
- undertake the role of project representative for any specified contract placed under the post holder's authority.
- randomly monitor contractor's performance on site, and stop any projects where performance falls short of legislative or contractual requirements, or where continuance would jeopardise safety. Conduct either in own right or joint H&S inspections and audits of contractors as required.
- meet the Directors or Senior Management of any companies where H&S performance is below the legislative or contractual requirements. Discuss and agree a way forward to allow work to continue, or where agreement cannot be reached to prevent recommencement until discussions take place with the CFOO to agree a way forward. This could involve the removal of the contractor or the termination of a contract and the removal of the company from the vendor base.

# SECTION 2 - ORGANISATION

## 2.3 The Duties of the Head Teacher

The Head Teacher has day-to-day responsibility for health and safety management of their School and will take all reasonably 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: -

- produce and regularly review the procedures for their School to follow to comply with the Plymouth CAST Health and Safety Policy.
- attend all mandatory H&S training where non-attendance shall require approval in advance from the CEO in writing, unless there is a significant school H&S issue requiring intervention or assistance from the Premises and Procurement Manager.
- attend the one-day Senior Managers' Premises Overview (Schools) course offered by Devon County Council within 6 months of joining the Trust or appointment into role and regular updating will take place on an annual basis.
- complete the IOSH Managing Safely Course within 12 months of joining the Trust or

appointment into role with regular refresher training will take place every 3 years.

- ensure staff under their control attend or undertake mandatory H&S training where non-attendance shall require approval in advance from the Premises and Procurement Manager.
- 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 and staff are informed.
- where appropriate, ensure that safe systems of work are in place and followed
- co-operate with the Employing Body to ensure that this policy and its associated arrangements are implemented and complied with
- communicate the Health and Safety Policy and other appropriate information to all relevant people including contractors. Employees are required to sign a local register held by the Health and Safety Coordinator to confirm they have read and understood the Health and Safety Policy.
- report to the Employing Body on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy.
- ensure that the premises, plant, and equipment are maintained in a safe and serviceable condition.
- report to the Employing Body any significant risks or policy requirements which cannot be met within their School budget.
- identify the training needs of staff and ensure they are competent to carry out their roles and are provided with adequate information, instruction, and training.
- ensure consultation arrangements are in place for staff and their trade union representatives where unions are represented in the School.
- monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions.
- receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised.
- promote a positive health and safety culture by leading by example.
- ensure that operational reporting of incidents (including a near miss event) is carried out in accordance with Trust policy as set out in section 4.2.
- whilst overall *responsibility* for health and safety cannot be delegated the Head Teacher may choose to delegate certain *tasks* to the Health and Safety Coordinator.
- publish on their website the name and contact details of the Head Teacher, Administrator, Premises/Site officer and designated Health and Safety Governor (Ensuring that the contact details for the Health and Safety Governor will be a school contact).

# SECTION 2 - ORGANISATION

## 2.4 The Duties of the Schools' Business Manager

The Schools' Business Manager is responsible for providing a comprehensive school business management service to the hub schools including Finance, Human Resources, Premises, Contracts and Administrative oversight. They have no direct line management but have the functional oversight of the work of the school administration and premises staff.

The Business Manager will: -

- report Buildings Conditions and Health & Safety concerns to the Premises and Procurement Manager.
- contribute as required to Trust Asbestos and Land & Buildings Return reporting.
- liaise with the Head Teacher, Caretaker and Premises and Procurement Manager with regard to the maintenance of the school site and buildings, and the efficient operation of all facilities on the property.
- prioritise and agree with the Head Teacher, and the Premises and Procurement Manager where appropriate, all issues relating to non-minor building improvements/repairs.
- to liaise with contractors, working within agreed regulations and overseeing all building maintenance and repair projects to their satisfactory conclusion.
- maintain a list of local preferred suppliers, and ensure schools refer to this preferred supplier list when addressing minor repairs and maintenance.
- familiarise themselves with the main health and safety issues specific to each hub school and how they relate to students, staff, visitors, and contractors. Consult with the school's designated Health & Safety Coordinator, ensuring all agreed compliance checks are completed and correctly recorded and that the CAST Health and Safety Policy is adhered to.
- ensure that the Caretaker and Head Teacher are fully aware of matters relating to health and safety, in line with the Health and Safety Policy.
- ensure that documentation for health and safety and school maintenance programmes are effectively retained.
- ensure each hub school is compliant with core buildings and maintenance legislation and CAST agreed policies and procedures, by ensuring that the school Premises Compliance Checklist is kept up to date.
- ensure that support staff undertake relevant health & safety training.

## SECTION 2 - ORGANISATION
# 2.5 The Duties of the Health and Safety Coordinator

All Schools must appoint a named Health and Safety Coordinator with sufficient knowledge, skills, and experience to undertake the role. In some cases, this role may be undertaken by the School Administrator. Where schools are grouped together in pairs or more as a 'cluster' under an Executive Principal, that person may choose to appoint a single Health and Safety Coordinator for more than one school. However, each School must still have a named point of contact on behalf of the School to liaise with the Coordinator.

The Health and Safety Coordinator 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 Coordinator will: -

- coordinate and manage the risk assessment process for their School.
- coordinate and manage the identification and implementation of any necessary safe systems of work.
- coordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Head Teacher who in turn reports to Plymouth CAST as the employer.
- coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Head Teacher who reports to Plymouth CAST as the employer.
- assist with the identification of health and safety 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 Employing Body in relation to findings and any associated remedial actions.
- arrange at least termly health and safety walks or inspections in conjunction with the Local Governing Board (LGB) Health and Safety Governor and report any necessary remedial actions to the Head Teacher.
- collect other inspection results from heads of departments/team leaders/ supervisory staff and report any issues to the Head Teacher.

## SECTION 2 - ORGANISATION
# 2.6 The Duties of the Health and Safety Governor

All Schools must appoint a named Health and Safety Governor with sufficient knowledge, skills, and experience to undertake the role.

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

Other than the duty of care placed upon everyone including visitors, pupils etc. the H&S Governor does not hold legal responsibility for health and safety for the School. This always remains with the Head Teacher who holds responsibility for H&S at the school.

To do this the Health and Safety Governor will: -

- undertake a Health and Safety visit to the school to meet with the Head Teacher, (or a member of staff delegated by the Head Teacher), at least termly.
- walk the site visiting staff and pupil areas, and shall discuss, record or have made safe, (if unable to resolve or cordon off the area of concern), any hazards found with the potential to cause harm or injury to staff or pupils. These hazards shall be brought to the attention of the Head Teacher as soon as possible.
- check the list of observations or actions noted from their previous visit and will review progress made against resolving them.
- review the school Premises Compliance Checklist ensuring it is maintained and that all statutory compliance testing, checks and inspections have been carried out and that all non-conformities have been addressed.
- review the Fire Alarm Logbook ensuring it is up to date and that alarms have been tested and are functioning. They will check that the school has conducted at least one fire alarm evacuation per term.
- examine the school accident and incident logbook and, where appropriate, check that any outstanding actions have been addressed and that any areas of concern have been made safe.
- appropriately record any observations made, including outstanding actions or issues raised since their last visit, as well as any new appropriate observations, actions or issues noted.
- discuss the actions taken to date, including the involvement of the CAST Premises and Procurement Manager, where a serious incident or accident has occurred since their last visit. They shall request the Head Teacher presents this information at the next Governors Meeting.
- deliver a report with their findings, observations or concerns at the next Governors meeting after their visit, at which point the Head Teacher and Governors shall decide on the most appropriate way to resolve any issues.

## SECTION 2 - ORGANISATION

# 2.7 The Duties of Heads of Departments, Team Leaders and Supervisory Staff

The heads of departments/team leaders/supervisory staff have specific delegated tasks in relation to health and safety management within their departments/subject areas.

They must ensure that: -

- they apply the arrangements described in this Health and Safety Policy to their own department or area of work, including the arrangements described in any associated guidance notes.
- staff they line manage or supervise are aware of and follow any externally adopted health and safety guidance.
- risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented.
- appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively.
- they take appropriate action on health, safety and welfare issues referred to them, informing their Line Manager of any problems they are unable to resolve within the resources available to them.
- they carry out regular inspections (with frequency of inspection determined by Policy, Approved Code of Practice or risk assessment) of their areas of responsibility and report and record these inspections to the Head Teacher and the Employing Body via the Health and Safety Coordinator.
- sufficient information, instruction, training, and supervision is provided 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.

## SECTION 2 - ORGANISATION
## 2.8 The Duties of all Members of Staff

Under the *Health and Safety at Work etc. Act 1974* all employees have general health and safety responsibilities. All employees are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions. This also applies to volunteers who are under the control of the School.

Specifically, all employees have a responsibility to: -

- take reasonable care for the health and safety of themselves and others in undertaking their work.
- always comply with the Plymouth CAST Health and Safety Policy.
- report all accidents and incidents to line management.
- cooperate 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 to use after receiving suitable and sufficient training.
- make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## SECTION 2 - ORGANISATION
## 2.9 The Duties of all students

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

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

## SECTION 2 - ORGANISATION
## 2.10 The Duties of all Contractors

All contractors who work on the School premises are required to identify and control any risks arising from their activities and inform the Head Teacher via the site manager/school administrator 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 always comply with these requirements.

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

All contractors will need to comply with the Trust's Child Protection policies and procedures and the School will need to ensure that this information is advised and made available to all contractors.

Plymouth CAST has issued a Code of Conduct for contractors which must be followed when on the School premises. A copy of which be found in the Plymouth CAST Safeguarding Policy.

# SECTION 3 – SYSTEM
## 3.1 System

A systematic approach to managing health and safety is applied within Plymouth CAST as follows: -

- Plymouth CAST publishes a Health and Safety Policy (this document) and it mandates the arrangements to be followed by all Schools.
- Head Teachers are required to review their procedures and identify the individuals with roles and responsibilities within their School to enable them to comply with the Plymouth CAST Health and Safety Policy.
- Rach school will retain all health and safety documents in line with the Trust Retention of Record Policy.
- Rarely should a School need to produce a risk assessment from scratch; full guidance and templates will always be provided by Devon County Council Health and Safety Team via the OSHENS system.
- Plymouth CAST will centrally generate a small number of policies such as 'accident reporting' or 'driving on company business' for which consistency is required across the Trust.
- Any School can request expert support and intervention if necessary, from the Devon County Council Health and Safety Team, who are contracted to act as the Trust's 'competent person'.
- The Plymouth CAST Board will review School reporting under the OSHENS system at every Health and Safety Committee meeting and will review and approve this policy on an annual basis.
- Overall responsibility for Health and Safety management and policy across the Trust lies with the Chief Executive Officer. This cannot be delegated.
- Responsibility for site safety at individual Schools lies with individual Head Teachers as 'persons controlling premises'. This cannot be delegated.

# SECTION 4 – ARRANGEMENTS
## 4.1 OSHENS

The general arrangements adopted by the Plymouth CAST Trust are guided by the Devon Health and Safety Service's Health and Safety Arrangements for Academies. These can be accessed via the OSHENS (Occupational Safety, Health & Environmental Systems) Document Library. This system applies to all Schools within Plymouth CAST including those that originally belonged to different Local Authorities and Counties.
Any Plymouth CAST School without access or valid Log-in details to the OSHENS system should immediately inform Plymouth CAST at admin@plymouthcast.org.uk

Plymouth CAST Schools must access the OSHENS system Document Library and ensure that they have developed their own **arrangements** using the model risk assessments listed below. These assessments will be amended and adopted to identify suitable and sufficient risk control measures to meet the minimum expectations identified in this policy as well as legislative requirements.

*Accident and Incident Reporting*
*Whole School Risk Assessment*
*Asbestos Monitoring and Control*
*Curriculum Activities*
*Display Screen Equipment*
*Fire Safety*
*First Aid*
*Administering of Medicines*
*Legionella Control*
*Manual Handling*
*Personal Safety and Security*
*Radioactive Sources*
*Radon*
*Risk Assessment (RA) Procedures*
*Stress/Employee Wellbeing*
*Tree Safety*
*Work Experience*
*Working at Height*
*Lone Working*

**Please note this list is not exhaustive and other areas may apply for example, if School staff operate their own kitchen or the site has a swimming pool. Similarly, some areas may not apply and can simply be deleted. The OSHENS system contains templates for every relevant policy or risk assessment. If in doubt, please email healthandsafety@devon.gov.uk*

Plymouth CAST, as employer, will centrally issue policy or guidance for the following listed below. This is in order to ensure consistency across the Trust. Any School needing to adapt these prescribed policies should consult the Plymouth CAST Health and Safety Committee by notifying the Trusts Chief Finance and Operating Officer.

*RA for Driving on Company Business (available on OSHENS in the Plymouth CAST folder)*

*Guidance on Control of Contractors (available on OSHENS in the Plymouth CAST folder)*

Details for these specific policies will therefore be the same at each location. These further arrangements are guided as above and must be approved by the Plymouth CAST MAT.

The Plymouth CAST MAT also has a subscription to CLEAPSS via the Devon Health and Safety Service. CLEAPSS guidance has been adopted to guide arrangements in Science, Design and Technology, and Art.

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/

- *'Outdoor Education, Visits and Off-Site Activities Health and Safety Policy'* Devon County Council and Torbay Council, www.devonvisits.org.uk

## SECTION 4 – ARRANGEMENTS
## 4.2 Accident and Incident Reporting

All accidents and near misses, without exception, involving **employees and visitors** must be reported to Plymouth CAST. This will be achieved by the Head Teacher ensuring that all accident details are entered onto the OSHENS on-line accident reporting system in a timely and accurate manner, initially within 24 hours of a reportable incident. Further data can then be added under 'incident management'.

Accidents to **students and pupils** should be recorded in the **local accident book** kept and administered by the School. 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 which needs addressing, must also be reported by entering accident details onto the OSHENS on-line accident reporting system. Any accident to students and pupils that results in them being **sent home or receiving treatment from a medical practitioner** (e.g. Paramedic, Nurse or taken to hospital) must also be entered into OSHENS.

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

In addition to reporting in OSHENS, the Head Teacher must ensure the CEO of Plymouth CAST, via the Premises and Procurement Manager, is informed within **1 hour** of any incident involving staff, pupils or any visitor to site, including contractors **that requires emergency services to attend.** Notification to the Director of Education and Standards and/or the CFOO can be deemed as informing CEO.

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

*For full details relating to accident reporting arrangements, reference should be made to the HSA001 Accident Information Arrangements.*

## SECTION 3 – SYSTEM AND ARRANGEMENTS
## 4.3 Asbestos

The arrangements for the management of asbestos at every School will be detailed in a site-specific Asbestos Management Plan (AMP).

The Asbestos Register will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment that may contain asbestos. Contractors will sign to acknowledge receipt and understanding of the Asbestos Register. No work can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising manager shall ensure: -

- the AMP is reviewed annually or more frequently if the Asbestos Register recommends this and that any changes are approved by the Employing Body
- that the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASB1 form
- a visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASB2 form according to the frequencies identified in the AMP. This provision is currently provided under SLA with the TDA.
- all changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded in the Asbestos Register

All parties will ensure that any damage to materials known or suspected to contain asbestos is reported to at the earliest opportunity.

*For full details relating to the management of asbestos, reference should be made to the HSA004 Asbestos Management Arrangements as well as the Asbestos Management Plan.*

## SECTION 4 – ARRANGEMENTS
## 4.4 Communication

Each School will make suitable and sufficient arrangements for the communication of all health and safety issues to their staff. This can take the form of regular staff meetings, team briefings and electronic notifications.

Each School will have and maintain a Health and Safety notice board, on which it will display the completed Health and Safety Law poster (HS1), this policy, contact details for the confidential staff Counselling Service and employee representatives and any other health and safety advice or guidance that the School wishes to share or is mandated by the Premises and Procurement Manager.

*Detailed guidance and information about health and safety issues can be found in the Devon Health and Safety Service's Arrangements which are located in the OSHENS Document Library.*

## SECTION 4 – ARRANGEMENTS
## 4.5 Consultation

All Teachers and Support Staff are represented at the Plymouth CAST Health and Safety Committee. The terms of reference for this committee are published on the Plymouth CAST website and a copy of the Committee Terms of Reference is available on request from admin@plymouthcast.org.uk The committee meets at least termly.

Every School will make their own arrangements for consultation on day-to-day School level matters.

Members of staff with concerns should raise them initially with either the Head Teacher, the Head of School or the Health and Safety Coordinator. 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 Employing Body welcome the support of trade unions in health and safety matters.

*For full details relating to staff consultation, reference should be made to the HSA008 Consultation and Communication Arrangements*.

## SECTION 4 – ARRANGEMENTS
## 4.6 Contractors

All contractors used by the School shall ensure compliance with relevant health and safety legislation, guidance, and good practice.

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

To ensure contractor competency, every School will undertake appropriate competency checks prior to engaging a contractor using the Plymouth CAST Selection and Control of Contractors Policy and associated documents.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The School, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.

Each School will keep records of contractors work and will monitor the areas where the contractor's work may directly affect staff and students. They will ensure that the specific client requirements of the Construction (Design and Management) Regulations 2015 have been complied with.

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

## SECTION 4 – ARRANGEMENTS
## 4.7 Curriculum Activities

Risk assessments for curriculum activities will be carried out by each School using the appropriate Devon Health and Safety Service model risk assessments listed previously.

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 the significant findings will be recorded.

*For full details relating to the higher risk curriculum areas, reference should be made to the HSA0003 Art and Pottery, HSA0011 Design and Technology, HSA0042 Physical Education and HSA0049 Science Safety Arrangements.*

## SECTION 4 – ARRANGEMENTS
## 4.8 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 online DSE 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). Further details and latest policy is available by emailing admin@plymouthcast.org.uk

*For full details relating to DSE, reference should be made to the HSA0012 DSE Arrangements.*

## SECTION 4 – ARRANGEMENTS
## 4.9 Electrical Safety

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. All defective equipment will be marked, taken out of use and appropriately reported.

Each School is responsible for keeping an up to date inventory of all relevant electrical appliances. 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 appliance type. This inspection and testing will be conducted under a Service Level Arrangement with the TDA.

Personal items of equipment should not be brought into any School without prior authorisation from the Head Teacher or Head of Department and must be subjected to the same inspection process as School-owned equipment.

A fixed wiring Electrical Installation Condition Report (EICR) will be conducted under a Service Level Arrangement with the TDA every 5 years. Every School 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 HSA0016 Electrical Safety and HSA0058 Work Equipment Arrangements*.

## SECTION 4 – ARRANGEMENTS
## 4.10 Fire and Emergencies

The Head Teacher is responsible for ensuring the School's Fire Risk Assessment is undertaken using the RAA08 document and identified control measures are implemented accordingly. As a minimum, the Fire Risk Assessment will be reviewed annually.

Fire and emergency evacuation procedures will be detailed in the School Fire Emergency Plan, and a summary Fire Action Notice will be posted at the exit point of each room. These procedures will be reviewed along with the Fire Risk Assessment and are made available to all staff as part of the School 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 will be undertaken termly, and the results recorded in the School Fire Logbook. Additional specific fire safety training will be undertaken as identified in the Fire Risk Assessment.

The School's Emergency Evacuation procedures will also be made known to all contractors and visitors to the School.

Each School is responsible for ensuring that the School's Fire Log is kept up to date and that the following inspection/maintenance has been undertaken:

- dates of fire-fighting 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 the Fire and Rescue Service.
- list of all fire training/instruction carried out.
- dates and outcome of fire drills.

Procedures for other critical incidents and off-site emergencies are contained within the School's Emergency Management Plan and will be reviewed annually.

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

## SECTION 4 – ARRANGEMENTS
## 4.11 First Aid

Every School will carry out a risk assessment for the provision of first aid and will record their findings using either the *RAA22 Whole Primary Academy* or *RAA09 First Aid Needs Risk Assessment* document.

First aid qualifications remain valid for 3 years and each School will ensure that refresher training is organised to maintain competence, and that new persons are trained, should first aid trained staff leave.

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

## SECTION 4 – ARRANGEMENTS
## 4.12 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, the School Senior Leadership Team or Heads of Department are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, they 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.

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.
- risk assessments are conducted and that these assessments are recorded, and control measures are understood and implemented by those staff that are exposed to the product/substance. This will include the identification and provision of appropriate Personal Protective Equipment (PPE)
- 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 HSA0010 COSHH Arrangements.*

## SECTION 4 – ARRANGEMENTS
## 4.13 Legionella

A Water Hygiene Risk Assessment for the School will be completed by Wemco, through a Service Level Agreement with the Torbay Economic Development Company Limited (TDA).

Each School is responsible for ensuring that the identified operational controls identified within the risk assessment are being conducted and the findings recorded in the Water Hygiene Logbook. This risk assessment will be reviewed where significant changes have occurred to the water system, or periodically as determined by the TDA.

Every School will complete a Water Hygiene Management Plan, and the Head Teacher is responsible for ensuring that it is reviewed on an annual basis.

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

## SECTION 4 – ARRANGEMENTS
## 4.14 Lettings & Shared Use of Premises

Any School that has a letting or has a shared use of their premises will comply with the Plymouth CAST Lettings Policy and will share with the hirer/tenant all relevant School health and safety information. Amongst other things, 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.

## SECTION 4 – ARRANGEMENTS
## 4.15 Lone Working

Lone working is defined as “workers who are separated from their work colleagues”. Members of the public, visitors or students are not work colleagues.

To manage the risk associated with lone working, each School must carry out a risk assessment and develop safe systems of work. Various control measures may have to be introduced into the safe systems of work, such as: -

- no lone working in high risk activities, e.g. working at height.
- arrangements for remote supervision and good communication including the “Buddy System” with emergency contact numbers.
- no lone meetings with parents in certain circumstances for example, where there are concerns about a parent’s conduct the meeting will be conducted with two staff present.
- the use of alarm systems.

This list is not exhaustive, specific tasks will need careful consideration for the management of the associated risks.

## SECTION 4 – ARRANGEMENTS
## 4.16 Maintenance of Plant and Equipment

Regular inspection and testing of School equipment is conducted to legislative requirements by competent contractors. Records and certification of such monitoring will be kept by each School. All staff are required to report any problems found with plant or equipment to the responsible manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair or disposal.

Plymouth CAST have contracted the provision of specific statutory compliance inspections and tests where required (for example lifts, gas appliances or water quality). This is provided by means of 'Service Level Agreements' or 'SLAs' with the Torbay Economic Development Company Limited. Each School will hold and maintain a list of SLAs that the School is signed up to. This can be checked by email to propertyserviceshelpdesk@tedcltd.com

All staff should immediately report if they believe any plant and equipment present significant hazards. This will then require risk assessments to be undertaken and any training needs and personal protective equipment requirements provided.

## SECTION 4 – ARRANGEMENTS
## 4.17 Medication

Students will be encouraged to self-administer medications wherever this is appropriate. Nevertheless, each School will, at the request of the parent/carer and with the consent of the Head Teacher, administer medication prescribed by a doctor.

In circumstances when a student suffers headaches, menstrual pains, toothache etc., staff may be asked to provide a mild analgesic to relieve pain. Only analgesics containing paracetamol will be given to children under the age of 16 when parents have **given prior written permission.** On no account will aspirin, or preparations containing aspirin, or medicines containing ibuprofen, be given to students unless prescribed by a doctor.

No member of staff will administer any medication unless a request form has been completed by the parent/carer.

Each School will designate a person to be responsible for accepting medication and checking all relevant information has been provided by parents/carers prior to administering. All administration undertaken by School staff will be recorded and kept

securely on site. Where required, training will be undertaken by staff to administer specific medications.

All non-emergency medication kept in the School will be securely stored in with access strictly controlled. Where children need to have immediate access to emergency medication i.e. asthma inhalers, epi-pen etc., arrangements will be made to keep the emergency medication secure but accessible and clearly labelled.

*For full details relating to the administration of medication, reference should be made to the HSA0032 Medication Arrangements.*

## SECTION 4 – ARRANGEMENTS
## 4.18 Monitoring (AUDITING)

The Head Teacher, assisted by the Health and Safety Coordinator, will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health and Safety Review process undertaken by the Devon Health and Safety Service. In the case of secondary Schools there are 6 individual and specific reviews with 2 reviews per year.
Feedback from this process is to be referred to the Local Governing Body (LGB) and the Plymouth CAST Premises and Procurement Manager. The Head Teacher is responsible for ensuring that all actions identified in the report(s) are completed within the specified timescales. Actions will be deemed complete when evidenced by the Devon Health and Safety Service.
Monitoring reports on the findings of these School reviews will be presented to the Health and Safety Committee at least annually.

A general inspection of the site will be conducted half-termly. The person(s) undertaking these inspections will complete a written report and submit this to the Head Teacher and the Local Governing Body. Each school will designate someone to be responsible for following up items detailed in the safety inspection report.
Inspections will be conducted jointly with the School's Health and Safety Representative(s) (if possible) and the H&S Governor at least termly.

Other processes employed to monitor compliance with this policy and health and safety performance in general include the summary of findings from formal maintenance reports and training audits etc.

*For full details relating to monitoring, reference should be made to the HSA0005 Audit and Monitoring Arrangements.*

## SECTION 4 – ARRANGEMENTS
## 4.19 Moving and Handling

Staff engaged in manual handling activities will be provided with information on safe moving and handling techniques and will receive specific training where the need has been identified because of a risk assessment.

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

All moving and handling of students will be risk assessed by a competent person and recorded in a specific Handling Plan for the individual concerned. The format found in the *HSA0035 Moving and Handling People Arrangements* 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.

Equipment for moving and handling people is subject to inspection on a 6 monthly basis organised by the Torbay Development Agency.

*For full details relating to moving and handling, reference should be made to the HSA0034/35 Moving and Handling Objects/People Arrangements.*

## SECTION 4 – ARRANGEMENTS
## 4.20 Movement Around Site

All Schools must risk assess the movement of staff, students, and visitors, etc., around their site.

This will include the principal risks and must identify any control measures taken, for example: -

- decluttering corridors.
- adequate lighting.
- highlighting steps.
- non-slip surfaces.
- removal of manifestations on glass doors.

## SECTION 4 – ARRANGEMENTS
## 4.21 Off-site visits

Plymouth CAST has adopted the Devon County Council (DCC) document *Outdoor Education, Visits and Off-site Activities* ***Health and Safety Policy 2020*** as its own policy.

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

Every school will use the Devon Evolve system for the recording of all category A, B and C trips. They will also use and complete the separate *Management of Outdoor Education, Visits and Off-Site Activities Policy* along with the *Standard Operating Procedures* for Category A off-site visits. These documents must be reviewed annually.

Each School will appoint an Educational Visits Coordinator (EVC), who must have attended the Evolve training session. They 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 and Safety Policy 2020*.

## SECTION 4 – ARRANGEMENTS
## 4.22 Pandemics

As the Employing Body Plymouth CAST must protect people from harm. This includes taking reasonable steps to protect our staff, pupils, and others from coronavirus. Each School will complete and maintain a COVID-19 risk assessment (RAA100) to help 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 to the virus.

## SECTION 4 – ARRANGEMENTS
# 4.23 Personal Safety and Security

The Plymouth CAST MAT believes that staff should not be expected to put themselves in danger and will not tolerate violent or threatening behaviour to its staff. A separate specific Behaviour Policy must be in place at each School.

Staff will report any such incidents on the OSHENS system in accordance with agreed accident and 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 to identify and implement control measures. Work involving potentially significant risks for example, work at height, will not be undertaken whilst working alone. To ensure that this is the case, staff working outside normal School hours must obtain the permission of the Head Teacher.

The requirement to undertake a lone working risk assessment will also extend to staff working alone off-site, such as conducting home visits.

Plymouth CAST has key holding and intruder and fire alarm response arrangements in place for all Schools within the Trust. Nominated key holders will be contacted only in the event of a confirmed break-in or fire as and when required.

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

**School Security**
Each School is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area. This will be reviewed annually or after significant change and recorded by amending *the RAA24B Security Risk Assessment* document.

*For full details relating to security and lone working issues, reference should be made to the HSA0031 Lone Working and HSA0050 Security Arrangements.*

## SECTION 4 – ARRANGEMENTS
## 4.24 Radioactive Sources

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

- CLEAPSS provide the Radiation Protection Adviser (RPA). The name and contact details are contained within the Standard Operating Procedures document
- The Health & Safety Service provide the Radiation Protection Officer role and contact details are contained within the Standard Operating Procedures document
- Secondary schools will have a named Radiation Protection Supervisor. The RPS is responsible for ensuring that the Use Log is kept up to date and, where required, leak tests are conducted and recorded annually in the relevant Source History

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

## SECTION 4 – ARRANGEMENTS
## 4.25 Radon Gas

All Schools must have a regime in place for the monitoring of radon within their premises. Testing should be undertaken at intervals as determined by our property advisors, the Torbay Economic Development Company Limited, based on previous results and known geographical risk.

If a School is located in a radon affected area as defined by Public Health England (PHE), radon gas levels will be measured on a 7-10-year cycle as the Trust perceives necessary.

If levels are below the 300 Bq/m3 threshold, this process of measurement will continue. If readings exceed the 300 Bq/m3 threshold a Radiation Protection Adviser (RPA) will be engaged, and a risk assessment of staff exposure will be undertaken in consultation with the RPA. Based upon the findings of this assessment, suitable mitigation systems will be identified and installed to reduce the radon level to well below 300 Bq/m3. These systems will be maintained.

Any recommended remedial actions must be undertaken.

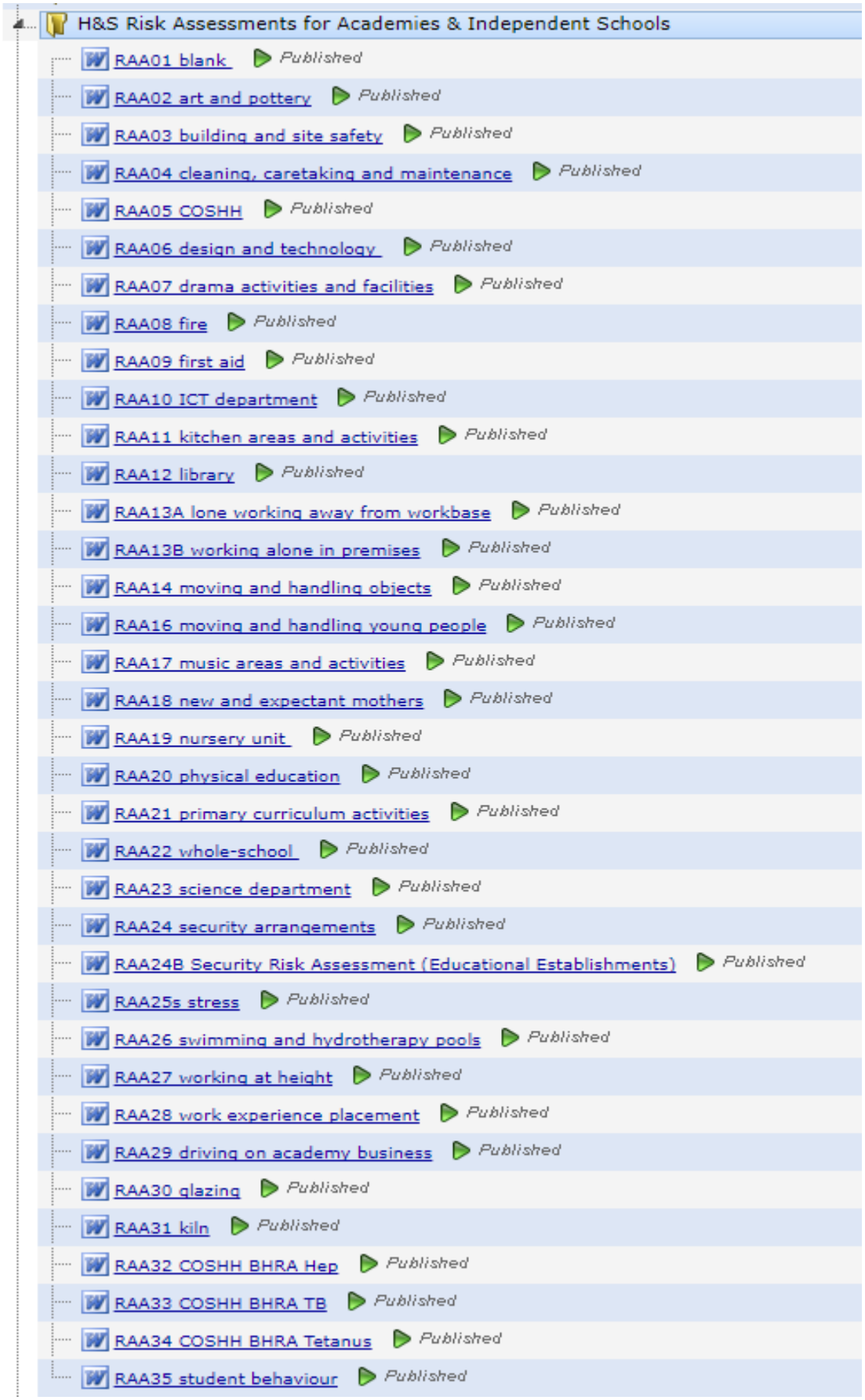
## SECTION 4 – ARRANGEMENTS
## 4.26 Risk assessments

*The underlying process which informs safety management is risk assessment.*

Assessments of significant risks will be made with those persons responsible for the activity or area affected, and the significant findings of these decisions will be recorded in writing.

It is mandatory for all schools to use, amend and adopt the model risk assessments provided by the Devon Health and Safety Service available on the OSHENS system.

Specifically, the model risk assessments listed overleaf will be amended and adopted in order to identify suitable and sufficient risk control measures to meet the minimum expectations identified in this policy as well as legislative requirements.




**It is accepted that not all the risk assessments will apply.**

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

Risk assessments must be available for all staff to view and must be controlled by the Health and Safety Coordinator. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed either annually, or every 3 years depending upon the levels of risk. This will be identified on the RAA model risk assessments.

*For full details relating to risk assessment arrangements, reference should be made to the HSA0047 Risk Assessment Arrangements.*

## SECTION 4 – ARRANGEMENTS
## 4.27 Stress and Wellbeing

Plymouth CAST 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 Health and Safety Executive's management standards.

All Staff have access to a 24 hour, 7 days a week confidential counselling telephone helpline. Details for this service provision will be displayed on the school H&S notice board.

If a School wishes to carry out a Stress and Wellbeing risk assessment the *RAA25s Stress Risk Assessment* document will be used.

*For full details relating to staff wellbeing, reference should be made to the HSA0024 Health Issues for Staff Arrangements.*

## SECTION 4 – ARRANGEMENTS
## 4.28 Training

As the employer, Plymouth CAST has the responsibility to provide suitable and sufficient health and safety training for all Head Teachers and Executive Head Teachers within the Trust.

The Head Teacher is responsible for ensuring that all staff under their control have access to the appropriate health and safety training for their activities, and any additional responsibilities given to them by their establishment's health and safety arrangements, e.g. fire warden.

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

The Head Teacher must ensure that adequate records are kept of all health and safety training undertaken by staff under their control. All training records will be kept on SIMS, and a member of the School will be made responsible for coordinating health and safety training needs, and for ensuring that refresher training is undertaken within the prescribed time limits.

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

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

## SECTION 4 – ARRANGEMENTS
## 4.29 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 the tree can also cause safety issues and fungus can be a sign of underlying health issues with the tree.

Through a Service Level Agreement with the Torbay Economic Development Company Limited (TDA); Hi-Line as trained arboriculturists, will carry out an annual inspection of trees which present a significant risk because of their age, condition or proximity to pedestrian routes or busy areas. The findings of this inspection will be formally documented and provided to each school.

Each School will also arrange for an inspection following severe weather conditions by an employee, or other, who is competent by training, including refresher training at five yearly intervals. The type of training is decided locally. Ad-hoc inspections are carried out on a risk assessment basis, e.g. such as after severe storms.

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

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

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

# SECTION 4 – ARRANGEMENTS
## 4.30 Working 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/tables 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. Every School will have a nominated person(s) responsible for managing all work at height.

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
- fragile surfaces are properly signed and access to them controlled

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

## SECTION 4 – ARRANGEMENTS
## 4.31 Work Experience

Each School is responsible for managing and coordinating work experience placements.

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

## SECTION 4 – ARRANGEMENTS
## 4.32 Workplace Safety

Each School is responsible for undertaking a risk assessment for general site(s) and buildings safety, in order to identify and implement control measures for the following workplace hazards: -

- slips, trips, and falls
- glazing
- trees
- waste storage and disposal
- vehicle/pedestrian conflict
- any other significant site hazards

This will be reviewed annually or after significant change and recorded by amending the *RAA03 Building and Site Safety Risk Assessment* document or equivalent risk assessment document.

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

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