



Education Trust

Inspiring the individuals of today, for a better society tomorrow,
“Aspire, Belong, Collaborate”

HEALTH AND SAFETY POLICY

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| Review Frequency | Annual |
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STATEMENT OF INTENT

The Member and Trust Body of the Riviera Education 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 organisation and arrangements for dealing with different areas of risk.

Section 2 will establish specific responsibilities at all levels of the Trust's organisation.

Section 3 will outline the specific arrangements put in place to manage these areas of risk and hence to meet the Trust's obligations under the law.

This policy will be brought to the attention of all members of staff via their induction process, annual reviews and where required individual training / information sessions. This policy is found in the RET Team Policy Drive.

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

Individual school's risk assessments are located in the relevant school and in the RET Risk Assessment shared Google drive.



Section 2: ORGANISATION

This is a statement of the organisation and arrangements for Health and Safety in RET schools.

This statement does not replace any legal guidance.

It describes how these responsibilities are discharged in respect of governors, employees, contractors, visitors and all other users of the premises.

It also covers safety associated with the building structure, plant, fixed equipment and services for which Officers of the Trust also may have responsibility for.

RESPONSIBILITY OF THE TRUST BOARD

- To regularly review the Health & Safety Policy for 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 to meet the Trust's legal responsibilities as well as compliance with this policy
- To assist the employing body in discharging its legal obligations, the Trust has appointed Devon Health & Safety Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999
- The specific arrangements adopted will be guided by Devon Health & Safety Service's Health & Safety Arrangements Notes for Academies.
- Ensure that where required, objective support and advice is obtained on Health and Safety issues, from the Education Directorate, contracted competent person (Devon County Council contract in place), the Health and Safety Executive and other professional bodies' officers and advisers.
- Ensure that resources are available for the provision of staff training.
- Ensure that resources are available for the provision of Health and Safety equipment
- Ensure that resources are available to undertake alterations to working areas to comply with current legislation.
- Ensure that action is taken to improve Health and Safety as a result of recommendations from checks, surveys and risk assessments.



RESPONSIBILITY OF THE LOCAL STANDARDS BOARD

The Local Standards Board (LSB) is committed to providing a safe working environment and will achieve this through the monitoring of Health & Safety performance with a view to continuous improvement. It has the responsibility, with the support of the Head of School, as Health & Safety Co-ordinator, to ensure that the CEO and the Trust are fully informed of compliance or any concerns raised with respect to Health and Safety via regular reporting streams.

The LSB is committed to respond to any change in working practices, equipment or legislation with regard to Health and Safety.

The aim of the statement is to ensure that all reasonable practical steps are taken to ensure the Health, Safety and Welfare of all persons using the premises and in particular to ensure that:

- A suitable management structure is created.
- All staff make themselves fully aware of relevant Health and Safety statements, regulations, practices and procedures for all areas of activity, both inside and outside their school.
- Arrangements for Health and Safety are monitored and any areas of concern highlighted to the LSB so that an effective response can be made to the issues and incidents.
- High standards of Health and Safety can be achieved, maintained and improved.
- Training needs will be identified and the appropriate training will be offered to staff, LSB members and pupils.
- All RET school users must work collectively to provide a safe working environment

Failure to comply with the RET Health and Safety Policy may result in disciplinary or legal action being taken.

RESPONSIBILITY AND DUTIES IN MATTERS CONCERNED WITH HEALTH, SAFETY AND WELFARE

The day-to-day responsibility for all Health, Safety and Welfare issues rests with all individual members of staff:

Under the Health and Safety at Work Act, 1974, it is the duty of every employee, while at work to take reasonable care for the Health and Safety and Welfare of themselves and of any other persons who may be affected either directly or indirectly by their acts or omissions.

Under the Health and Safety (Offences) Act 2008 which came into force on the 16th January 2009 an individual can be held accountable for their actions any may be prosecuted in a Court of Law. This is an addition to the Corporate Manslaughter and Corporate Homicide Act 2007.



Local management of schools states that LSB members, managers, staff and the LA must work together to ensure their Health, Safety and Welfare objectives are achieved. Those with specific responsibilities and duties in the school are listed below.

The Local Standards Board

In consultation with the Head of School, the Governors will:

- Ensure that measures are in place to monitor the effectiveness of the policy.
- Report to the Trust Board on the effectiveness of the policy.

The Duties of the Head of School

The Head of School will:

- Maintain oversight of health and safety in their school and report any issues to the Site Supervisor or Caretaker in a timely and appropriate manner
- Have responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other persons using the premises or engaged in activities sponsored by their school.
- Take all reasonable steps to maintain and improve a safe working environment in conjunction with the Senior Management team, teachers, support staff and others as appropriate.
- Ensure that all job descriptions indicate the level of Health and Safety responsibility of each individual post holder employed within the school.
- Ensure that all staff are aware of their Health and Safety responsibilities
- Ensure that school users have access to an up-to-date Health and Safety policy
- Ensure that the appropriate emergency procedures and first aid provision are in place at the school.
- Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review
- Co-operate with the Trust Board and CEO to ensure that this policy and its associated arrangements are implemented and complied with



- Produce and review the Health and Safety policy and all associated documentation.
- Communicate the policy and other appropriate health and safety information to all relevant people including contractors
- Take reasonable care for the Health and Safety and Welfare of their self and of any other persons who may be affected either directly or indirectly by their acts or omissions
- Assist the identification of training needs, with Human Resources, and training delivery across the Trust to ensure that all students and staff are competent to carry out their roles and are provided with adequate information, instruction and training
- Review accident and incident information and, when necessary, carry out accident and incident investigations
- Arrange periodic health and safety audits and liaise with the CEO and Trust Board in relation to findings and any associated remedial actions
- Report to the CEO on health and safety performance and to monitor both compliance with, as well as the effectiveness, of this policy
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
- Report to the Board any significant risks or policy requirements which cannot be met within the establishment's budget
- Ensure consultation arrangements are in place for staff and their trade union representatives
- Liaise with the Finance Department to ensure health and safety is included in specifications and contract conditions
- Liaise with the Health and Safety Executive (HSE) Inspectors and other enforcement agencies as required in conjunction with DCC Health and Safety team (under a contractual agreement), arrange for the reporting and subsequent investigation of all serious incidents and accidents according to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, (RIDDOR), ensuring that appropriate remedial measures are taken to prevent re-occurrence.
- Ensure that regular contact with agencies able to offer expert advice, such as officers of the DCC, HSE and emergency services is maintained as appropriate;
- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised

The Duties of Staff with Management Responsibility

Leadership Team, Educational Visits Coordinator, Heads of Year, Site Supervisors, Caretakers and any additional positions given staff management with supervisory responsibility will:



- Take reasonable care for the Health and Safety and welfare of themselves and of any other persons who may be affected either directly or indirectly by his/her acts or omissions.
- 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 HOS.
- Ensure that Health and Safety issues are discussed and addressed at team meetings
- Assist with identifying and organising any training that may be deemed necessary to comply with current working practices or legal observations.
- Ensure the provision of all equipment deemed necessary to comply with current working practices or legal observations.
- Raise any Health and Safety concerns related to their work but outside their control with the Head of School and, if the concern remains unresolved, with the LSB and CEO.
- Exercise effective supervision of their staff and users and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Give clear instructions, information and warnings to their staff and users as often as necessary.
- Set a good example in following safe working procedures personally.
- Ensure the use of protective clothing and guards where necessary and ensure the correct implementation of training.
- Avoid introducing any personal items of equipment or substances that may introduce unacceptable risks in their use.
- Ensure their staff observe the school policies.
- Co-ordination of the Health and Safety policy in their own area of work.
- Establishing and maintaining safe work practices including arrangements for ensuring, as far as is reasonably practicable, the absence of risks to Health and Safety in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, hot water, sharp tools, etc.
- Ensure that all relevant COSHH information is kept up to date and adhered to.



- Resolve Health, Safety and welfare problems referred to them by members of staff or referring to the Head of School any problems that they are unable to resolve within the resources available to them.
- Ensure that risk assessments are undertaken within the overall programme for school for the staff, activities and equipment for which they are responsible.
- Ensure, as far as is reasonably practicable, that sufficient information, instruction, and supervision is provided to enable employees and pupils to avoid hazards and to contribute positively to their own Health.
- The Head of school will ensure that Health and Safety issues are discussed and addressed whenever necessary at staff meetings and student meetings.
- The Head of school will ensure that first aid treatment is available to school users.
- Ensure that emergency contact numbers for staff and pupils are kept up to date.
- Ensure that all accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated
- Ensure that all visitors sign in and out when visiting the school.
- Assist the Head of School to appoint fire wardens and ensure that all staff are made aware of their duties in the event of an emergency.
- Liaise with the Head of school with regard to any issue that may affect the Health and Safety or welfare of school users.
- Ensure that any temporary rules such as exclusion from the premises are made known to all school users.

The Duties of the Teachers

Teachers will:

- Take reasonable care for the Health and Safety and welfare of themselves and of any other persons who may be affected either directly or indirectly by his/her acts or omissions.
- Undertake a visual inspection of their working area prior to commencement of any lesson or activity paying particular regard to any issues which may be perceived to be a Health and Safety issue.



- Report defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager and via the helpdesk.
- Exercise effective supervision of pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and carry them out.
- Know the particular Health and Safety measures to be adopted in their own teaching areas and to ensure they are applied.
- Give clear instructions and warnings to pupils as often as necessary.
- Follow safe working procedures personally.
- Comply with the use of protective clothing and guards where necessary.
- Avoid introducing any personal items of equipment or substances that may cause physical risk in their use.
- Include Safety information in lesson planning as appropriate.

The Duties of all Support Staff

Support staff will:

- Take reasonable care for the Health, Safety and welfare of themselves and of any other persons who may be affected either directly or indirectly by his/her acts or omissions.
- Co-operate with the employer so far as is necessary, to enable the employer to carry out his Health and Safety responsibilities.
- Know the Health and Safety organisation and arrangements to be adopted in their own working areas, and ensure they are adhered to.
- Observe standards of dress consistent with the school policy and to maintain Safety and/or hygiene.
- Exercise good standards of housekeeping and cleanliness.
- Report all accidents, defects and dangerous occurrences.

The Pupils

Pupils will be reminded that they are expected to:



- To take reasonable care for the Health and Safety and welfare of themselves and of any other persons who may be affected either directly or indirectly by his/her acts or omissions.
- Observe standards of dress consistent with the school uniform policy, safety and/or hygiene, as detailed within the appropriate Safety guidelines.
- Observe the Health and Safety rules of the school and, in particular, the instructions given by staff in an emergency.
- Use and not wilfully misuse, neglect or interfere with any equipment, signs or areas provided for their Health and Safety.

Visitors and other School users

Visitors and other users of the school are expected to:

- Take reasonable care for the Health and Safety and welfare of themselves and of any other persons who may be affected either directly or indirectly by his/her acts or omissions.
- Observe all the Health and Safety rules in the school and, in particular, the instructions of staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with items provided for their Health and Safety or the Health and Safety of others on the premises.
- Visitors and users of the premises are required to observe the Health, Safety and welfare rules of the school. In particular, parents and other volunteers helping out in the school should be made aware of the Health and Safety policy applicable to them by the member of staff to whom they are assigned.
- Ensure that they have understood the Health and Safety policy.

Contractors

Any member of staff who employs a contractor on behalf of the School must ensure that the contractors:

- Are a reputable contractor.
- All contractors must be made aware of the Trust Site Contractor Information and Safety Leaflet available at the School Office. They must comply with these requirements at all times.
- Do not enter areas outside their agreed working location.



- Do not leave tools or equipment unattended at any time.
- Do not sub-contract any work without the express permission of the School representative.
- Do not encourage third parties, not involved with the intended work, to access the school site
- Are aware of any conditions, which may affect their Health, Safety and welfare, or the Safety and welfare of others.
- Have appropriate liability insurance. The Trust also conducts the vetting of contractors for competency including establishing any previous enforcement action against them.
- Undertake risk assessments.
- Have an approved method statement.
- Have all COSHH data.
- Only use well maintained and safe equipment.
- Are informed of any conditions, which may affect their safety, or the safety of others, e.g. any asbestos on site.
- Take reasonable care for the Health and Safety and welfare of themselves and of any other persons who may be affected either directly or indirectly by their acts or omissions.
- Abide by the School's Health and Safety policy, and not endanger other users, staff or other visitors to the site.
- Report to the main reception before and after any work takes place.
- Are notified of the Asbestos Register if applicable

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

Section 3: SPECIFIC ARRANGEMENTS TO MANAGE RISK



The arrangements for health & safety, i.e. the specific measures put in place to manage particular risks, agreed and outlined in this policy by the Trust are guided by Devon Health & Safety Service.

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

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

- Safe Practice in Physical Education and School Sport' Association of Physical Education 'AfPE' <http://www.afpe.org.uk/>
- EVOLVE for trips and visits

Risk Assessment

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved with the Head of Schools by adopting and personalising the model format risk assessments provided by the Health & Safety Service.

RET risk assessments are available for all staff to view and are held centrally in an online shared Risk Assessment drive. 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.

Health & Safety information list of risk assessments held by each school

This is not exhaustive and further risk assessments may be included in the Risk Assessment Drive

- RAA03 Building Site Safety – Site Supervisors/Caretakers and Head of School
- RAA04 Cleaning Caretaking & Maintenance – Site Supervisors/Caretakers
- RAA05 COSHH – Site Supervisors/Caretakers
- RAA08 Fire Risk Assessment – Site Supervisors/Caretakers and Head of school
- RAA09 First Aid Needs & Provision – Human Resources & Head of School
- RAA10 ICT Areas and Activities – IT Team
- RAA11 Kitchen Safety – Catering Provider (School Meals) DT Lead (Curriculum)
- RAA13B Working Alone in premises – Head of School



- RAA14 Moving and Handling Objects – As required
- RAA17 Music and Performance– Music Lead
- RAA18 New and Expectant Mothers – Human Resources, as and when
- RAA20 Physical Education – Trust Lead
- RAA21 Primary Curriculum Activities – Head of School
- RAA22 Primary Whole School – Head of School
- RAA24B Security Safety Risk Assessment – Site Supervisors/Caretakers
- RAA25 Stress – Head of School
- RAA26 Swimming Pool – Swimming Lead
- RAA27 Working at Height – Site Supervisors/Caretakers
- RAA28 Work Experience Placement - Head of School
- RAA29 Driving on Trust business - EVC
- RAA30 Glazing – Site Supervisors/Caretakers

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

Other arrangements in alphabetical order:

Accidents

In the event of an accident occurring on the school premises, an Accident/Occurrence Form should be completed as soon as possible after the occurrence, and passed to the School Office Manager.

Certain categories of accident must be reported to the Health and Safety Executive via Devon Councils Health and Safety Department (OSHENS web based) who under the terms of the contract will take the reporting actions.

Incident Reporting processes and follow up investigation procedures are set out in the RET First Aid Policy

Animals in the Workplace

Riviera Education Trust is responsible for assuring the health and safety of all employees. In keeping with this objective, the Trust does not permit employees to bring their household pets to work, unless agreed by the CEO for the purposes of education, with the exception of assistance dogs for those staff, students or authorised visitors who qualify for this aid. Animals may pose a threat of infection and may cause allergic reactions in other employees. Some employees may have phobias or be distracted by the presence of animals. Despite certain



advantages of having a pet at work, we have an obligation to ensure the health and well-being of everyone in the workplace.

Asbestos

The duty to manage asbestos is a legal requirement under the Control of Asbestos Regulations 2012 (Regulation 4). Guidance can be found at <http://www.hse.gov.uk/pubns/priced/l143.pdf>.

There is a duty to assess the presence and condition of any asbestos-containing materials and controls need to be established in line with the risk assessment carried out.

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located each school's Main Reception Office and on the Google Trust Premises Drive.

The Asbestos Register is held in each school Reception and will be made available to all staff and contractors prior to **any** work commencing on the fabric of the building or fixed equipment containing asbestos. No work can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising manager shall ensure:

- The AMP is reviewed annually and that any changes are approved by the Board
- That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASB1(A) form
- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASB2(A) form according to the frequencies identified in the AMP
- All changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded in the Register

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the Site Supervisors/Caretakers or Main School Office at the earliest opportunity.

Body Spillages

Body fluid spillages, i.e. vomit, blood, urine, should be treated with care. Specific cleaning materials must be used and protective clothing worn i.e. protective gloves. All spillages should be



reported to the Main School Office who will contact the Premises staff for deep cleaning of the areas.

Communication and Training

Detailed guidance and information about health and safety issues can be found in the Risk Assessment Drive and in Devon Safety Service's Arrangements Notes which are located in the OSHENS Document Library. The Health & Safety Service also provide competent health and safety advice for RET staff and can be contacted on 01392 382027 or on healthandsafety@devon.gov.uk

The Health and Safety Law posters are displayed in each school.

Health and Safety Training

All employees will be provided with:

- induction training in the requirements of this policy
- updated training in response to any significant change
- training in specific skills needed for certain activities as identified by the relevant risk assessment
- refresher training where required

Training records will be kept online through iHasco and with Human Resources who are responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

Consultation

For day-to-day matters, consultation will be achieved by sending out information via emails, staff newsletters and staff meetings.

Members of staff with concerns should raise them initially with their Head of School. If required, requests for external advice should then be sought from Health & Safety Service for concerns of employees which cannot be resolved locally.

Staff should feel free to contact the appropriate trade union appointed Safety Representative. The Trust welcome the support of trade unions in health and safety matters.



Contractors

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

All contractors must report to Reception and the Site Supervisor/Caretaker where they will be asked to sign into the Inventory visitor access system and wear an identification badge and lanyard. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register.

To ensure contractor competency, the Chief Finance Officer will undertake appropriate competency checks prior to engaging a contractor. Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The academy, 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.

Site Supervisors/Caretakers are responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work. The Chief Finance Officer will ensure that the specific client requirements of the Construction (Design & Management) Regulations 2007 have been complied with.

Curriculum Activities

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

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

Damage to Premises

School staff should undertake a visual check of their working area before the start of any activity. Any damage to the fabric, fixtures or fittings, should be reported to Premises staff. Any defects which may constitute a Health and Safety hazard must be reported to the Site Supervisors/Caretakers immediately. Contingency plans may need to be put in place until the damage has been dealt with.

Display Screen equipment



Prolonged exposure to screens can be hazardous to users. HR should ensure relevant staff are aware of access to eye-tests and that each workstation has been Display Screen Equipment risk assessed. Use of DSE guidance can be found on the HSE website <http://www.hse.gov.uk/pubns/priced/l143.pdf>

Electrical Equipment – FIXED

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to Site Supervisors/Caretakers.

An electrical installation test will be conducted every 5 years. The Site Supervisors/Caretakers are responsible for arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.

Electrical Equipment – HIRED

All staff responsible for the hiring of electrical equipment must ensure that this equipment is inspected by the Hirer prior to use and at regular intervals within any maintenance contract.

Electrical Equipment - PORTABLE

The Site Supervisors/Caretakers are responsible for ensuring that identified at-risk electrical equipment receives a portable appliance test (this may be visual inspection or a complete electrical evaluation as defined by Risk Assessment) at least once a year. Any equipment found to be faulty or non-functioning should be reported to the Site Supervisors/Caretakers. No attempt should be made to repair or modify any equipment without the approval of the Site Supervisors/Caretakers. The Premises department are responsible for the testing of equipment, or arrangement of a suitable qualified contractor, throughout the school. Personal items of equipment should not be brought into the academy without prior authorisation and must be subjected to the same inspection process as academy-owned equipment. Records must be maintained.

Emergency Exits

All Emergency Exits will be clearly identified with Emergency Exit signs. Emergency exits must be kept clear of obstruction at all times. These exits and their locking devices will be checked on a monthly basis by the Premises staff.

Emergency Procedures for threat of explosion (gas leaks, bomb threat, chemical spillage, etc)

The Head of school and all other members of the Senior Management Team should be notified immediately in the event of any emergency which may affect the safety of the school users, buildings or property and evacuation procedures implemented when necessary. Refer to Bomb Policy and Business Continuity Plan.



Equipment

All equipment must be checked before use, and if found to be faulty reported through the IT or Repairs helpdesk. The nominated owner of the equipment must ensure that all equipment is subject to a programme of routine maintenance and regular visual inspection.

Evacuation Routes

Each room/area of the school is provided with a notice stating the evacuation route. All staff and school users must familiarise themselves with these routes.

Expectant Mothers

The school must be notified immediately if an employee is expecting a child. The school will then ensure that a risk assessment is undertaken to identify any possible hazards or conditions which may affect an expectant mother or her unborn child. The school has an obligation to take into account any conditions that may affect a person's ability to undertake any task i.e. cramp, fatigue, etc.

Fire Precautions

The Head of School is responsible for ensuring the academy's fire risk assessment is undertaken using the RAA08 document and controls implemented accordingly. The fire risk assessment is located in each Reception and on the Risk Assessment Drive and will be reviewed annually. Evacuation procedures will be reviewed along with the fire risk assessment and are made available to all staff as part of the school's induction process.

In the event of fire, everyone in the building is to follow the Fire Action instructions displayed in every room/area. All users should be aware of the evacuation and fire procedures.

The Head of school will organise fire drills each term with no prior warning. There is a named Designated Fire Officer in each School. The Head of School/Site Supervisor/Caretaker is responsible for ensuring that each academy's Fire Log is kept up to date and that the following inspection/ maintenance is undertaken:

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

Procedures for other critical incidents and off-site emergencies are contained within each Academy's Business Continuity Plan which is located within the Reception and on the Google Drive.



The Emergency Contact details are held in Reception and Google drive, password protected, and will be reviewed annually.

First Aid

The school has risk assessed the need for first aid provision and this is recorded on the RAA09 risk assessment document. Arrangements are also listed in the First Aid Policy. This includes trained staff and first aid resources.

Food Hygiene Safety

Where preparation of food is involved, all procedures concerning hygiene must be observed;

Personal hygiene: e.g. protective clothing

Kitchen hygiene: e.g. awareness of cleanliness within the working area

Staff who are required to handle food on a regular basis must obtain an approved Food Handling Qualification.

Hazardous Substances

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

The Site Supervisor/Caretaker shall ensure that:

- an inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date (COSHH)
- Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials
- risk assessments are conducted and that these assessments are recorded and control measures are understood by those staff that are exposed to the product/substance. This will include the identification and provision of appropriate Personal Protective Equipment
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and never decanted into unmarked containers

Insurance

- The Risk Protection Arrangement for Schools (RPA) covers all school users



however the loss or damage of personal belongings may not be covered by this policy and an excess charge may apply.

Legionella

A water risk assessment and plan for each academy has been completed by the RET with Wemco/Buswells and all Site Supervisors/Caretakers are responsible for ensuring that the identified operational controls are being conducted and recorded. This risk assessment will be reviewed where significant changes have occurred to the water system.

Lettings of premises

Riviera Education Trust will ensure that the hirer has public liability insurance and will share with the hirer all relevant RET health and safety information including Fire Evacuation procedures. The hirer 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.

Lone Working

The school has a responsibility to ensure the same standard of Health, Safety and Welfare for its entire staff including lone workers. Lone working should be avoided whenever possible.

If an individual has to undertake any task on their own there may be a need for specific training.

A written risk assessment should be completed before any work is undertaken, to identify any hazards associated with the task.

The individual should be informed as to the location of fire fighting equipment, first aid boxes, telephones and exits and any possible hazards or problems, which may arise.

They should be informed of any methods of communication that may be available i.e. mobile phone.

Individuals should inform a second party of their working intentions, times and areas so that appropriate checks can be made if necessary.

It may also be appropriate to take in to consideration an individual's medical history.

Maintenance

The Site Supervisor/Caretaker will be responsible for the maintenance of the following if applicable to the facility:

Asbestos register
Building structure
Boiler systems



Burglar Alarms
Car parks
CCTV
Door closure devices
Emergency lighting
Extractor units
Fencing
Fields and landscaped areas
Fire Alarms
Fire fighting equipment
Fixed furniture and fittings (internal and external)
Footpaths and hard standings
Kilns
Kitchen fans
Lifts
Mains electrical systems
Mains gas system
Mains water system
Minibuses
Play areas
Play and sports equipment – permanent fixtures only
Portable electrical equipment
Portable furniture
Sites and buildings departmental equipment
Soft furnishings
Swimming pool
Water storage tanks

Maintenance of Plant and Equipment

Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Site Supervisors/Caretakers. All staff are required to report any problems found with plant/equipment to the caretaker. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

The following specific statutory inspections and tests will be undertaken using Torbay Council SLA contracts, plant and machinery insurance inspections and through individual contractors:

- 6 monthly lift examination.
- Pressure Vessel thorough examination according to a Written Scheme – Plant and Machinery Inspections (British Engineering Services)
- Annual gas appliance inspection and maintenance and gas tightness test



- Automatic Doors
- Intruder Alarm and access controls
- Catering Equipment
- Fire Alarm and emergency lighting
- Fire fighting equipment
- Asbestos
- Lightning Protection
- Roller Shutter Doors
- Boilers, Heating and Water Hygiene

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

Medication Arrangements

Arrangements are set out the RET Administration of Medicines Policy and Procedures.

Minibus

The RET operates 3 minibuses. The Site Supervisor/Caretaker is responsible for scheduling the annual servicing maintenance and repairs of these. Only authorised staff are insured to drive these for school related journeys and must meet the conditions of the current insurance. There is a check and recording procedure defined which must be completed prior to using the school vehicles.

Monitoring

The Head of School will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health & Safety Review process undertaken by Devon Health & Safety Service. Feedback from this process is to be referred to the Trust Board.

A general inspection of the site will be conducted daily, weekly, termly and annually and be undertaken by Site Supervisors/Caretakers, Head of School (termly) and reported back to the Head of School. Inspections of individual departments will be carried out by Assistant Heads/Heads of Department or nominated staff.

In both cases the person(s) undertaking inspections will complete a report in writing and submit this to the Head of School for the Trust Board. Responsibility for following up items detailed in the safety inspection report will rest with Site Supervisors/Caretakers.



Inspections will be conducted jointly with health and safety representative(s) if possible.

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

- Findings from Devon Health and Safety Audit; Torbay Council/Contractor maintenance reports; Plant and machinery reports from the Site Supervisors/Caretakers, RPA Health & Safety review.

Moving and Handling

Generic risk assessments for regular manual handling operations are undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment. All staff receive manual handling training (iHasco) as part of their health & safety CPD.

All manual handling activities which present a significant hazard, which are not accounted for in the generic risk assessments described above, will be reported to the Head of School. 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 the Head of Learning Support and recorded in a specific Handling Plan for the individual concerned. 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.

Noise

Care should be taken to reasonably restrict noise levels below 70 decibels. This can be readily gauged by tolerance level of the adult present. In certain circumstances the provision of ear protection equipment may be necessary.

Offsite Visits

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



The Trust local arrangements for offsite visits are detailed in the Trips Policy and are reviewed annually. A copy of these documents can be found in on EVOLVE in establishment documents for all staff to access.

Out of Hours Emergencies

In the event of an out of hours emergency i.e. accident, missing pupil, access needed to premises, etc out-of-hours contact numbers are available. These numbers can be contacted 365 days a year, 24 hours a day. Their numbers are available from Senior Management. **This is for genuine emergencies only.**

Out of Hours Usage

Any member of staff who organises activities outside normal school hours should take into consideration any possible hazards which may affect the Health and Safety of any individuals involved in the activity i.e. maintenance work and cleaning operations.

Personal Safety and Security

Riviera Education Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent / threatening behaviour to its staff. Behaviour policies are in place at each Academy.

Staff will report any such incidents on accident forms in accordance with agreed accident/incident reporting procedures.

Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the relevant line manager in order to identify and implement control measures.

Staff working outside normal school hours must complete the Lone Working Risk Assessment with their line manager.

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

Personal Protective Equipment (PPE)

It is the responsibility of the Head of school to ensure that personal protective equipment must be made available to any pupil or member of staff undertaking a specific task i.e. goggles, gloves, dust mask, protective footwear, overalls, aprons, etc. Any concerns regarding the use or issue of such equipment should be referred to the Head of School. At no time should any individual undertake a task unless they have the appropriate PPE.

Radiation

There are no radiation materials in the Riviera Education Trust.

Reporting of Injuries, Diseases & Dangerous Occurrences (RIDDOR)



All deaths, major injuries, accidents where a school user is taken to hospital and dangerous occurrences must be reported via the Devon County Council's Risk H & S Team (online OSHENS – under contract) without delay.

Risk Assessment

The schools have a system for written risk assessments. There are three basic assessments; Room/Area, Task/Activity and Trips/Visits.

Risk assessments for trips/visits should be completed before each trip/visit on OSHENS.

Risk assessment forms are available on the Risk assessment Google drive.

If staff require any information or advice they should contact the Health the EVC as appropriate.

All staff undergo risk assessment training using iHasco learning modules.

Security

The Site Supervisors/Caretakers are responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area. This will be reviewed annually or after significant change and recorded by amending the RAA24 risk assessment. If any individual who is not clearly identified as a pupil, member of staff, contractor or visitor is seen on school premises, then this must be reported to Main Reception or a member of the senior staff. If no acceptable reason for being in the school is given, they should be asked to leave. If an individual fails to comply with this request, the police should be informed and asked to remove them from the premises.

Personal security is an issue for all school users. Staff employed at the school are expected to carry security badges and all visitors who remain in or move around the school site are to sign in and display the visitor's badge generated from the booking in system.

Smoking

The RET has a No-Smoking Policy. This policy prohibits smoking throughout the school grounds and vehicles parked within the school boundaries.

Sport

Detailed reference to sporting activities is contained in Safe Practice in Physical Education. All Teachers of PE should have reviewed the Risk assessment for their activity.

Stress

Riviera Education Trust is committed to promoting high levels of health and well-being and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards. Each school's stress risk assessments are on the Risk Assessment Drive.



Return to work meetings are conducted after absence and the RET buy back occupational health support. Appraisals are held with all staff and each academy provides mentors for new members of teaching staff.

Where appropriate, risk assessment findings will be recorded by HR.

Swimming Pool

As a pool operator the RET is responsible for the health and safety of employees, pool users and other people on the premises. The HSW Act, the Management of Health and Safety at Work Regulations and others place general obligations on pool operators.

The measures required to ensure pool users' safety have been determined by a site-specific risk assessment which includes not only the physical hazards but those hazards relating to swimmers and swimming-related activities. When assessing the need for supervision the following should be considered: local circumstances; the pool structure and equipment; the way the pool is used and the characteristics of those who use it.

For details refer to the school swimming pool procedures and protocols in the Risk Assessment Drive.

Temperatures

If staff have any concerns regarding the temperature of any part of the school premises they should contact the Site Supervisor/Caretaker via the helpdesk.

Tree Safety Management

Riviera Education Trust will ensure that formal tree inspections are undertaken for trees which present a significant risk because of their age, condition or proximity to pedestrian routes or busy areas. We also regularly survey following severe weather conditions.

Where the tree inspections make recommendations for remedial actions, the Trust will implement them as described.

Records of tree inspections and associated remedial works are kept by the Site Supervisors/Caretakers on the Google Trust Premises drive.

Transport

It is not preferred practice for staff to transport pupils in their own vehicles. Cars/drivers need to be sure they are insured to transport pupils and seatbelts must be used and car capacities should not be exceeded. The applicable driving licence, insurance and MOT documents need to be seen and recorded by the School Office Manager.

Vehicle Movement

Vehicle speeds are to be restricted to 5 mph on school premises.

Where possible deliveries should be organised so that they do not coincide with the start and end of the school day and break and lunch times.

Extra care and attention must be taken in inclement weather as vision and braking may be impaired.



Staff and visitors should only park in the marked parking bays.

Turning areas and through traffic areas should be kept free of obstruction at all times.

If the driver of a vehicle has any concerns regarding any possible dangers they should undertake a risk assessment.

Waste

There are local restrictions on the disposal of hazardous waste. Further advice is available from the competent person at DCC.

Rubbish should be regularly removed and quantities should not be allowed to accumulate as this may pose a health and/or fire risk. No flammable waste should be stored against buildings.

Sanitary articles should be deposited in bins supplied in the female toilets.

There are bins on site for general waste, medical syringes or sharps should be placed in the specialist bins provided.

Work Experience

The RET is committed to ensuring the Health and Safety of students/visitors on work experience placements. Each school must ensure that the students receive a full Health and Safety induction programme.

Work at Height

Work at height will be avoided wherever possible. Work carried out at height where a significant injury could result will be risk assessed by the relevant line manager in order to identify and implement control measures. Staff who work at height will be briefed in risk assessment findings. When working at height (including accessing storage or putting up displays) appropriate stepladders are to be used. Staff must not climb onto tables and chairs, etc.

Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment. Such training will also be undertaken by those who line manage staff who work at height. Staff trained for work at height are the Site Supervisors/Caretakers and IT Team.

These staff 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
- access to fragile surfaces is properly controlled.



Workplace safety

The Site Supervisors/Caretakers are responsible for undertaking a risk assessment for general sites and buildings safety in order to identify and implement control measures for the following site workplace hazards:

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

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

HR One (Devon Health & Safety) Full Service Agreement is in place for all RET schools and includes:

- Acting as the Competent Person under Regulation 7 of the Management of Health and Safety at Work Regulations for Foundation, Trust, Voluntary Aided, Academies and Independent Schools and Colleges
- Provision of health and safety information, arrangements and policies that are reviewed regularly in line with new legislation, good practice and case law
- On-going support for your H & S Coordinator/Head of School
- Helpline service: Duty H&S Adviser available office hours for routine matters Helpline covers all safety matters, including educational visits, work experience
- Emergency out of hours response for serious injuries/ incidents.
- Membership of CLEAPSS and access to website and associated materials
- Radiological Protection Advisory Service through CLEAPSS via our Radiation Protection Officer
- A visit to review your H&S management system and every three years*
 - o For Primary schools, assistance on non-review cycle years to be determined by the establishment but could include assistance with the routine premise inspection, work experience support, risk assessment preparation, etc.
- Management review visits include post visit report, action plan and on-going support
- Induction for new Heads of School/H&S Co-ordinators
- Access to the OSHENS web-based H&S management system for accident reporting, arrangements, risk assessments and display screen equipment risk assessment
- Access to the Evolve Educational and Offsite visits system



(Note. For independent endorsement of higher risk visits, the academy will require a separate SLA with Babcock LDP)

- Reporting all RIDDOR reportable accidents to the HSE (via the OSHENS system)
- Assistance with serious accident investigations
- Liaison with all enforcement bodies (HSE, Fire Brigade, Environmental Health) and Ofsted
- Liaison with establishment-based trade unions, professional bodies and governors
- Termly newsletter and hazard alerts



DETAILS OF AMENDMENTS

September 2019

- Updated in line with current statutory guidance.

September 2020

- Updated to include Covid 19 Risk Assessment for Sept Full School opening.

10th August 2021

- Full review and updating of policy including vetting of contractors and Devon Health & Safety Service Level Agreement terms.

19th August 2022

- Full review and Site Supervisor job title added

13th June 2023

- Updated Offsite visits policy reference to latest DCC version

3rd October 2024

- Updated to allow staff pets in school, with Trustee approval

17th March 2025

- Removed Operations Manager from any Site Supervisor/Caretaker designations, Head of School named as H&S co-ordinator, CFO named for Contractor checks (insurance, etc).
- CEO can allow staff pets on site for educational purposes.

