



# Health and Safety Policy

Policy administration	
Plymouth CAST	Version number: 14.2 April 2026
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Date of next review	August 2026
Person(s) responsible for review	Plymouth CAST Estates and Facilities Manager

# Document Control

## Changes History

Version	Date	Amended by	Recipients	Purpose
10	September 2020	P&P Manager	All Plymouth CAST staff	Updated policy
11	June 2021	P&P Manager	All Plymouth CAST staff	Updated policy
12	June 2022	P&P Manager	All Plymouth CAST staff	Updated policy
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14	August 2024	E&F Manager	All Plymouth CAST staff	Updated policy
14.1	August 2025	COO	All Plymouth CAST staff	Re-issued policy
14.2	April 2026	COO E&F Manager	All Plymouth CAST staff	Updated policy

## Approvals

This policy requires the following approvals:

Board	Chair	CEO	Date Approved	Version	Date for Review
*			October 2020	10.0	July 2021
*			July 2021	11.0	June 2022
*			22 <sup>nd</sup> July 2022	12.0	June 2023
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*			24 <sup>th</sup> April 2026	14.2	August 2026

## National/Local Policy

- This policy must be localised by schools.
- This policy must not be changed.

## Position with the Unions

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

## Distribution

This document has been distributed to:

Position	Date	Version
Board	8th December 2023	13.1 (Final)
Board	11 <sup>th</sup> September 2024	14.0 (Final)
Board	19 <sup>th</sup> September 2025	14.1 (Final)

Board	24th April 2026	14.2 (Final)
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## **VISION AND VALUES**

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

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

## **INTRODUCTION**

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

## SECTION 1 – STATEMENT OF INTENT

The Board of Directors of the Plymouth CAST Multi Academy Trust will strive to achieve the highest standards of health, safety, and welfare consistent with their responsibilities under the *Health and Safety at Work etc. Act 1974* as well as those areas listed in the current *Department for Education* guidance for school health and safety policies.

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

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

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

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

Signed by:



**Zoe Batten**

CEO  
Plymouth CAST MAT  
Date: 21<sup>st</sup> April 2026



**Ruth O'Donovan**

Chair of Board of Directors  
Plymouth CAST MAT  
Date: 21<sup>st</sup> April 2026

Policy review date: August 2026

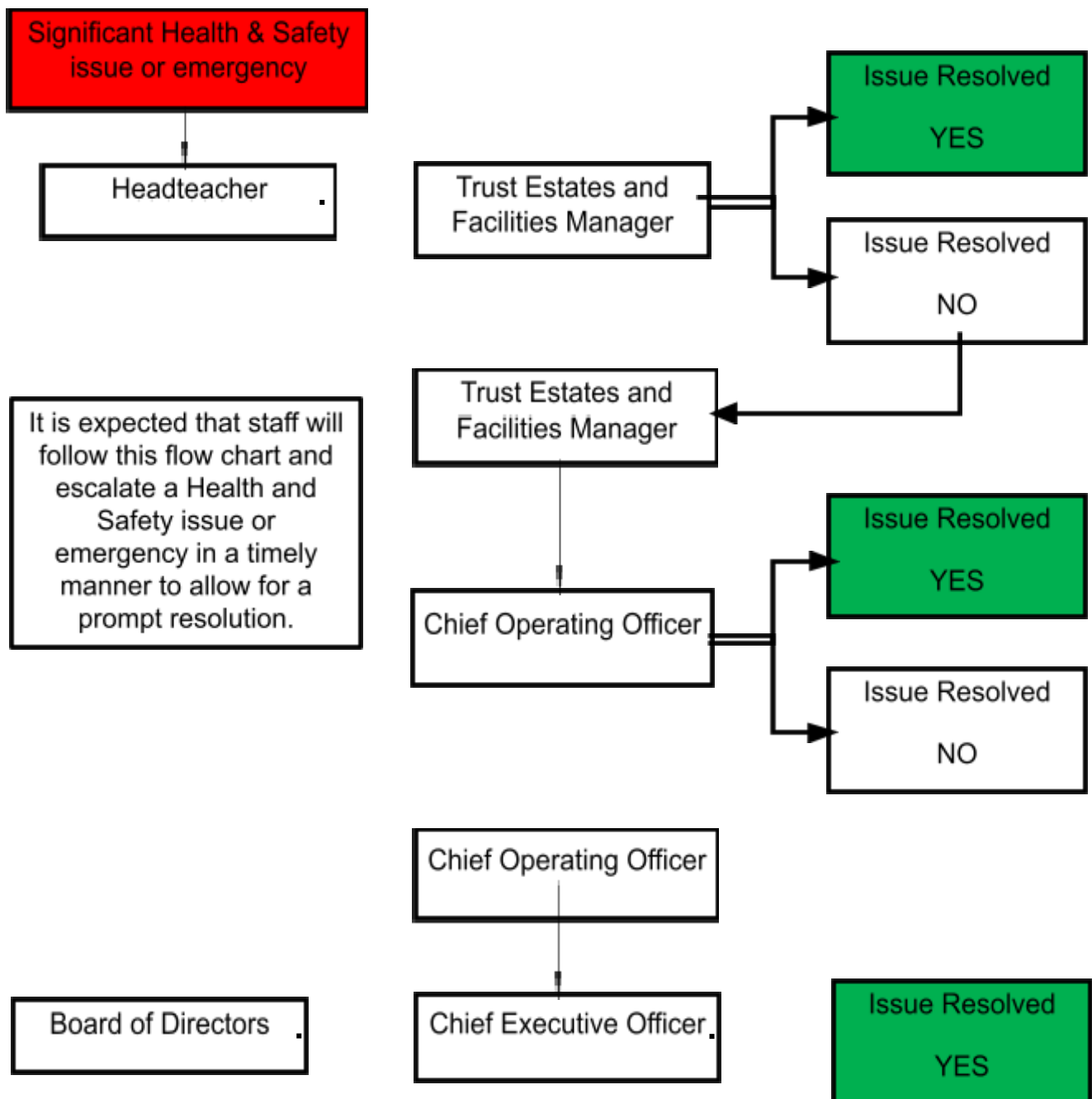
## SECTION 2 - ORGANISATION

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

- To produce and regularly review the Health and Safety Policy for all schools within the Trust. This policy will reflect the requirements of the *Health and Safety at Work etc. Act 1974* by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation.
- To monitor both compliance with, as well as the effectiveness of, this policy
- To provide adequate resources, including training, to meet the academy's legal responsibilities as well as compliance with this policy.
- To assist the Employing Body in discharging its legal obligations, the Trust has appointed the Devon Health and Safety Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999.
- The Chief Executive Officer of Plymouth CAST is ultimately responsible for the Trust's compliance with Health and Safety legislation. If the Chief Executive Officer has any concerns with levels of risk or available resources, they must immediately refer the issue to the Chair of Plymouth CAST Board in writing, copied to the Chair of Audit and Risk sub-committee.
- The Chief Executive Officer of Plymouth CAST will ensure that an annual report on health and safety is presented to the Plymouth CAST board, annually in the month of October.
- The specific arrangements adopted will be guided by the Devon Health and Safety Service's Health and Safety Arrangements Notes for Academies.
- The employing body has taken reasonable steps to protect staff, pupils, and others from serious contagious diseases. Infection Prevention Control (IPC) measures must be part of the school's risk assessment process. In an outbreak situation a risk assessment should be completed and the school's emergency and contingency plans to be enacted in the event of an outbreak.

### Trust Health & Safety contacts and lines of communication

PLYMOUTH CAST EMERGENCY CONTACTS		
Name	Role	Email Address
Paul Stewart	Trust Estates and Facilities Manager <i>First line contact for major incidents or accidents</i>	<a href="mailto:paul.stewart@plymouthcast.org.uk">paul.stewart@plymouthcast.org.uk</a>
Rose Colpus-Fricker	Designated Lead Officer	<a href="mailto:Rose.colpus-fricker@plymouthcast.org.uk">Rose.colpus-fricker@plymouthcast.org.uk</a>
Zoe Batten	Chief Executive Officer	<a href="mailto:admin@plymouthcast.org.uk">admin@plymouthcast.org.uk</a>
Graham Briscoe	Board Member	<a href="mailto:admin@plymouthcast.org.uk">admin@plymouthcast.org.uk</a>



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

## **SECTION 2 - ORGANISATION**

### **2.2 The Duties of the Trust Estates & Facilities Manager**

The Trust Estates and Facilities Manager provides professional leadership, oversight and assurance in relation to health and safety and estates matters across Plymouth CAST.

In particular, the Trust Estates and Facilities Manager will:

- support the Board of Directors, Chief Executive Officer and Chief Operating Officer in relation to health and safety, estate compliance, premises risk and related assurance matters across the Trust
- act as the Trust's central point of contact for significant health and safety incidents, serious accidents, major premises issues and other material health and safety concerns
- commission, lead, support or coordinate investigations, including technical investigations, as required, and recommend appropriate persons to assist where specialist input is needed
- liaise with the Trust's appointed competent health and safety adviser to support compliance with statutory requirements and the effective delivery of the Trust's health and safety arrangements
- monitor relevant changes in health and safety legislation, guidance and good practice and advise the Trust accordingly
- provide professional advice and guidance to schools to support a positive and proportionate health and safety culture
- arrange, undertake or support audits, inspections and assurance activity across Trust sites, including follow-up of actions arising
- monitor significant health and safety concerns, trends and areas of non-compliance and escalate material issues to senior leaders as appropriate
- contribute to the development, implementation and review of health and safety policies, procedures and related guidance
- chair or support relevant Trust health and safety forums, committees or working groups
- prepare reports, briefings and assurance updates for senior leaders, governors and the Board as required
- support induction, training and briefing arrangements for school leaders and other relevant staff
- support the appointment and monitoring of competent duty holders, consultants and contractors where required by legislation or Trust procedure
- review contractor documentation, including risk assessments and method statements, where appropriate to the nature of the works
- monitor contractor performance on site and take appropriate action where standards fall below legal, safeguarding or contractual requirements, including escalation in accordance with Trust procedures.

## SECTION 2 - ORGANISATION

### 2.3 The Duties of the Head Teacher

The Head Teacher has day-to-day responsibility for the effective implementation of health and safety arrangements within their school and must take all reasonably practicable steps to protect the health, safety and welfare of pupils, staff, visitors and others who may be affected by the school's activities, in accordance with Trust policy and statutory requirements.

In particular, the Head Teacher will:

- implement the Plymouth CAST Health and Safety Policy and ensure that suitable local procedures and arrangements are in place
- attend all mandatory health and safety training identified by the Trust for the role; non-attendance must be approved in advance in writing by the Chief Executive Officer, unless there is a significant school health and safety issue requiring intervention or assistance from the Trust Estates and Facilities Manager
- complete the Trust's required health and safety training for school leaders within the timescales set by the Trust, including the one-day Senior Managers' Premises Overview course offered by Devon County Council within 6 months of joining the Trust or appointment to role, with refresher or update training undertaken annually
- complete the IOSH Managing Safely course within 12 months of joining the Trust or appointment to role, with refresher training undertaken every 3 years
- ensure that suitable and sufficient risk assessments are undertaken, recorded where required, communicated to relevant staff, and reviewed at appropriate intervals and when circumstances change
- ensure that appropriate control measures and safe systems of work are implemented and monitored
- ensure that safeguarding considerations are integrated into health and safety arrangements where relevant, including educational visits, contractor management, lone working, emergency arrangements and any activity involving pupils
- ensure that staff receive appropriate information, instruction, training and supervision to carry out their duties safely
- ensure that health and safety responsibilities delegated to staff are clearly defined and that those staff are provided with sufficient time, authority, information and support
- ensure that premises, plant and equipment under the school's control are maintained in a safe condition
- ensure that statutory inspections, tests, servicing and remedial actions are completed and appropriately recorded
- ensure that accidents, incidents, near misses and hazards are reported and managed in accordance with Trust procedures
- ensure that significant incidents, serious risks, and matters requiring urgent escalation are reported promptly to the Trust in accordance with Trust procedures
- monitor health and safety performance within the school and report significant concerns, risks or resource issues to the Trust

- ensure that staff are made aware of this policy and other relevant health and safety information, and that appropriate local communication arrangements are in place
- identify health and safety training needs within the school and ensure that staff are competent to undertake their roles
- ensure that health and safety is appropriately considered in purchasing, procurement and contractor arrangements
- receive and respond appropriately to reports, advice or enforcement action from regulators, inspectors or competent advisers, and notify the Trust of any material issues arising
- consult with staff on health and safety matters, including recognised trade union representatives where applicable
- promote a positive health and safety culture through visible leadership and proportionate decision-making.

Overall accountability for health and safety implementation at school level remains with the Head Teacher, although specific tasks may be delegated to other competent members of staff.

## **SECTION 2 - ORGANISATION**

### **2.4 The Duties of the Schools' Business Manager**

The Schools' Business Manager supports the Head Teacher in the administration, coordination and monitoring of premises, compliance, procurement and operational arrangements relevant to health and safety.

In particular, the Schools' Business Manager will, where this forms part of their role:

- support the maintenance of health and safety, premises and compliance records
- assist with the coordination of premises maintenance, statutory compliance activity and planned works
- support procurement and contractor administration in line with Trust procedures
- liaise with the Head Teacher, site staff, contractors and the Trust Estates and Facilities Manager regarding premises issues and operational matters
- support the maintenance of local compliance trackers, premises checklists and associated records
- bring building, facilities and health and safety concerns to the attention of the Head Teacher and, where appropriate, the Trust Estates and Facilities Manager
- support the coordination of relevant staff training and records where required.

Nothing in this section removes or transfers the Head Teacher's responsibility for the day-to-day implementation of health and safety arrangements within the school.

## **SECTION 2 - ORGANISATION**

### **2.5 The Duties of the Health and Safety Coordinator**

Each school must appoint a named Health and Safety Coordinator, or other designated local health and safety lead, to support the Head Teacher in the day-to-day coordination of health and safety arrangements. Where one person acts across more than one school, each school must still have a clearly identified local point of contact.

The Health and Safety Coordinator is a delegated role established to support local implementation, coordination and monitoring. The role does not remove accountability from the Head Teacher or from Plymouth CAST as employer.

The Health and Safety Coordinator will:

coordinate the school's risk assessment arrangements and maintain oversight of the review process

support the development, implementation and communication of appropriate control measures and safe systems of work

coordinate routine workplace inspections and other local monitoring activities and report findings to the Head Teacher

maintain oversight of records relating to statutory inspections, servicing, maintenance and remedial actions, and escalate overdue or unresolved matters promptly

support the identification of health and safety training needs and maintain local training records where required

coordinate local accident, incident and near miss records and support investigations as appropriate

liaise with the Trust's appointed competent health and safety adviser, the Trust Estates and Facilities Manager and other relevant advisers or contractors as required

support termly health and safety inspections or walks and monitor progress of resulting actions

act as a key local point of contact for day-to-day health and safety matters.

Appointment, induction and support

The appointment and day-to-day management of the Health and Safety Coordinator is a local school responsibility. The Head Teacher must ensure that the person appointed is

suitable for the role and is provided with appropriate induction, information, instruction, training, time and support to carry out the functions delegated to them.

The school must maintain a local record of the appointment, induction and relevant training of the Health and Safety Coordinator through the Trust's approved staff induction and personnel recording arrangements, including the relevant records held on SAM People.

Plymouth CAST may review these records as part of its health and safety assurance, audit or monitoring arrangements in order to confirm that appropriate local arrangements are in place. This oversight function does not transfer responsibility for managing the role away from the school.

Where the Trust requires any additional formal assurance record for this purpose, this will be completed and retained in accordance with Trust procedures.

## **SECTION 2 - ORGANISATION**

### **2.6 The Duties of the Health and Safety Governor**

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

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

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

To do this the Health and Safety Governor will: -

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

## **SECTION 2 - ORGANISATION**

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

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

They must ensure that: -

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

## **SECTION 2 - ORGANISATION**

### **2.8 The Duties of all Members of Staff**

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

Specifically, all employees have a responsibility to: -

- take reasonable care for the health and safety of themselves and others in undertaking their work.
- always comply with the Plymouth CAST Health and Safety Policy.
- report all accidents and incidents to line management.
- cooperate with school management on all matters relating to health and safety.
- not intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety, and welfare.
- report all defects in the condition of premises or equipment and any health and safety concerns immediately to their line manager.
- ensure that they only use equipment or machinery that they are competent to use after receiving suitable and sufficient training.
- make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

## **SECTION 2 - ORGANISATION**

### **2.9 The Duties of all students**

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

- exercise personal responsibility for the health and safety of themselves and others.
- observe standards of behaviour and dress consistent with safety and/or hygiene.
- observe all the health and safety rules of the school and the instructions of staff given in an emergency.
- not wilfully misuse, neglect or interfere with facilities or equipment provided for their and others' health and safety.

## **SECTION 2 - ORGANISATION**

### **2.10 The Duties of all Contractors**

All contractors working on Plymouth CAST premises must carry out their activities in a manner that protects the health, safety and welfare of pupils, staff, visitors and all other persons who may be affected by their work.

Contractors must:

- identify hazards arising from their work activities and implement suitable control measures
- provide appropriate risk assessments, method statements and other safety information where required by the Trust or school
- cooperate with the school and the Trust in relation to health and safety, safeguarding, site security, emergency arrangements and welfare
- comply with all relevant school and Trust health and safety procedures, including fire and emergency procedures, site rules, access arrangements and permit controls where applicable
- report immediately to the school any unsafe condition, incident, near miss or risk arising from their activities
- ensure that their employees, sub-contractors and visitors under their control are competent, appropriately supervised and fit to undertake the work

All contractors must comply with the Plymouth CAST Child Protection and Safeguarding Policy, associated school procedures and local site expectations at all times whilst on school premises.

Any contractor attending site without an appropriate DBS check must be supervised by the school at all times whilst on site. Where a contractor does not hold an enhanced DBS check and there is an opportunity for contact with pupils, the contractor must be supervised at all times by the school.

Where a contractor holds an enhanced DBS check, the school must still assess the nature of the work, the location, the timing and the likelihood of contact with pupils, and must put in place proportionate safeguarding controls. These may include limiting incidental contact with pupils, ensuring staff are aware of the contractor's location, considering the timing and location of the work, and applying regular check-ins or other appropriate supervision. The level of DBS check and any barred list requirement must reflect the nature of the work being undertaken and whether it amounts to regulated activity.

Any contractor attending site with an appropriate DBS check must still comply fully with school policies, safeguarding expectations and local instructions whilst on site.

The use of work-related technology by contractors, including mobile phones, tablets and cameras, must be strictly controlled whilst on school premises. Photographs may only be taken where necessary for a legitimate work-related purpose, such as recording defects, damage, progress or completed works, and must be limited to work-related items only.

Where pupils are present, or are likely to be present, contractors must seek support from a member of school staff or the school office before taking photographs or using recording-enabled devices. This will include supervision of the contractor whilst photographs are taken, or local checks to confirm that only appropriate work-related images have been captured.

The use of mobile phones for calls is prohibited in student-occupied areas unless expressly authorised by the school for an exceptional work-related reason.

Where contractors are instructed centrally by Plymouth CAST, the Trust will ensure that appropriate safeguarding arrangements are in place before attendance at site, including the provision of a Letter of Assurance and confirmation of DBS status where required. These records will be maintained through the Trust's central safeguarding and contractor assurance arrangements. KCSIE allows schools to obtain written confirmation from a contractor that appropriate checks have been completed for their staff.

Where contractors are instructed locally by the school, the school is responsible for ensuring that appropriate safeguarding arrangements are in place before the contractor attends site. This includes ensuring that supervision is provided where required, or that appropriate DBS assurance is in place and locally recorded in accordance with Trust procedures.

Each school will provide contractors with local safeguarding information, whether by leaflet, booklet or equivalent site guidance, setting out the school's safeguarding expectations, supervision requirements, conduct standards, restrictions on mobile phone and camera use, and reporting arrangements, including the name of the Designated Safeguarding Lead.

Where a contractor creates, or fails to control, a risk to health, safety or safeguarding, the Head Teacher or other authorised Trust representative will take appropriate action. This may include stopping the work, restricting access, requiring immediate remedial action, or instructing the contractor to leave the site.

## **SECTION 3 – SYSTEM**

### **3.1 System**

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

- Plymouth CAST publishes a Health and Safety Policy (this document), and it mandates the arrangements to be followed by all schools.
- Head Teachers are required to review their procedures and identify the individuals with roles and responsibilities within their school to enable them to comply with the Plymouth CAST Health and Safety Policy.
- Each school will retain all health and safety documents in line with the Trust Retention of Record Policy.
- Should a school need to produce a risk assessment from scratch; full guidance and templates will be provided for most situations by the Devon County Council Health

and Safety Service via the Occupational Safety, Health & Environmental Systems (OSHENS) system. In addition, a blank template (RAA01) is also available and can offer guidance on key points which should be considered within a risk assessment.

- Plymouth CAST will centrally generate a small number of policies such as 'accident reporting' or 'driving on company business' for which consistency is required across the Trust.
- Any school can request expert support and intervention, if necessary, from the Devon County Council Health and Safety Service, who are contracted to act as the Trust's 'competent person'.
- The Plymouth CAST Board will review school reporting under the OSHENS system at every Health and Safety Committee meeting and will review and approve this policy on an annual basis.
- Overall responsibility for Health and Safety management and policy across the Trust lies with the Chief Executive Officer. This cannot be delegated.
- Responsibility for site safety at individual schools lies with individual Head Teachers as 'persons controlling premises'. **This cannot be delegated.**

## SECTION 4 – ARRANGEMENTS

### 4.1 OSHENS – Occupational Safety, Health & Environmental Systems

The general arrangements adopted by the Plymouth CAST Trust are guided by the Devon Health and Safety Service's Health and Safety Arrangements for Academies. These can be accessed via the OSHENS Document Library. This system applies to all schools within Plymouth CAST including those that originally belonged to different Local Authorities and Counties.

Any Plymouth CAST school without access or valid Log-in details to the OSHENS system should immediately inform Plymouth CAST at [admin@plymouthcast.org.uk](mailto:admin@plymouthcast.org.uk)

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

Guidance and information on the subjects below is available within the OSHENS system Document Library.

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

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

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

- Risk assessment for **Driving on Company Business**  
(available on Plymouth CAST Portal in the Policies Hub folder)
- **Guidance on Control of Contractors**

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

- The Plymouth CAST MAT also has a subscription to Consortium of Local Education Authorities for the Provision of Science Equipment (CLEAPSS) via the Devon Health and Safety Service. CLEAPSS guidance has been adopted to guide arrangements in Science, Design and Technology, and Art.  
The following publications have been adopted to guide arrangements for safety in specific curriculum areas:
- 'Safe Practice in Physical Education and School Sport' Association of Physical Education 'AFPE' <http://www.afpe.org.uk/>
- 'Outdoor Education, Visits and Off-Site Activities Health and Safety Policy' Devon County Council and Torbay Council, [www.devonvisits.org.uk](http://www.devonvisits.org.uk)

## SECTION 4 – ARRANGEMENTS

### 4.2 Accident and Incident Reporting

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

Accidents to **students and pupils** should be recorded in the **local accident book** kept and administered by the school. Those accidents to students and members of the public which are **work related**, in that they have arisen out of a material defect or organisational failure which needs addressing, must also be reported by entering accident details onto the OSHENS on-line accident reporting system. Any accident to students and pupils that results in them being **sent home or receiving treatment from a medical practitioner** (e.g., Paramedic, Nurse or taken to hospital) must also be entered into OSHENS.

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

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

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

*For full details relating to accident reporting arrangements, reference should be made to the HSA01 Accident Information Arrangements Note.*

## SECTION 3 – SYSTEM AND ARRANGEMENTS

### 4.3 Asbestos

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

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

The authorising manager shall ensure: -

- the AMP is reviewed annually or more frequently if the Asbestos Register recommends this and that any changes are approved by the Employing Body.

- that the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASBA1 Permit to Work form.
- a visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASBA2 form according to the frequencies identified in the AMP. This provision is currently provided under SLA with Torbay Council.
- all changes to asbestos containing materials on site, whether due to removal works or accidental damage, will be recorded in the Asbestos Register.

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

*For full details relating to the management of asbestos, reference should be made to the HSA04 Asbestos Management Arrangements Note as well as the Asbestos Management Plan.*

## **SECTION 4 – ARRANGEMENTS**

### **4.4 Communication**

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

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

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

## **SECTION 4 – ARRANGEMENTS**

### **4.5 Consultation**

All Teachers and Support Staff are represented at the Plymouth CAST Health and Safety Committee and associated Wellbeing Sub-Committee. The terms of reference for this committee are published on the Plymouth CAST website and a copy of the Committee Terms of Reference is available on request from [admin@plymouthcast.org.uk](mailto:admin@plymouthcast.org.uk) The committees meet at least termly and they are attended by the Senior Executive Leadership Team, Trust Officers, Directors, Trade Union representatives, and school support staff and Headteachers.

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

Members of staff with concerns should raise them initially with either the Head Teacher, the Head of School or the Health and Safety Coordinator. If required, requests for external advice should then be sought from the Devon Health and Safety Service for concerns of employees which cannot be resolved locally.

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

*For full details relating to staff consultation, reference should be made to the HSA08 Consultation and Communication Arrangements Note.*

## **SECTION 4 – ARRANGEMENTS**

### **4.6 Contractors**

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

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

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

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

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

*For full details relating to the control of contractors, reference should be made to the HSA07 CDM Arrangements Note.*

## **SECTION 4 – ARRANGEMENTS**

### **4.7 Curriculum Activities**

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

Within science, CLEAPSS *Hazcards* and *Recipe Cards* are used as model risk assessments to manage the risks within practical activities. The specific controls adopted in these activities will be checked against these models and the significant findings will be recorded.

*For full details relating to the higher risk curriculum areas, reference should be made to the HSA03 Art and Pottery, HSA11 Design and Technology, HSA42 Physical Education and HSA49 Science Safety Arrangements Notes.*

## **SECTION 4 – ARRANGEMENTS**

### **4.8 Display Screen Equipment (DSE)**

All staff who use computers daily for continuous spells of an hour or more, or a total daily time of 3 hours or more will have a DSE assessment carried out. This will be achieved by completing the OSHENS online DSE training and assessment.

Staff identified as DSE users are entitled to an eyesight test for DSE use every 2 years by a qualified optician and corrective glasses (if required specifically for DSE use). Further details and the latest policy are available by emailing [admin@plymouthcast.org.uk](mailto:admin@plymouthcast.org.uk)

*For full details relating to DSE, reference should be made to the HSA12 DSE Arrangements Note.*

## **SECTION 4 – ARRANGEMENTS**

### **4.9 Electrical Safety**

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

Each school is responsible for keeping an up-to-date inventory of all relevant electrical appliances. All portable items of electrical equipment will be subject to formal inspection and, where appropriate, a testing regime on an identified cycle dependent upon the level of risk associated with the appliance type. This inspection and testing will be conducted under a Service Level Arrangement with Torbay Council.

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

A fixed wiring Electrical Installation Condition Report (EICR) will be conducted under a Service Level Arrangement with Torbay Council every 5 years. Every school is responsible for arranging the remedial actions for all Code 1 and 2 non-compliances identified in the report.

*For full details relating to work equipment and electrical safety, reference should be made to*

## **SECTION 4 – ARRANGEMENTS**

### **4.10 Fire and Emergencies**

The Trust will maintain central oversight of fire risk assessment and fire safety action management across all Plymouth CAST schools in order to support a consistent and effective approach to compliance, risk control and assurance. This central oversight does not remove the local responsibilities of the Head Teacher for the day-to-day implementation of fire safety arrangements within their school.

The Head Teacher is responsible for ensuring that the school has a suitable and sufficient fire risk assessment, that the findings are acted upon, and that fire precautions and emergency arrangements are implemented, monitored and reviewed.

To support the Trust and its schools in discharging these duties, Plymouth CAST will engage a competent fire safety professional through a central Trust resource. This person will work alongside the Trust's appointed competent health and safety adviser and will support the organisation, coordination, review and consistency of fire risk assessment arrangements across the Trust.

All school fire risk assessments will be centrally organised and managed by the Trust. The competent fire safety professional will work with the school and relevant stakeholders to carry out or review the fire risk assessment and to support a consistent and proportionate approach across all Trust settings.

The fire risk assessment must be reviewed at least annually and sooner where there is reason to suspect it is no longer valid or where significant changes have occurred to the premises, the use of the premises, occupancy, staffing, or other relevant circumstances.

Actions arising from fire risk assessments, together with identified defects and fire safety improvement items, will be recorded and monitored through the Trust's central arrangements. Where actions relate to capital works, strategic compliance matters or major remedial works, these will be organised and managed centrally by the Trust. Where actions relate to local management, routine site matters, local repairs or the day-to-day testing of fire systems, these will remain the responsibility of the school in accordance with Trust procedures.

Fire and emergency evacuation procedures must be set out in the school's Fire Emergency Plan. Fire Action Notices must be displayed where appropriate, and emergency procedures must be communicated to staff, contractors and visitors as relevant to their presence on site.

All staff must receive appropriate fire safety information, instruction and training. Fire drills must be undertaken termly, and the outcomes recorded. Additional training must be provided where identified through the fire risk assessment, the individual's role, or any specific needs of the school.

Each school must maintain appropriate local fire safety records, including, where applicable:

- fire alarm tests, inspections and servicing
- emergency lighting tests, inspections and servicing
- inspection and maintenance of firefighting equipment
- fire drills and outcomes

- fire safety training and instruction provided
- local checks, testing and other routine operational fire safety records
- confirmation of completion or escalation of locally managed fire safety actions

The Trust will maintain central records, monitoring or oversight of:

- fire risk assessments
- significant findings and actions arising from fire risk assessments
- defects and remedial actions being tracked centrally
- capital or major compliance works arising from fire risk assessment findings
- relevant correspondence, reviews or input from competent fire safety advisers and other specialists

## **Personal Emergency Evacuation Arrangements**

Each school must ensure that suitable individual emergency evacuation arrangements are put in place for any pupil, member of staff or regular visitor who may require assistance to evacuate safely in an emergency.

Where appropriate, this will be recorded in a Personal Emergency Evacuation Plan or other suitable documented arrangement, developed in consultation with the individual concerned and, where relevant, parents or carers.

These arrangements should take account of the individual's needs and the building layout and may include:

- the assistance required
- the staff members responsible for providing support
- suitable escape routes or refuges where relevant
- any equipment or adjustments required
- how the arrangement will operate during the school day and at other relevant times

Such arrangements must be reviewed regularly, and whenever the individual's needs change, the building layout changes, or concerns arise about the effectiveness of the plan.

The school must ensure that relevant staff are aware of the arrangements and that they are tested, rehearsed or otherwise validated in a safe and proportionate manner.

Procedures for other critical incidents and off-site emergencies are contained within the school's Emergency Management Plan and must be reviewed regularly.

For full details relating to fire safety, reference should be made to the Trust's fire safety arrangements and associated procedures.

## SECTION 4 – ARRANGEMENTS

### 4.11 First Aid

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

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

The Department of Education's, '**Statutory Framework for the Early Years Foundation Stage**' requires that at least one person who has a current Paediatric First Aid certificate (PFA) must be on the premises and available at all times when children under 5 are present and must accompany children under 5 on outings.

*For full details relating to first aid, reference should be made to the HSA19 First Aid Arrangements Note.*

## SECTION 4 – ARRANGEMENTS

### 4.12 Hazardous Substances

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

Within curriculum areas, the school Senior Leadership Team or Heads of Department are responsible for the safe use and storage of hazardous substances within their areas of control. Specifically, they must ensure that an up-to-date inventory of hazardous substances and CLEAPSS model risk assessments are in place within their department. It shall be ensured that the findings of model risk assessments are incorporated into point-of-use documents within the department.

In all other areas, the responsible manager shall ensure that: -

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

*For full details relating to the control of hazardous chemicals, reference should be made to*

*the HSA10 COSHH Arrangements Note.*

## **SECTION 4 – ARRANGEMENTS**

### **4.13 Legionella**

A Water Hygiene Risk Assessment for the school will be completed by Wemco, through a Service Level Agreement with Torbay Council.

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

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

*For full details relating to the control of legionella, reference should be made to the HSA28 Legionella Arrangements Note.*

## **SECTION 4 – ARRANGEMENTS**

### **4.14 Lettings & Shared Use of Premises**

Any school that has a letting or has a shared use of their premises will comply with the Plymouth CAST Lettings Policy and will share with the hirer/tenant all relevant school health and safety information. Amongst other things, the hirer/tenant will be required to provide a copy of their risk assessment where their activities present a significant hazard, either to the building itself, or to the safety or health of the occupants within it.

## **SECTION 4 – ARRANGEMENTS**

### **4.15 Lone Working**

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

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

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

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

*For full details relating to the management of lone working, reference should be made to the HSA31 Personal Safety and Lone Working Arrangements Note.*

## **SECTION 4 – ARRANGEMENTS**

### **4.16 Maintenance of Plant and Equipment**

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

Plymouth CAST have contracted the provision of specific statutory compliance inspections and tests where required (for example lifts, gas appliances or water quality). This is provided by means of ‘Service Level Agreements’ or ‘SLAs’ with Lorne Stewart. Each school will hold and maintain a list of SLAs that the school is signed up to. This can be checked by emailing Lorne Stewart Helpdesk [Plymouth.Cast@lornestewart.co.uk](mailto:Plymouth.Cast@lornestewart.co.uk)

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

*For full details relating to work equipment and electrical safety, reference should be made to the HSA16 and HSA58 Arrangements Notes.*

## SECTION 4 – ARRANGEMENTS

### 4.17 Medication

Plymouth CAST has adopted the policy ***Supporting Pupils at School with Medical Conditions and Administration of Medication ver.3.0 – February 2026***

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

In circumstances when a student suffers headaches, menstrual pains, toothache etc., staff may be asked to administer a mild analgesic to relieve pain (e.g., paracetamol) to relieve pain. Non-prescribed medication will only be accepted if they are in-date and provided in the original manufacturer's container and administered in certain circumstances listed locally, in the event that parents/carers are unable to attend school to administer the non-prescribed medicine to their child.

Analgesics should only be given to children under the age of 16 when parents have given **prior written permission**. Pupils under the age of 16 should never be given medicine containing aspirin unless it is prescribed by a doctor. Parents must be informed of any doses given.

No member of staff will administer any medication unless prior written parental consent has been completed by the parent/carer.

Each school will designate a person to be responsible for accepting medication and checking all relevant information has been provided by parents/carers prior to administering. All administration undertaken by school staff will be recorded and kept securely on site. Where required, suitable and sufficient training will be undertaken by staff to administer specific medications.

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

*For full details relating to the administration of medication, reference should be made to the **Supporting Pupils at School with Medical Conditions and Administration of Medication ver.2.0 – July 2024 and the HSA32 Medication Arrangements Note.***

## **SECTION 4 – ARRANGEMENTS**

### **4.18 Monitoring (AUDITING)**

The Head Teacher, assisted by the Health and Safety Coordinator, will put in place procedures to monitor compliance with the arrangements described in this policy. The central component of this process is the 3 yearly Health and Safety Review process undertaken by the Devon Health and Safety Service. In the case of secondary schools there are 6 individual and specific reviews with 2 reviews per year.

Feedback from this process is to be referred to the Local CAST Board (LCB) and the Trust Estates and Facilities Manager. The Head Teacher is responsible for ensuring that all actions identified in the report(s) are completed within the specified timescales. Actions will be deemed complete when evidenced by the Devon Health and Safety Service.

Monitoring reports on the findings of these school reviews will be presented to the Health and Safety Committee at least annually.

When a new Head Teacher is appointed to a school, then a Health and Safety Review may be conducted with the first 6 months of appointment when deemed necessary.

Each school will ensure that self-assessment arrangements are in place for interim years when a formal Health and Safety Review is not undertaken by the Devon Health and Safety Service. This will be undertaken on an annual basis using the Devon Health and Safety review document. The summary of findings will be reported by the Head Teacher in the annual school Health and Safety declaration.

A general inspection of the site will be conducted at termly. Inspections will be conducted jointly with the school's Health and Safety Representative(s) (if possible) using the appropriate monitoring forms.

The H&S Governor will complete a written report using the Premises Compliance Checklist and submit their findings to the Head Teacher and the Local CAST Board on an annual basis. This report will be uploaded by the Clerk to the LCB onto Governor Hub for audit and review purposes.

Each school will designate someone to be responsible for following up items detailed in all safety inspection reports.

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

*For full details relating to monitoring, reference should be made to the HSA05 Audit and Monitoring Arrangements Note. Governors may refer to the CAST Schedule of Accountability document which can be found in the Resources Library on Governor Hub.*

## **SECTION 4 – ARRANGEMENTS**

### **4.19 Moving and Handling**

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

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

All moving and handling of students will be risk assessed by a competent person and recorded in a specific Handling Plan for the individual concerned. The RAA16 risk assessment can be used for this purpose and further information is available within the *HSA35 Moving and Handling of People Arrangements Note*. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan, and specific training on any lifting equipment that they may be required to use.

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

*For full details relating to moving and handling, reference should be made to the HSA34/35 Moving and Handling Objects/People Arrangements Notes.*

## **SECTION 4 – ARRANGEMENTS**

### **4.20 Movement Around Site**

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

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

- decluttering corridors.
- adequate lighting.
- highlighting steps.
- non-slip surfaces.

## **SECTION 4 – ARRANGEMENTS**

### **4.21 Off-site visits**

Plymouth CAST has adopted the Devon County Council (DCC) document ***Outdoor Education, Visits and Off-site Activities Health and Safety Policy 2024*** as its own policy.

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

Every school will use the Devon Evolve system for the recording of all category A, B and C trips. They will also use and complete the separate *Plymouth CAST Off-Site Visits Policy (Primary / Secondary)* along with the appropriate *Standard Operating Procedures* for all off-site visits. These documents must be reviewed annually.

Each school will appoint an Educational Visits Coordinator (EVC), who must have attended the Evolve training session. They will check the documentation and planning of the trip and, if acceptable, initially approve the visit before referring to the Head Teacher for final approval.

Plymouth CAST safeguarding principles and procedures apply in full to all off-site visits and educational trips; this is stipulated within Section 6 'Roles and Responsibilities' of the Plymouth CAST Child Protection & Safeguarding Policy. Accordingly, all trip planning and execution must be conducted with explicit reference to the Plymouth CAST Child Protection & Safeguarding Policy. *For full details relating to educational visits, reference should be made to the Outdoor Education, Visits and Off-site Activities Health and Safety Policy 2024.*

## **SECTION 4 – ARRANGEMENTS**

### **4.22 Pandemics and Infection Control**

As the Employing Body Plymouth CAST must protect people from harm. This includes taking reasonable steps to protect our staff, pupils, and others from serious contagious diseases. Infection Prevention Control (IPC) measures must be part of the school's risk assessment process. In an outbreak situation a risk assessment should be completed and the school's emergency and contingency plans to be enacted in the event of an outbreak.

*For full details relating to infection control, reference should be made to the HSA26 Infection Control Arrangements Note.*

## **SECTION 4 – ARRANGEMENTS**

### **4.23 Personal Safety and Security**

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

Staff will report any such incidents on the OSHENS system in accordance with agreed accident and incident reporting procedures.

Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the relevant line manager to identify and implement control measures. Work involving potentially significant risks for example, work at height, will not be undertaken whilst working alone. To ensure that this is the case, staff working outside normal school hours must obtain the permission of the Head Teacher.

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

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

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

#### **School Security**

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

*For full details relating to security and lone working issues, reference should be made to the HSA31 Lone Working and HSA50 Security Arrangements Notes.*

## SECTION 4 – ARRANGEMENTS

### 4.24 Radioactive Sources

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

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

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

## SECTION 4 – ARRANGEMENTS

### 4.25 Radon Gas

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

If a school is in a radon affected area as defined by the UKHSA (UK Health Security Agency); radon gas levels will be measured on a 7-10-year cycle as the Trust perceives necessary.

If levels are below the 300 Bq/m<sup>3</sup> threshold, this process of measurement will continue. If readings exceed the 300 Bq/m<sup>3</sup> threshold a Radiation Protection Adviser (RPA) will be engaged, and a risk assessment of staff exposure will be undertaken in consultation with the RPA. Based upon the findings of this assessment, suitable mitigation systems will be identified and installed to reduce the radon level to well below 300 Bq/m<sup>3</sup>. These systems will be maintained.

Any recommended remedial actions must be undertaken.

## **SECTION 4 – ARRANGEMENTS**

### **4.26 Risk assessments**

Risk assessment is the foundation of Plymouth CAST's health and safety management arrangements.

The Trust requires suitable and sufficient assessment of the risks arising from its premises, activities, curriculum operations, work activities, educational visits, contractors, and any other undertaking that may affect the health, safety or welfare of pupils, staff, visitors or others who may be affected by the school's activities. Significant findings must be recorded where required by law or Trust procedure. Employers are required to make suitable and sufficient assessments of risks to employees and others affected by their work activities.

Risk assessments must be carried out by persons who are competent to do so, with appropriate involvement from those responsible for the activity or area concerned and, where appropriate, those affected by the outcome of the assessment.

Plymouth CAST schools must use the Trust's approved risk assessment arrangements, templates and guidance. Schools may adopt or adapt approved model assessments where appropriate, but must ensure that local circumstances, hazards and controls are properly reflected so that the assessment remains suitable and sufficient for that school and activity.

Where no approved model assessment is suitable, or where additional local hazards are present, a school-specific assessment must be completed.

Relevant staff and other affected persons must be informed of the significant findings of risk assessments and the control measures that apply to them. Risk assessments must not be treated as a paperwork exercise; they must be implemented in practice, monitored, and used to inform day-to-day decision-making and safe systems of work. The DfE's Independent School Standards guidance is clear that schools should consider risk systematically and demonstrate that the written risk assessment policy operates in practice.

Risk assessments must be reviewed at suitable intervals and in any event where:

- there is reason to suspect the assessment is no longer valid
- there has been a significant change in the activity, premises, staffing, equipment, pupil needs, or other relevant circumstances
- an accident, incident, near miss or monitoring activity indicates that existing controls may be inadequate.

#### **Quality assurance and monitoring**

Plymouth CAST will maintain proportionate arrangements to assure the quality and implementation of risk assessments across its schools. These arrangements may include:

- local monitoring by Head Teachers and Health and Safety Coordinators
- periodic review of selected assessments by the Trust
- audit activity, inspections and compliance checks

- reporting of significant findings, recurring themes and material concerns to senior leaders and, where appropriate, to the Board.

The purpose of this assurance process is to confirm that risk assessments are current, suitable and sufficient, communicated appropriately, and operating in practice.

Further procedural detail, including approved templates, review arrangements and any local assurance returns, will be set out in Trust guidance and associated arrangements.

## **SECTION 4 – ARRANGEMENTS**

### **4.27 Stress and Wellbeing**

Plymouth CAST is committed to promoting high levels of health and wellbeing and recognises the importance of identifying and reducing workplace stressors through risk assessment, in line with the Health and Safety Executive's management standards.

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

If a school wishes to carry out a Stress and Wellbeing risk assessment the *RAA25 Stress Risk Assessment* document will be used.

*For full details relating to staff wellbeing, reference should be made to the HSA24 Health Issues for Staff Arrangements Note.*

## **SECTION 4 – ARRANGEMENTS**

### **4.28 Training**

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

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

All employees will be provided with: -

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

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

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

Any member of staff writing the RAA08 Fire Risk Assessment must be competent and have received suitable and sufficient fire risk assessment training provided by the Devon Health and Safety Service.

*For full details relating to staff training, reference should be made to the HSA55 Training Arrangements Note.*

## **SECTION 4 – ARRANGEMENTS**

### **4.29 Tree Safety Management**

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

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

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

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

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

*For full details relating to staff training, reference should be made to the HSA55 Training Arrangements Note.*

## **SECTION 4 – ARRANGEMENTS**

## 4.30 Working at Height

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

Formal training on work at height will be undertaken where the need is identified in the work at height risk assessment. Such training will also be undertaken by those who line manage staff who work at height. Every school will have a nominated person(s) responsible for managing all work at height.

The nominated person(s) shall ensure: -

- all work at height is risk assessed and properly planned and organised
- all those involved in work at height are trained and competent to do so
- the use of access equipment is restricted to authorised users
- a register of access equipment is maintained, and all equipment is regularly inspected and maintained
- fragile surfaces are properly signed and access to them controlled

*For full details relating to the control of work at height, reference should be made to the HSA60 Working at Height Arrangements Note.*

## **SECTION 4 – ARRANGEMENTS**

### **4.31 Work Experience**

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

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

## **SECTION 4 – ARRANGEMENTS**

### **4.32 Workplace Safety**

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

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

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

*For full details relating to the control of hazards within the premises, reference should be made to the HSA44 Premises Arrangements Note*