Health and Safety Policy

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West Vision, Mission and Values

Westcountry Schools Trust - Our Vision, Mission and Values

Version History Log

Version	Description of Change	Date of Policy Release by WeST
2025/26	Grammar and spelling only	July 2025
2026/27	Inclusion of Martyn's Law, COO and consistent formatting applied. Revised CDM and Management of Contractors sections.	July 2026

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Health and Safety in each School

This policy sets out the overall Trust commitment to Health and Safety in all Schools and establishments. Principal/Headteacher for each school are required to amend Appendix 1 of this policy to reflect specific Health and Safety requirements for their school.

Health and Safety Providers

The below table details the Health and Safety provider for each school in the MAT. For any Health and Safety matter please contact the WeST Health Safety & Environment Manager or the Health and Safety provider

School	Health and Safety Provider
Ashburton School	Devon Health & Safety Service, Devon County Council – OSHENS
Austin Farm School	Devon Health & Safety Service, Devon County Council – OSHENS
Borringdon School	Devon Health & Safety Service, Devon County Council – OSHENS
Buckfastleigh School	Devon Health & Safety Service, Devon County Council – OSHENS
Callington School	Devon Health & Safety Service, Devon County Council – OSHENS
Camelford School	Devon Health & Safety Service, Devon County Council – OSHENS
Chaddlewood School	Devon Health & Safety Service, Devon County Council – OSHENS
Coombe Dean School	Devon Health & Safety Service, Devon County Council – OSHENS
Eggbuckland CC	Devon Health & Safety Service, Devon County Council – OSHENS
Ermington School	Devon Health & Safety Service, Devon County Council – OSHENS
Glen Park School	Devon Health & Safety Service, Devon County Council – OSHENS
Hele's School	Devon Health & Safety Service, Devon County Council – OSHENS
Holbeton Primary School	Devon Health & Safety Service, Devon County Council – OSHENS
Ivybridge Community College	Devon Health & Safety Service, Devon County Council – OSHENS
Manor School	Devon Health & Safety Service, Devon County Council – OSHENS
Morley Meadow Primary School	Devon Health & Safety Service, Devon County Council – OSHENS
Oreston Community Academy	Devon Health & Safety Service, Devon County Council – OSHENS
Otterham School	Devon Health & Safety Service, Devon County Council – OSHENS
Plympton St Maurice	Devon Health & Safety Service, Devon County Council – OSHENS
Plymstock School	Devon Health & Safety Service, Devon County Council – OSHENS
Sherford Vale School	Devon Health & Safety Service, Devon County Council – OSHENS
Sir James Smith's	Devon Health & Safety Service, Devon County Council – OSHENS
South Dartmoor CC	Devon Health & Safety Service, Devon County Council – OSHENS
St Breward	Devon Health & Safety Service, Devon County Council – OSHENS
St Teath	Devon Health & Safety Service, Devon County Council – OSHENS
Stowford School	Devon Health & Safety Service, Devon County Council – OSHENS
Ugborough PS	Devon Health & Safety Service, Devon County Council – OSHENS
Wembury Primary School	Devon Health & Safety Service, Devon County Council – OSHENS
Woodford School	Devon Health & Safety Service, Devon County Council – OSHENS
Woodlands Park Primary School	Devon Health & Safety Service, Devon County Council – OSHENS
Yealmpton Primary School	Devon Health & Safety Service, Devon County Council – OSHENS

SECTION 1

1.0 STATEMENT OF INTENT

The Trustees of Westcountry Schools Trust will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

This policy 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 Delegated Responsibility** will establish specific responsibilities at all levels of the Trust' organisation. **Section 3 Health and Safety Functions** 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 through staff induction and staff handbook. A master copy is kept in the main office of all Trust schools and is available online.

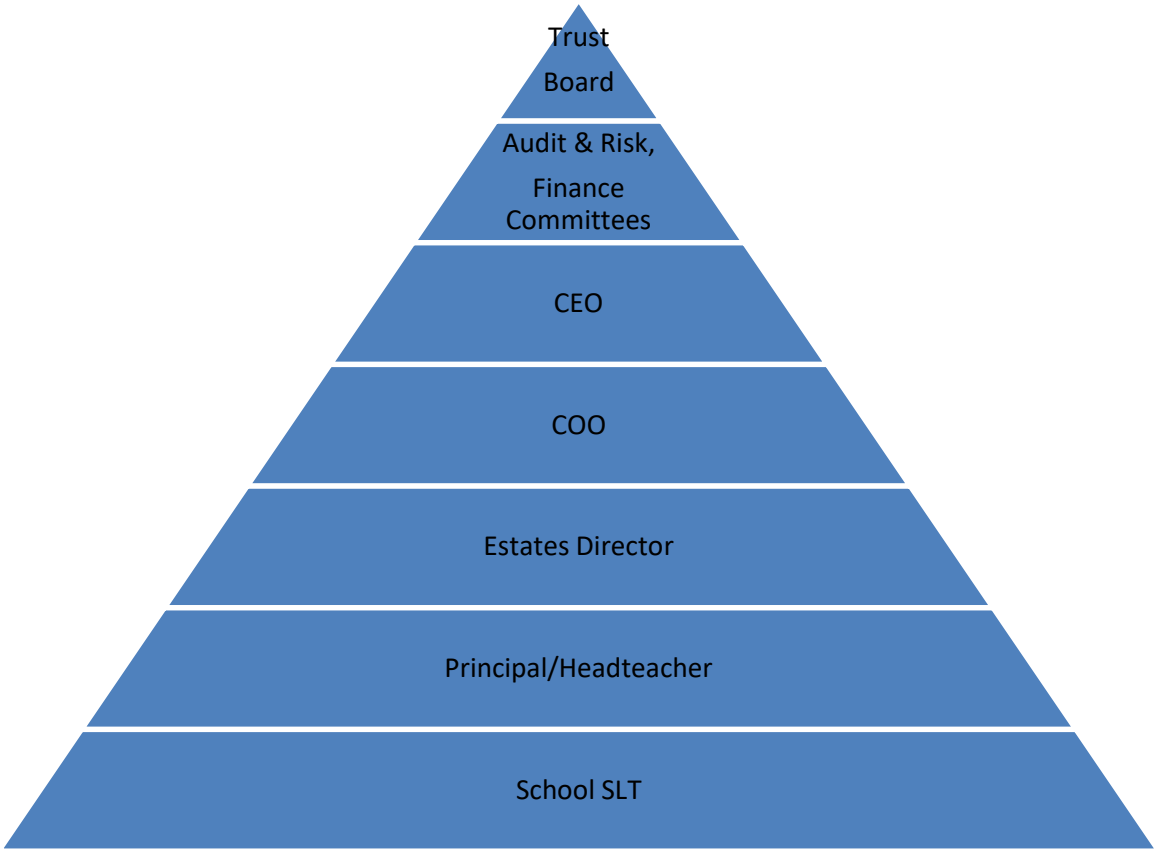
This policy statement and the accompanying organisation and arrangements will be reviewed yearly by the Trust Board.

Everyone at all levels of WeST must comply with this policy. Breaches of this policy may be dealt with under a disciplinary policy

.....	.....
Chair for the Trust Board	Date
.....	.....
CEO	Date

SECTION 2 DELEGATED RESPONSIBILITIES

Pictorial of delegated responsibilities of Health and Safety.



2.0 The Duties of the Trust Board

2.1 To produce and regularly review the Health and Safety Policy for the Trust. This policy will reflect the requirements of the Health and Safety at Work 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

2.2 To monitor both compliance with, as well as the effectiveness of, this policy

2.3 To provide adequate resources to meet the Trust's legal responsibilities as well as compliance with this policy

2.4 To assist in discharging its legal obligations the Trust has appointed a 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999

2.5 All settings which are part of the Westcountry Schools Trust in addition to this policy will also have a separate Health and Safety policy which sets out specific guidelines relevant to the setting they are operating within. See Appendix 1

2.6 To review the WeST corporate Risk Register

2.7 To delegate to the Estates Committee through a Scheme of Delegation.

3.0 The Duties of the Finance Committee, Audit & Risk Committees

3.1 Although the Trust Board have delegated responsibility to the Finance Committee for capital projects, and the Audit and Risk Committee for health and safety they will make recommendations and provide advice to the Trust Board for approval

3.2 The responsibility of the Committees is the same as the Trust Board, although accountability remains with the Board

3.3 On the Committees there are currently Trust Board members who can vote

4.0 The Duties of the CEO

4.1 The CEO is ultimately responsible for Health and Safety in the workplace and ensures good practice is developed and implemented with a proactive Health and Safety management and culture
4.2 Reports to the Trust Board and Finance, Audit & Risk Committees
4.3 Delegates responsibility to the COO

5.0 The Duties of the COO

5.1 The COO supports the CEO and ensures good practice is developed and implemented with a proactive Health and Safety management and culture
5.2 Reports to the Trust Board and Finance, Audit & Risk Committees
5.3. Delegates responsibility to the Estates Director.

6.0 The Duties of the Estate Director

6.1 The Estates Director has responsibility for the corporate Health and Safety across WeST. Including writing of Trust wide policies and risk assessments. Arrange and oversee annual Health and Safety audits and ensure there is a positive culture to Health and safety throughout the organisation. The Estates Director is responsible to the COO.

6.2 In particular, the Estates Director will:

6.2.1 Co-operate with both the Finance, Audit & Risk Committees and the Trust Board to ensure that this policy and its associated arrangements are implemented and complied with
6.2.2 Communicate the policy and other appropriate health and safety information to all Principals and Head Teachers
6.2.3 Report to the Audit & Risk Committee and the Trust Board on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy
6.2.4 Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition
6.2.5 Identify the training needs of Estates staff, Principals and Head Teachers and ensure that staff are competent to carry out their roles and are provided with adequate information, instruction and training
6.2.6 Ensure there is a third-party service provider to provide technical support and undertake regular audits to ensure compliance
6.2.7 Instil a positive and proactive Health and Safety culture throughout WeST
6.2.8 Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
6.2.9 Ensure all contractors are aware of their Health and Safety responsibilities
6.2.10 Ensure all staff inductions include Health and Safety awareness and ongoing related awareness training.

6.3 Ensure each school has a nominated Responsible Person under the Terrorism (Protection of Premises) Act 2025 and that public protection procedures are developed, reviewed and rehearsed accordingly.

7.0 The Duties of the Principal/Head Teacher

7.1 The Principal/Head Teacher has day-to-day responsibility for health and safety management and will take all reasonably practicable steps to secure the health and safety of students, staff and others using the Trust premises or participating in Trust sponsored activities.
7.2 In particular, the Principal/Headteacher will:

7.2.1 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
7.2.2 Communicate the policy and other appropriate health and safety information to all relevant people

7.2.3 To undertake building inspections and report to the Estate Director any concerns including, the premises, plant and equipment
7.2.4 Report to the Estates Director any significant risks or policy requirements which cannot be met within WeST/school budget
7.2.5 Identify the training needs of students and staff and hence ensure that all students and staff are competent to carry out their roles and are provided with adequate information, instruction and training
7.2.6 Ensure consultation arrangements are in place for staff and their trade union representatives where appointed.
7.2.7 Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
7.2.8 Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised and inform the Estates Director
7.2.9 Promote a positive health and safety culture by leading by example
7.2.10 Ensure accident and near miss reporting is recorded and where required investigated and engage Estates Director where required
7.2.11 Ensure there is a suitable recording and monitoring system of visitors

7.3 Whilst overall responsibility for health and safety cannot be delegated, the Principal/Headteacher may choose to delegate certain tasks to the relevant health and safety persons in the school.

8.0 The Duties of the Health and Safety Environment Manager

8.1 The Health and Safety Manager have the delegated task of managing the Health and Safety management and processes across West in order that Principals/Head teachers and Estates Team can discharge their duties in relation to day-to-day health and safety management. The Health and Safety Manager is directly responsible to the Estates Director and acts as the technical expert.

8.2 To do this the Health and Safety Manager will:

8.2.1 Write, develop and review the Health and Safety Policy and sub policies and procedure to Audit & Risk Committee and Trust Board
8.2.2 Lead and manage the risk assessment process for the Trust Board
8.2.3 Ensure that Safe Systems of work are in place and followed
8.2.4 Lead general workplace monitoring inspections and performance monitoring processes and report findings to the Principal and Trust Board
8.2.5 Liaise with the Facilities Manager of records of 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 Trust Board if funds are not available
8.2.6 To liaise with Principals/Head Teachers on Health and Safety requirements within their schools
8.2.7 Assist with the identification of training needs and training delivery across the Trust to ensure that staff and students are adequately instructed
8.2.8 Collate WeST wide accident and incident information from schools and, when necessary, carry out accident and incident investigations and lesson learnt
8.2.9 Arrange periodic health and safety audits and liaise with the Principal/Headteacher and Trust Board in relation to findings and any associated remedial actions
8.2.10 To liaise with staff managing Estates projects and advise on CDM regulations
8.2.11 To provide Health and Safety training to WeST Trust Board, Governors and Staff
8.2.12 Develop and write the Health and Safety induction.

9.0 The Duties of Heads of Departments/Supervisory Staff/Subject Leaders

9.1 The Heads of Departments/Supervisory Staff/Subject Leaders have specific delegated tasks in relation to health and safety management within their departments/subject areas

9.2 They must ensure that:

9.2.1 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

9.2.2 Staff under their control are aware of and follow any externally adopted health and safety guidance.

9.2.3 Risk assessments are undertaken for the work areas for which they are responsible and that identified control measures are implemented

9.2.4 They ensure that appropriate safe working procedures are brought to the attention of all staff under their control and are enforced effectively

9.2.5 They take appropriate action on health, safety and welfare issues referred to them, informing the Principal/Headteacher or Estates Director of any problems they are unable to resolve within the resources available to them

9.2.6 They carry out regular inspections of their areas of responsibility and report / record these inspections to the Principal/Headteacher or Estates Director

9.2.7 They ensure the provision of sufficient information, instruction, training and supervision to enable staff and students to avoid hazards and contribute positively to their own health and safety

9.2.8 All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

9.2.9 Partake in Health and Safety audit both internal and external by ensuring all relevant documentation is in place.

10.0 The Duties of all Members of Staff

10.1 Under the Health and Safety at Work 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 each school in the Trust.

10.2 Specifically, all employees have responsibility to:

10.2.1 Take reasonable care for the health and safety of themselves and others in undertaking their work

10.2.2 Always comply with the Trust's health and safety policy arrangements

10.2.3 Report all accidents, incidents and near misses in line with the reporting procedure

10.2.4 Co-operate with school management on all matters relating to health and safety

10.2.5 Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare

10.2.6 Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager

10.2.7 Ensure that they only use equipment or machinery that they are competent / have been trained to use

10.2.8 Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

10.2.9 Read and follow and familarise with all relevant Health and Safety documentation and updates and provide feedback were required

11.0 Students

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

11.1.1 To exercise personal responsibility for the health and safety of themselves and others

11.1.2 To observe standards of behaviour and dress consistent with safety and/or hygiene

11.1.3 To observe all the health and safety rules of the school and, in particular, the instructions of staff

given in an emergency

11.1.4 Not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety

11.1.5 To report issues/observations of Health and Safety concerns to a teacher or responsible adult.

12.0 Contractors

12.1 All contractors who work on the Trust premises are required to identify and control any risks arising from their activities and inform the Estates representative of any risks that may affect the staff, students and visitors

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

12.3 In instances where the contractor creates hazardous conditions and refuses to eliminate them or take measures to make them safe, the Estates Department representative/Principal/Headteacher will take such actions as are necessary to prevent staff, students and visitors being put at risk from injury

SECTION 3 Health and Safety Management Functions

13.0 Arrangements

13.1 The 'arrangements' for health and safety, i.e. the specific measures put in place to manage risks, must be agreed and outlined in this section. The Trust, as independent employer in their own right, is free to determine their own arrangements within the boundaries of the law.

13.2 List of areas to cover is included below:

14 Risk Assessment
15 Accident/Incident Reporting
16 Asbestos
17 Communication and Training
18 Consultation
19 Construction Design Management
20 Management of Contractors
21 Curriculum Activities
22 Display Screen Equipment
23 Drivers Handbook
24 Electricity at Work
25 Fire Safety
26 First Aid
27 Gas
28 Hazardous Substances
29 Health and Safety Induction
30 Health and Safety Inspections
31 Legionella
32 Lettings
33 Lone working
34 Maintenance
34a. Martyn's Law
35 Medication
36 Monitoring
37 Moving and Handling
38 Noise at Work
39 Offsite Visits
40 PPE

41 Personal Safety and Security
42 Radon
43 Radioactive Sources

44 Stress/Wellbeing
45 Trees
46 Vehicle Movement around site
47 Work at Height
48 Work Experience
49 Workplace Safety

14.0 Risk Assessment

14.1 The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by ensuring adequate risk assessments that address all the significant risk in the Trust are in place.

14.2 Risk assessments are available for all staff to view and are held centrally with the Health and Safety Manager. 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.

14.3 Risk assessment records will be reviewed annually or every 3 years depending upon the levels of risk or should a task change. This will be identified on the risk assessments.

NB. Other arrangements in alphabetical order:

15.0 Accident/Incident Reporting

15.1 All employee accidents must be reported to the Trust Board. All accidents must be reported using the local procedures.

15.2 Accidents to students and other non-employees must be recorded in the accident book. Those accidents to students and members of the public which are work related, in that they have arisen from a material defect or organisational failure, must also be reported to the Trust Board.

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

15.4 The Principal/Headteacher will investigate accidents and take remedial steps to avoid similar instances recurring. The Health and Safety Manager will assist as required.

15.5 All accidents which fall within the scope of the Reporting of Diseases Injuries and Dangerous Occurrence Regulations 2013 (RIDDOR) will be reported to the HSE.

16.0 Asbestos

16.1 The arrangements for the management of asbestos on each school/other site in the Trust are detailed in the Asbestos Management Plan (AMP). This will be located at each individual school in the Trust along with a central record held with West.

16.2 The Asbestos Register is held at each school within the Trust 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 such as boilers, kilns, wall finishes, floor coverings. No work can commence until permission to work has been given by the authorising manager named in the AMP. The authorising manager shall ensure:

16.2.1 The Asbestos Management Plan is reviewed annually, and any changes are approved by the Trust

Board

16.2.2 The Asbestos Register is consulted at the earliest possible opportunity in the planning process and all work on the fabric of the building or fixed equipment is approved via the completion of the relevant form

16.2.3 A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the relevant form according to the frequencies identified in the AMP

16.2.4 All changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded in the Register

16.3 All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to the Health and Safety Manager at the earliest opportunity.

17.0 Communication and Training

17.1 The Health and Safety Law poster is displayed in all schools within the Trust and further information, including copies of the policy, can be requested from the Health and Safety Manager.

17.2 Health and Safety Training

17.2.1 All employees will be provided with:

17.2.1.1 induction training in the requirements of this policy

17.2.1.2 updated training in response to any significant change

17.2.1.3 training in specific skills needed for certain activities as identified by the relevant risk assessment

17.2.1.4 refresher training where required

17.3 Training matrix will be kept at each school or department and/or personnel files. The Health and Safety Manager is responsible for ensuring health and safety training needs are met for all staff. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

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

18.0 Consultation

18.1 Members of staff with concerns should raise them initially with their departmental head or the Health and Safety Manager. If required, requests for external advice should then be sought via the Health and Safety Manager from the relevant provider.

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

19.0 Construction Design Management (CDM)

19.1 The Construction (Design and Management) Regulations 2015 apply to all construction projects, regardless of size, duration or cost. As client, WeST must make suitable arrangements for managing a project, including the allocation of sufficient time and resources, so that construction work can be carried out without risks to health or safety so far as is reasonably practicable.

19.2 CDM 2015 applies to both notifiable and non-notifiable projects. A project is notifiable to the HSE if the construction work is scheduled to:

- last longer than 30 working days and have more than 20 workers working simultaneously at any point; or
- exceed 500 person-days.

19.3 Where a project is notifiable, the client must ensure that an F10 notice is submitted to the HSE as soon as practicable before the construction phase begins.

19.4 In discharging its duties as client, WeST will ensure that:

19.4.1. Suitable arrangements are in place for managing the project, including the allocation of sufficient time and resources;

19.4.2. Duty holders are appointed in writing where required, including a Principal Designer and Principal Contractor when more than one contractor will be involved;

19.4.3. Only organisations or individuals with the necessary skills, knowledge, experience and organisational capability are appointed;

19.4.4. Relevant pre-construction information is provided to designers and contractors;

19.4.5. The construction phase plan is in place before the construction phase starts;

19.4.6. Suitable welfare facilities are provided for workers;

19.4.7. Effective arrangements are in place for cooperation, coordination and communication between all parties;

19.4.8. The health and safety file is prepared, reviewed and handed over at the end of the project where required;

19.4.9. Arrangements are in place to protect staff, pupils, visitors and other persons who may be affected by the works.

19.5 Where more than one contractor is involved and WeST does not make the required appointments; the relevant duties may fall to WeST as client. For this reason, all applicable appointments must be considered and made at the earliest appropriate stage of the project.

19.6 WeST will ensure that staff involved in commissioning, procuring or managing construction work understand when CDM 2015 applies and when specialist advice is required.

Management of Contractors

20.1 All contractors attending Trust premises must report to the designated reception or signing-in point on arrival, sign in, wear appropriate identification and comply with site rules, safeguarding requirements, fire and emergency procedures, and any local control measures. All parties must follow the HSE 5 step approach.

20.2 Before work starts, contractors must be provided with relevant site information, including emergency arrangements, restricted areas, welfare arrangements, traffic management arrangements and, where applicable, asbestos information, known hazards and any permit-to-work requirements.

20.3 No contractor may begin work that could disturb the fabric of the building until the relevant asbestos information has been reviewed and the necessary authorisation to proceed has been given in accordance with the site's asbestos management arrangements.

20.4 Contractors engaged by the Trust or by individual schools must be subject to proportionate pre-appointment checks to confirm that they are competent and adequately resourced for the work they are to undertake. This will include, where relevant:

- evidence of appropriate qualifications, training and experience;

- suitable risk assessments and method statements;
- adequate insurance;

- relevant trade accreditations or licences;
- arrangements for supervision, safeguarding and control of subcontractors.

20.5 The Trust or school representative responsible for commissioning the work must ensure that contractor activities are properly planned, monitored and coordinated so that risks to staff, pupils, visitors and other users of the site are controlled.

20.6 Where the work falls within the scope of CDM 2015, the project must also be managed in accordance with section 19.0 of this policy and any associated Trust procedures.

20.7 If a contractor creates unsafe conditions, fails to follow site rules, or does not implement the required control measures, the Trust or school may stop the work and require the contractor to leave the site until the matter has been resolved.

21.0 Curriculum Activities

21.1 Risk assessments for curriculum activities will be carried out by the relevant Heads of Department / Subject Coordinator using the appropriate risk assessments.

22.0 Display Screen Equipment (DSE)

22.1 All staff that use computers daily for continuous spells of an hour or more, or a total daily time of three hours or more, will have a DSE assessment carried out.

22.2 Staff identified as DSE users are entitled to an eyesight test for DSE use every two years by a qualified optician and a contribution of cost towards corrective glasses (if required specifically for DSE use). Employees should contact HR at hr@weststt.org.uk for details of the scheme.

23.0 Driver Handbook

23.1 All schools within the Trust will ensure all school owned/leased vehicles meet the legal requirement and are roadworthy

23.2 Schools will ensure all drivers meet the legal and insurance requirement to drive both Trust and privately owned vehicles.

23.3 All school vehicles will have MOTs and Servicing as well as a driver inspection prior to driving. The checks are all recorded.

23.4 Drivers will need to demonstrate they are legally able to drive with licence checks. Where required, additional training will be undertaken. Insurance must be in place either by the Trust or by the individual.

23.5 Staff using privately owned vehicles must ensure the vehicle meets the legal requirements and that the staff member has the correct insurance.

NB: See the WeST Driver Handbook available from HR.

24.0 Electricity at Work

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

24.2 All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the particular

appliance type

24.3 The Facilities Manager/Premises Manager/Caretaker is responsible for keeping an up to date inventory of all relevant electrical appliances within their areas of responsibility and for ensuring that all equipment is inspected and where appropriate, tested according to the frequencies set out above.

24.4 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.

24.5 A fixed electrical installation test will be conducted every 5 years. Facilities Manager/Premises Manager/caretaker is responsible for arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.

24.6 For full details relating to work equipment and electrical safety, reference should be made to the DES Library (HSA16 Electrical Safety and HSA58 Work Equipment Arrangements Notes).

25.0 Fire Safety

25.1 The Facilities Manager is responsible for monitoring and reporting schools fire risk assessment are undertaken and controls implemented accordingly by the school. The fire risk assessment is located in the schools main office and will be reviewed periodically as required by the Fire RA.

25.2 Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located in all schools 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's induction process.

25.3 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 results recorded in the Fire Log book. Additional specific fire safety training will be undertaken as identified in the Fire Risk Assessment.

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

25.5 Emergency contact and key holder details are held with the Emergency Procedures which are completed by each school and held both at school and centrally at the Trust offices

25.6 The Facilities Manager, working with the Health and Safety Manager, is responsible for ensuring that the Trust schools Fire Logs are kept up to date and that the following inspection / maintenance is undertaken:

25.6.1 Dates of fire fighting equipment inspections and checks – Facilities Manager
25.6.2 Dates and outcome of emergency lighting system - records of tests – Facilities Manager
25.6.3 Dates and outcome of fire alarm system(s) inspections and checks – Facilities Manager
25.6.4 Dates and outcome of visits by Local Fire and Rescue – Principal/ Headteacher/Facilities Manager
25.6.5 List of all fire training / instruction carried out – Facilities Manager/Principal/ Headteacher
25.6.6 Dates and outcome of fire drills – Principals/Head teachers

25.7 Procedures for other critical incidents and off-site emergencies are contained within each school's Emergency Management Plan which are located the Principal/Head teacher's office and will be reviewed annually.

26.0 First Aid

26.1 The school has risk assessed the need for first aid provision and this is recorded on the risk assessment document.

26.2 The following first aid provision has been provided accordingly:

26.2.1 First Aid at Work level: See School's Health and Safety Manager for up to date records

26.2.2 Emergency First Aid at Work level: See School's Health and Safety Manager for up to date records

26.2.3 First Aid qualifications remain valid for 3 years. The schools will ensure that refresher training is organised to maintain competence and that new persons are trained should first aider trained staff leave.

26.2.4 First Aid boxes are located at suitable locations in each school i.e. All receptions, sports hall, CDT area, Art, and Science – see School's Health and Safety Policy for further details (Appendix 1).

26.2.5 The authorised person for each school is responsible for maintaining the contents of first aid boxes and replenishing stocks as necessary.

27.0 Gas Safety

27.1 The Trust will ensure the gas safety management Reg 1996 and Gas Safety (installation and use) 1998 will be complied with.

27.2 All gas appliance must be recorded on an asset register

27.3 All gas appliances including boilers, catering and design technology, science classroom (See CLEAPSS documentation) equipment will have a compliance inspection and service. All inspections will be documented and held on file.

27.4 All gas operatives, both Trust employees and contractors, will need to be registered with Gas Safe to the required standard

28.0 Hazardous Substances

28.1 *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.*

28.2 *Within curriculum areas (where relevant) Heads of Department are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, Heads of Department must ensure that an up-to-date inventory of hazardous substances and CLEAPSS risk assessments are in place within their department. It shall be ensured that the findings of risk assessments are incorporated into point-of-use documents within the departmental risk assessments and method statements.*

28.3 In all other areas the responsible manager shall ensure that:

28.3.1 An inventory of all hazardous substances used within their area of responsibility is compiled and kept up to date

28.3.2 Material Safety Data Sheets (MSDS) are obtained from the relevant supplier for all such materials

28.3.3 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

28.3.4 All chemicals are appropriately and securely stored out of the reach of students

28.3.5 All chemicals are kept in their original packaging and never decanted into unmarked containers

29.0 Health and Safety Induction

29.1 All new staff to WeST will have an induction to WeST and the specific school. Within this induction each staff member is given a access to this policy and must be made aware of their responsibility to Health and Safety, to include any risk assessments that are relevant, how to report an accident, what to do in the event of a activation of the fire alarm etc and where to find further information.

30.0 Health and Safety Inspections

30.1 It is essential that Health and Safety inspections are undertaken to support teams in their delivery of Health and Safety within schools.

30.2 Each primary school will undergo a whole school H&S Management Review by Devon CC HR One every three years covering all aspects of Health and Safety. The WeST H&S Checklist will be used three times per year to ascertain compliance and progress in closing out actions from previous reviews and audits; two of these will be conducted by the WeST HS&E Manager and school management, the other solely by school staff.

30.3 Secondary schools will undergo H&S Management Review by Devon CC HR One through two, half day visits per year across six departments with each department being inspected every three years; Science, Design

Technology, Sports, Arts, Facilities, Management. The WeST H&S Checklist will be used three times per year to ascertain compliance and progress in closing out actions from previous reviews and audits; two of these will be conducted by the WeST HS&E Manager and school management, the other solely by school staff.

30.4 Actions from the inspections must be completed satisfactory within the agreed timeframe.

31.0 Legionella

31.1 *WeST must ensure compliance with the Control of Legionella bacteria in water systems, following ACOP L8 and HSE guide 274.*

31.2 *Legionella must be managed and controlled using a water management safety plan and risk assessment, reviewed by the Facilities Manager and managed at school level by the Responsible Person, Deputy Responsible Person and Appointed Persons. They will ensure that any identified remedial works are undertaken, operational controls are conducted, and results recorded on the relevant documentation. Nominated persons are to undertake appropriate additional Management of Legionella training.*

31.3 *The risk assessment will be reviewed on change of nominated persons, where significant changes have occurred to the water system or at least annually.*

32.0 Lettings/shared use of premises

32.1 *The Principal/Headteacher must ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant Trust health and safety information. The hirer/tenant will be required to provide a copy of their risk assessment for all their activities in order to identify any hazards either to the building itself or to the safety or health of the occupants within it in accordance with KCSIE (keeping children safe in education)*

33.0 Lone Working

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

33.2 To manage risk associated with lone working, a risk assessment must be carried out and a safe system of work developed. Various control measures may have to be introduced into the safe system of work, such as

- 33.2.1 No lone working in high risk activities, e.g. working at height.
- 33.2.2 Arrangement for remote supervision and good communication including emergency contact numbers
- 33.2.3 No lone meetings with parents in certain circumstances for example, where there is concern about the parent's conduct the meeting will need to be conducted with two staff present.
- 33.2.4 Use of alarm systems.

This is not an exhaustive list; specific tasks will need careful consideration of the management of the associated risk.

34.0 Maintenance of Plant and Equipment

34.1 *Regular inspection and testing of school equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be reviewed by the Facilities Manager. All staff are required to report any problems found with plant/equipment to the responsible manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.*

34.2 The following specific statutory inspections and tests will be undertaken:

- 34.2.1 Six monthly lift Thorough Examination, to be undertaken by approved lift specialist
- 34.2.2 Annual Pressure Vessel Thorough Examination according to a Written Scheme, to be undertaken by the Trust's insurers
- 34.2.3 Annual gas appliance inspection and maintenance, to be undertaken by Gas Safe approved contractor
- 34.2.4 Annual gas tightness test, to be undertaken by Gas Safe approved contractor
- 34.2.5 5 yearly electrical test and report carried out by approved NICEIC Electrical contractor

Recommendations raised from inspections shall be required to be resolved

34.3 The Facilities Manager together with schools staff is responsible for identifying all plant and equipment in an equipment register for their area of responsibility. Where such plant and equipment present significant hazards, risk assessments will be undertaken and any training needs and personal protective equipment requirements are provided.

34a Martyn's Law (Counter-Terrorism Preparedness)

34a.1 The Trust will comply with its duties under the Terrorism (Protection of Premises) Act 2025 ("Martyn's Law"), which requires those responsible for qualifying premises to take proportionate steps to reduce the risk to staff, students and visitors in the event of a terrorist attack.

34a.2 All WeST schools fall within the **Standard Tier** of the Act, regardless of pupil or staff numbers, in line with the special consideration given to early years, primary, and secondary settings. No WeST school is subject to Enhanced Tier duties.

34a.3 Each school will have a nominated **Responsible Person**, ordinarily the Principal/Headteacher, who is accountable for ensuring the school's public protection procedures are in place, understood by staff, and kept under review. Where a Responsible Person is designated across more than one site, this will be recorded in the school's Appendix 1.

34a.4 The Responsible Person, supported by the Health and Safety Manager, will ensure the school has documented and rehearsed procedures for:

34a.4.1 **Evacuation** – moving people safely out of the premises
34a.4.2 **Invacuation** – moving people to a safer location within the premises
34a.4.3 **Lockdown** – securing the premises to prevent entry or exit, including in response to an external threat.

34a.5 These procedures will be developed alongside, and will not duplicate, the school's existing Fire Emergency Plan and Emergency Management Plan (see sections 25.0 and 25.7). Where a single incident response could require both fire evacuation and lockdown/invacuation decision-making, the procedures will make clear which member of staff has authority to determine the appropriate response.

34a.6 The Responsible Person will notify the Security Industry Authority (SIA) of their role once the SIA's registration system is operational, and will keep this notification up to date, including when responsibility for a site changes.

34a.7 Public protection procedures will be reviewed annually, after any significant change to the premises or their use, and following any relevant incident or drill. Reviews will be recorded in the same manner as other risk assessments under this policy (see section 14.0).

34a.8 Staff will be briefed on the school's evacuation, invacuation and lockdown procedures as part of induction (see section 29.0) and refreshed at least annually. Drills will be incorporated into the school's existing fire drill and emergency planning cycle where practicable, to avoid duplicating disruption to the school day.

34a.9 Where premises are let or used by third parties (see section 32.0, Lettings/Shared Use of Premises), the hirer/tenant will be made aware of the school's public protection procedures. Events held on WeST premises do not become qualifying events in their own right; responsibility for public protection remains with the school as Responsible Person.

34a.10 The Director of Safeguarding is responsible for maintaining Trust-wide oversight of Martyn's Law compliance across all schools and for reporting compliance status to the Audit & Risk Committee.

35.0 Medication Arrangements

35.1 In line with DFE guidance there may be occasions when schools administer medication (and on occasions this could be both prescription meds and non-prescription) with the consent of the parents.

35.2 Unauthorised medication (undeclared to teaching staff and therefore without parental consent) is not allowed in any school. All authorised medication is to be kept securely in a locked cupboard in the medical room.

35.3 Care plans should be signed by parents for all medication that the Headteacher or Designated Lead of the school has agreed to be administered within Academy time.

35.4 Trained staff administer medication in line with the child's care plan, the time, amount and any reactions are recorded on the child's medication record sheet.

35.5 Each school within WeST is required to produce its own medication policy this must reflect the population need.

36.0 Monitoring

36.1 The Estates Director assisted by the Health and Safety Manager and Facilities Manager will put in place procedures to monitor Estates compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health and Safety Review process. Feedback from thes process is to be referred to the Trust Board.

36.2 A general inspection of the site will be conducted by the Health and Safety Manager as part of the H&S Checklist process.

36.3 Other processes employed to monitor compliance with this policy and health and safety performance in general include training audits, review of policies, updates from central government

37.0 Moving and Handling

37.1 Generic risk assessments for regular manual handling operations are undertaken as described in the risk assessment section. 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.

37.2 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 Health and Safety Manager. 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.

37.3 All moving and handling of students will be risk assessed by the SENCO 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.

38.0 Noise at Work

38.1 The Trust will comply with the Control of Noise at Work Reg 2005. This does not include music or entertainment.

38.2 Where possible noise should be managed in order to not only to protect the user but also people in the vicinity. Where required hearing protection must be provided for areas where noise is greater than 85 decibels on an average of daily or weekly periods of time.

39.0 Offsite Visits

39.1 The Trust has a separate policy for Outdoor Education, Visits and Off-site Activities Health and Safety Policy. Please see this policy for further clarification (Evolve).

40.0 Personal Protective Equipment (PPE)

40.1 The Trust has a legal responsibility to provide the correct Personal Protective Equipment (PPE) for each task undertaken should PPE be required which is determined by risk assessment. PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE). In Health and Safety risk management hierarchy, PPE is the last protection against risk, with elimination of risk, substitution, engineering controls, administrative controls to be considered in the first instance.

41.0 Personal Safety and Security

41.1 The Trust believes that staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff. A separate specific behaviour policy is in place regarding staff conduct.

41.2 Staff will report any such incidents in accordance with agreed accident/incident reporting procedures for the school.

41.3 Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the relevant line manager in order to identify and implement control measures. Work involving potentially significant risks (for example work at height) will not be undertaken whilst working alone. In order to ensure that this is the case, staff working outside normal school hours must obtain permission of Principal/Headteacher and/or the Trust's CEO.

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

41.4.1 <u>School staff responding to call outs</u>

41.4.1.1 Nominated key holders attending empty premises where there has been alarm activation should do so with a colleague where possible. They should not enter the premises unless they are sure it is safe to do so. If alone, the person should leave details with a colleague and report to them when leaving the site.

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

41.4.2 <u>Trust Security</u>

40.4.2.1 The Health and Safety Manager is responsible for undertaking a risk assessment for site security in order to identify and implement control measures in this area.

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

42.0 Radon Gas

42.1 Some schools within the Trust are located in a radon affected area as defined by Public Health England (PHE). Consequently, radon gas levels will be measured on a 10 year cycle and detectors returned to PHE for analysis.

42.2 If levels are below the 400 Bq/m3 threshold, this process of measurement will continue. If readings exceed the 400 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 400 Bq/m3. These systems will be maintained.

43.0 Radioactive Sources (where relevant)

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

43.2 Devon CC provide the Radiation Protection Adviser (RPA). The name and contact details are contained within the Standard Operating Procedures document

44.0 Stress/Wellbeing

44.1 The Trust is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment in line with the HSE's management standards.

44.2 The Trust ensures to have suitable occupational health support in place and specific arrangements for responding to individual concerns and monitoring staff workloads e.g. return to work procedures following absence. This is monitored by the Director of Human Resources

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

45.0 Tree Safety Management

45.1 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.

45.2 Schools 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, busy areas or adjacent properties. The school will also arrange for an inspection following severe weather conditions.

45.3 Schools will arrange for regular independent expert surveys by a trained arboriculturalist to be carried out every 2 years and formally documented. This will increase to yearly where ASH Dieback has been discovered.

46.0 Vehicle Movement around Site.

46.1 The Trust is aware it is almost impossible to separate staff and children from moving vehicles. Where possible, segregation is the best result, however where this is not always possible a risk assessment must be undertaken and distributed to all staff. Young children must be attended; older children need to be made aware of the risk. Control measures can be, clear road markings and signage, education, safe passage areas for both vehicles and people

47.0 Work at Height

47.1 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

47.2 Assessment findings. When working at height (including accessing storage or putting up displays) appropriate step ladders or kick stools are to be used. Staff *must not* climb onto chairs etc.

47.3 Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment. Such training will also be undertaken by those who line manage staff who work at height. The Trust's nominated person(s) responsible for work at height is the Health and Safety Manager.

47.4 The nominated person(s) shall ensure:

- 47.4.1 All work at height is risk assessed and properly planned and organised
- 47.4.2 All those involved in work at height are trained and competent to do so
- 47.4.3 The use of access equipment is restricted to authorised users
- 47.4.4 A register of access equipment is maintained, and all equipment is regularly inspected and maintained

47.4.5 Access to fragile surfaces is properly controlled by clear warning signs

48.0 Work Experience

48.1 Each school in the Trust will have a nominated person responsible for work experience placement.

48.2 All placements are subject to pre-placement checks by the Local Education Business Partnership who will assess the suitability of the placement and maintain a list of suitable host employers. No work experience placement will go ahead if deemed unsuitable.

48.2.1 If significant hazards exist within the work tasks of any work placement, these will be risk assessed by the host employer and findings will be communicated to the student and their parents/guardians

48.2.2 All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities

48.2.3 Arrangements will be in place to visit/monitor students during the placement

48.2.4 Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur

48.2.5 All incidents involving students on work placement activities will be reported by the employer to the Trust at the earliest possible opportunity

49.0 Workplace safety

49.1 The Health and Safety Manager is to ensure a school risk assessment for general sites and buildings safety is in place to identify and implement control measures for the following site workplace hazards:

49.1.1 Slips, trips and falls

49.1.2 Glazing

49.1.3 Trees

49.1.4 Waste storage and disposal

49.1.5 Vehicle/pedestrian conflict

APPENDIX 1 – HEALTH AND SAFETY POLICY FOR MANOR PRIMARY SCHOOL

Senior Leadership Team

Ryan Howe	Headteacher	rhowe@man.weststst.org.uk
Kim Hannaford	Deputy Head	khannaford@man.weststst.org.uk
Pip Edwards	SENDCO	pedwards@man.weststst.org.uk

Premises Team

Ryan Howe	Headteacher	rhowe@man.weststst.org.uk
Ray Crowdy	Caretaker	caretaker@man.weststst.org.uk

First Aid Team

Diane Strawford	Kelly Pearse	Ashleigh Adams
Charlene Neal	Mandy May	Kerry Parker
Anna Bush	Mary Drake	Vicki Mair
John Battershill	Sara Lawson	Riann Dixon
Lin Birch	Jade Durber	Sarah Fearon
Bernice Polley	Kadie Stacey	Caitlin Thomas
Emily Slater	Sarah Mancuso	

First Aid Provision

Ryan Howe	Alison Locke	Charlene Neal

Risk Assessments in Place

Risk Assessments	**Recording and Review**	**Location**
RAA03 Building and Site Safety RAA30 Glazing RAA22 Primary Whole School RAA24B Security RAA09B Health and Safety RAA04 Cleaning, Caretaking and Maintenance	Headteacher	Shared drive

Responsible Person under the Terrorism (Protection of Premises) Act 2025 (Martyn's Law)
Ryan Howe