



Policy Name	HEALTH, SAFETY & WELLBEING
Relevant To	Federation <input checked="" type="checkbox"/> Bidwell Brook Only <input type="checkbox"/> Ellen Tinkham Only <input type="checkbox"/>
Type of Policy	Model <input type="checkbox"/> School <input checked="" type="checkbox"/>
Name of Policy Holder	Nikki Burroughs
Subject/Department	Premises / Health & Safety
Approved By	Full Governing Body <input type="checkbox"/> CBT Governors <input checked="" type="checkbox"/> T&L Governors <input type="checkbox"/> SLT <input type="checkbox"/>
Version Date (if applicable)	n/a
Date of Last Review	Spring Term 2025
Date of Next Review	Spring Term 2026

SECTION 1: STATEMENT OF INTENT

The Governing Body of The Learn to Live Federation is committed to achieving the highest standards of health, safety, and welfare, consistent with our responsibilities under the Health and Safety at Work etc. Act 1974 and other statutory and common law duties.

This policy articulates our approach to fulfilling these responsibilities and provides a detailed description of the school's organisational structure and arrangements for managing various areas of risk.

To ensure effective governance, Section 2 delineates specific responsibilities assigned at all levels within the school's organisation. Section 3 elaborates on the specific arrangements instituted to manage these identified areas of risk, thereby enabling the school to meet its legal obligations.

It is imperative that all members of staff are made aware of this policy. Consequently, staff will be briefed on its contents during their induction process. Additionally, a copy of the policy will be accessible on the Learn to Live Federation website under the Policy section (staff only).

This policy statement, along with the accompanying organisational arrangements, will undergo a review on a regular basis to confirm that the arrangements are still appropriate. The review will take place whenever there are significant changes in the arrangements and not later than 12 months from the previous review date. This policy will be re-edited and re-issued within three months of the review date where this is deemed necessary.



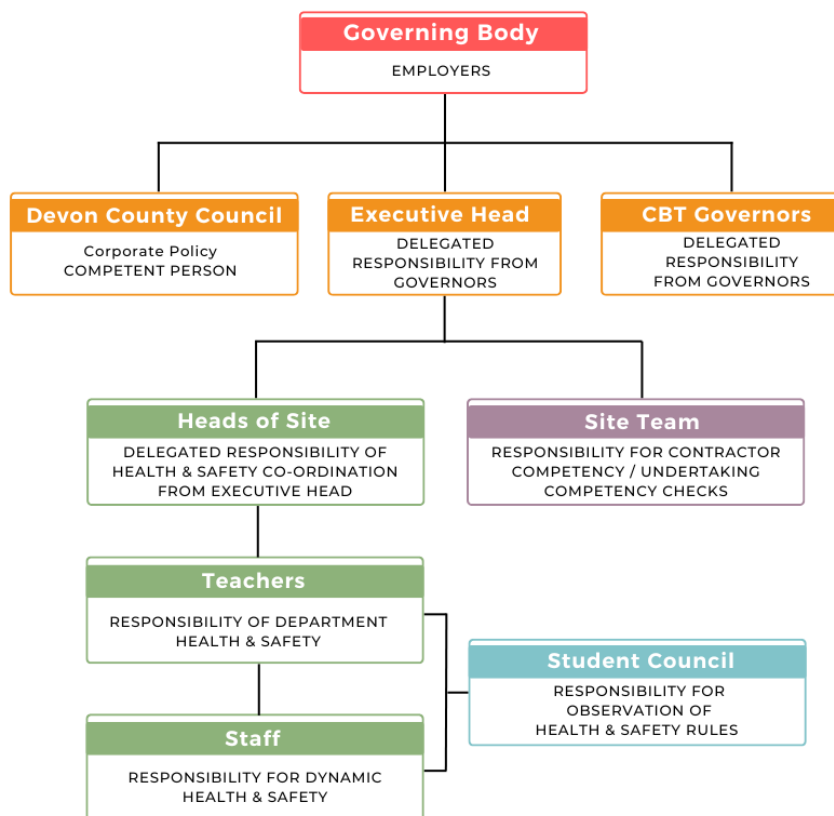
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Chair for the Governing Body



.....
Executive Head Teacher

SECTION 2: ORGANISATION

The Governors of the Learn to Live Federation are the employers of staff at Ellen Tinkham and Bidwell Brook Schools. They recognise the need to identify organisational arrangements in the school for implementing, controlling and monitoring HS&W matters. In this matter they follow the guidance in document HSG 65 Managing for Health and Safety published by the Health and Safety Executive. They also accept the need to consult individuals before allocating particular HS&W functions. Individual duties including reporting arrangements and, therefore, organisation and accountability follow.



Federation organisation for health, safety and wellbeing:

All staff have a responsibility for health, safety, and wellbeing, fostering an environment that prioritises the welfare of students and promotes a positive learning experience.

The Duties of the Governing Body:

- To produce and regularly review the Health, Safety and Wellbeing Policy for the school. This policy will reflect the requirements of the *Health and Safety at Work etc. Act 1974* by outlining arrangements to ensure, so far as is reasonably practicable, the health, safety and wellbeing of staff, students and others affected by the organisation;

- To monitor both compliance with, as well as the effectiveness of, this policy;
- To provide adequate resources to meet the school's legal responsibilities as well as compliance with this policy;
- To assist the Governing Body in discharging its legal obligations, the school has appointed the Health and Safety Service as its 'competent person' as defined by the Management of Health and Safety at Work Regulations 1999;
- The specific arrangements adopted will be guided by the Health and Safety Service's Health & Safety Arrangement Notes.

The Duties of the Executive Head Teacher

The Executive 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 school premises or participating in school sponsored activities.

In particular, the Executive Head Teacher will:

- Ensure that suitable and sufficient risk assessments of work activities are undertaken, that a written record of the significant findings of these assessments is kept and that these assessments are subject to regular review;
- Co-operate with the Governing Body to ensure that this policy and its associated arrangements are implemented and complied with;
- Communicate the policy and other appropriate health and safety information to all relevant people including contractors;
- Report to the Governing Body on health and safety performance and to monitor both compliance with, as well as the effectiveness of, this policy;
- Ensure that the premises, plant and equipment are maintained in a safe and serviceable condition;
- Report to the Governing Body any significant risks or policy requirements which cannot be met within the establishment's budget;
- Identify the training needs of staff and hence ensure that they are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensure consultation arrangements are in place for staff and their trade union representatives. This will be by means of key stage meetings, termly comms meetings and whole school meetings;
- Monitor purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions;
- Receive reports from enforcement officers and advisory bodies and, where appropriate, take relevant actions to address issues raised;
- Promote a positive health and safety culture by leading by example.

Whilst overall *responsibility* for health and safety cannot be delegated the Executive Head Teacher may choose to delegate certain *tasks* to the Health & Safety Co-ordinator.

The role of Health & Safety Co-ordinator for the School has been delegated to the Head of each Site.

The Duties of the Health and Safety Co-ordinator

Heads of Site are responsible for the role of health and safety co-ordinator of their site and have the delegated task of assisting the Executive Head Teacher discharge their duties in relation to day-to-day health and safety management.

To do this as health and safety co-ordinator, the Heads of Site will:

- co-ordinate and manage the risk assessment process for the school;
- co-ordinate general workplace monitoring inspections and performance monitoring processes and report findings to the Executive Head Teacher and Governing Body;
- coordinate records of external inspections and maintenance to plant or facilities and ensure that remedial actions identified are either addressed without delay or brought to the attention of the Governing Body if funds are not available;
- assist with the identification of training needs and training delivery across the school to ensure that staff are adequately instructed;
- collate accident and incident information and, when necessary, carry out accident and incident investigations;
- arrange periodic health and safety audits and liaise with the Head Teacher and Governing Body in relation to findings and any associated remedial actions.

The Duties of Teachers and Department/Team Leaders

The Teachers and Department/Team Leaders have specific delegated tasks in relation to health & safety management within their departments/subject areas. They must ensure that:

- 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 via appropriate instruction and training and are enforced effectively;
- They take appropriate action on health, safety and welfare issues referred to them, informing the Executive Head Teacher or Governing Body of any problems they are unable to resolve within the resources available to them;
- They carry out regular inspections of their area of responsibility and report / record these inspections to the Executive Head Teacher or Governing Body;
- All accidents (including near misses) occurring within their area of responsibility are promptly reported and investigated.

The Duties of all Members of Staff

Under the *Health and Safety at work Act etc. 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 responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work;
- Comply with the school's health, safety & wellbeing policy arrangements at all times;
- Report all accidents and incidents in line with the reporting procedure;
- 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 / have been trained to use;
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Pupils

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

- To exercise personal responsibility for the health and safety of themselves and others;
- To observe standards of behaviour and dress consistent with safety and/or hygiene;
- To observe all the health and safety rules of the school and, in particular, 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.

Contractors

All contractors who work on the school premises are required to identify and control any risks arising from their activities and inform the Executive Head Teacher of any risk that may affect the staff, pupils and visitors.

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

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

SECTION 3: ARRANGEMENTS

The Governing Body and Executive Headteacher will incorporate health, safety and wellbeing into the Governors Core Business Team meetings. Staff and pupils can provide input to this consultative committee.

Risk Assessment

The underlying process which informs safety management is risk assessment. Assessments of significant risks will be made with those persons responsible for the activity/area affected and the significant findings of these decisions will be recorded in writing. This will be achieved principally by amending and adopting the model risk assessments provided by the Health and Safety Service. Specifically, the model risk assessments amended and adopted in order to identify suitable risk control measures will be as follows:

- RA22 • RA21
- RA08
- RA26 Swimming Pool Risk Assessment
- RA04 Cleaning Caretaking and Maintenance Tasks
- RA16 Moving and Handling Children and Young People
- Other risk assessments and safe working practices documents are also produced for staff undertaking particular activities

Risk assessments are available for all staff to view and are held centrally in Risk Assessments folder of SharePoint. Wherever possible, affected staff will be included in the risk assessment process. Staff and other affected parties will be briefed in the risk assessment findings.

Risk assessment records will be reviewed annually by the governors Core business team and The Executive Head. This will be identified on risk assessment record.

For full details relating to risk assessment arrangements, reference should be made to the HS47 Arrangements Note.

Accident/Incident Reporting

All accidents and near miss incidents whether to pupils, employees or non-employees will be recorded via CPOM's. Reports on accidents will be submitted to the Governing body on a termly basis and at other times on request.

Those accidents to pupils and members of the public which are work related, in that they have arisen out of a material defect or organisational failure, must also be reported to the Governing Body and to DCC by entering accident details onto the OSHENS on-line accident reporting system.

Parents / carers will be notified immediately of all major injuries. The Executive Head Teacher or Head of Site will investigate accidents and take remedial steps to avoid similar instances recurring.

All accidents which fall within the scope of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported to the HSE via the OSHENS on-line accident reporting system. This will be undertaken by the Devon Health and Safety Service.

All injuries to staff which are not a result of pupil behaviour will be reported to DCC via the OSHENS on-line accident reporting system.

Injuries to staff which result from pupil behaviour are reviewed and monitored by CDMT and SLT. These injuries will be reported to DCC via the OSHENS on-line system if they meet one or more of the following thresholds:

- Under the scope of RIDDOR reporting;
- Any skin break (Bite/scratch etc);
- Any immediate medical treatment beyond basic first aid;
- Any time off work.

For full details relating to accident reporting arrangements, reference should be made to the HS01 Arrangements Note.

Asbestos

The arrangements for the management of asbestos on the site are detailed in the Asbestos Management Plan (AMP). This is located in the Site Staff Office.

The Asbestos Register is held in the individual school's Site staff office 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 e.g. kilns, boilers. No work can commence until permission to work has been given by the authorising manager named in the AMP.

The authorising manager shall ensure:

- The AMP is reviewed annually and that any changes are approved by the Governing Body;
- That the Asbestos Register is consulted at the earliest possible opportunity in the planning process and that **all** work on the fabric of the building or fixed equipment is approved via the completion of the ASB1 form and/or the Contractor signing-in sheet;

- A visual inspection of those asbestos containing materials remaining on site is conducted and recorded on the ASB2 form according to the frequencies identified in the AMP. Any subsequent changes to asbestos containing materials on site will be recorded in the Register.

All parties will ensure that any damage to materials known or suspected to contain asbestos should be reported to Nikki Burroughs, Executive Head Teacher at the earliest opportunity.

For full details relating to the management of asbestos, reference should be made to the HS04 Arrangements Note as well as the Asbestos Management Plan.

Communication and Training

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

The Health and Safety Law poster is displayed in prominent locations in Reception of all sites.

Health and Safety Training

All employees will be provided with:

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

Training records will be kept by the HR Manager who is responsible for co-ordinating health and safety training needs. This includes a system for ensuring that refresher training is undertaken within the prescribed time limits.

Each member of staff is also responsible for drawing 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.

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

Consultation

Staff are represented at termly comms meetings. Consultation of day-to-day matters will be achieved by Regular team meetings.

Members of staff with concerns should raise them initially with their line manager or their Head of Site as Health & Safety Co-ordinator. If required, requests for external advice should then be sought from the 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 Governing Body welcomes the support of trade unions in health and safety matters.

For full details relating to staff consultation, reference should be made to the HS08 Arrangements Note.

Contractors

All contractors must report to Reception where they will be asked to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance and requirements for safe practice whilst on site. Where necessary, contractors will also be requested to sign to confirm that they have read and understood the Asbestos Register. To ensure contractor competency, Site Managers of each school will undertake competency checks prior to engaging a contractor.

In respect of construction works, the Site manager attends training to ensure that the client's duties under the Construction (Design & Management) Regulations 2015 have been understood and complied with. Specifically, the Site Manager will ensure that any Designer/Principal Designer and Contractor/Principal Contractor is appointed in writing and will ensure that a Construction Phase H&S Plan is in place prior to any works commencing on the site.

For full details relating to the control of contractors, reference should be made to the HS07 CDM Arrangements Note.

Curriculum Activities

Risk assessments for the significant hazards within curriculum activities will be carried out by appropriately trained individuals with additional input from class teachers for any activities which fall outside the normal curriculum hazards using the appropriate Health and Safety Service's model risk assessments listed above.

For full details relating to the primary curriculum areas, reference should be made to the HS46 Arrangements Note.

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 DSE online 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) subject to a total cost of £45.

For full details relating to DSE, reference should be made to the HS12 DSE Arrangements Note.

Emergencies

The school should ensure preparedness for emergency situations, and procedures for critical incidents and off-site emergencies are contained within the School's Emergency Management Plan which is located on the Learn to Live staff only website and Learn to Live Federation SharePoint and will be reviewed annually. Emergency contact and key holder details are held on the Emergency Management Plan.

Fire

The Executive Head Teacher is responsible for ensuring that the fire risk assessment is undertaken using the RA08 document and controls implemented accordingly. The fire risk assessment is located in Central Resources/Health and Safety/Risk Assessments/Current RA/Fire and will be reviewed annually.

Fire and emergency evacuation procedures are detailed in the Fire Emergency Plan document which is located on the Learn to Live Federation website. All staff will be briefed in the contents of this plan at induction and on an annual basis. This will be augmented by fire drills which will be undertaken termly. Evacuation procedures are also made known to all contractors / visitors.

The Site Managers at Bidwell Brook and Ellen Tinkham are responsible for ensuring that the school's Fire Log is kept up to date.

For full details relating to fire safety, reference should be made to the HS18 Fire Safety Arrangements Note.

First Aid

The school has risk assessed the need for first aid provision and the following has been provided accordingly:

First Aid at Work: Records held by HR Manager

Emergency First Aid at Work level: Records held by HR Manager

Paediatric: Records held by HR Manager

First Aid boxes are located at the following locations: Locations recorded on establishments First Aid RA and made known to staff on each site.

The HR Manager will ensure that refresher training is organised. Nominated staff on each site are responsible for maintaining the contents of first aid boxes.

For full details relating to first aid, reference should be made to the HS19 First Aid Arrangements Note.

Hazardous Substances

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

The 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 by the Kitchen Manager, Bidwell Brook/Site Manager (Bidwell Brook Pool/Site Manager, Ellen Tinkham Pool) to identify the safe working method and appropriate emergency procedures;
- 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 HS10 COSHH Arrangements Note.

Legionella

A water risk assessment for the school is arranged under the DMC by Norse South West, the current contractor is Churchill who has completed this and Premises Site Managers are responsible for ensuring that the identified operational controls are being conducted and recorded in the water hygiene log book. This risk assessment will be reviewed where significant changes have occurred to the water system.

For full details relating to the control of legionella, reference should be made to the HS28 Legionella Arrangements Note.

Lettings/Shared Use of Premises

The Governing Body will ensure that the hirer/tenant has public liability insurance and will share with the hirer/tenant all relevant School health and safety information.

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.

Maintenance of Plant and Equipment

Regular inspections and testing of school equipment are conducted to ensure that work equipment is maintained in a safe and efficient state. Records of such monitoring will be kept by Connect 2 or EVERY system. All staff are required to report any problems found with plant/equipment to the Head Teacher. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

The following specific statutory inspections and tests will be undertaken by a competent contractor:

- annual gas appliance inspection and maintenance – see Appendix 1 for approved contractor;
- annual gas/oil/ Biomass fixed heating plant inspection and maintenance – see Appendix 1 for approved contractor;
- annual gas tightness test – see Appendix 1 for approved contractor;
- electrical installation inspection every 5 years – see Appendix 1 for approved contractor;
- lift inspection/servicing – see Appendix 1 for approved contractor;
- pressure vessels – see Appendix 1 for approved contractor;
- hoists – see Appendix 1 for approved contractor;
- pool Plant – see Appendix 1 for approved contractor.

See Appendix 1 for approved contractors for other site works/services.

Portable Electrical Appliances

All staff will conduct a visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to the Head of Site and/or Executive Head Teacher.

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, frequency to be determined by the Site Managers at Bidwell Brook/Ellen Tinkham. This inspection and testing will be conducted by the Site Managers Bidwell Brook/Ellen Tinkham.

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

For full details relating to work equipment and electrical safety, reference should be made to the HS16 and HS58 Arrangements Notes.

Medication Arrangements

Arrangements for medication are detailed in the separate Administration of Medicines Policy, which is reviewed annually. A copy of this policy can be found in Learn to Live Federation website under Policies (staff area)

For full details relating to the administration of medication, reference should be made to the HS32 Medication Arrangements Note.

Monitoring

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

A general inspection of the site will be conducted annually and be undertaken by the Executive Head Teacher and the named governor with responsibility for Health Safety and Wellbeing. Feedback from this process is to be referred to the Governing Body.

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

- records kept via Every System;
- regular meeting with H&S Link Governor;

For full details relating to monitoring, reference should be made to the HS05 Audit & Monitoring Arrangements Note.

Moving and Handling

The risk assessment of significant manual handling tasks is undertaken as described in the risk assessment section above. Staff engaged in these activities will be provided with information on safe moving and handling techniques and will receive specific training where the need is identified in the risk assessment.

All moving and handling of pupils will be risk assessed by appropriately trained individuals and recorded in a specific Handling Plan for the individual concerned. The format found in the HS35 Arrangements Note will be used. All staff who move and handle students will receive appropriate training both in the controls listed in the Handling Plan and specific training on any lifting equipment that they may be required to use.

For full details relating to moving and handling, reference should be made to the HS34/35 Moving and Handling Arrangements Notes.

Offsite Visits

In line with the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy*, the DCC Educational Visit Adviser will be notified of all Category B and C visits via the *Evolve* online system.

The Learn to Live Federation local arrangements for offsite visits are detailed in the separate Management of Outdoor Education, Visits and Off-Site Activities Policy and individual Standard Operating Procedures which are reviewed annually. A copy of these documents can be found on the EVOLVE system.

For full details relating to educational visits, reference should be made to the *Outdoor Education, Visits and Off-site Activities Health & Safety Policy 2024*.

Personal Safety and Security

The school 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 at the school.

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

Working alone will be avoided wherever possible. Work carried out unaccompanied or without immediate access to assistance will be risk assessed by the Head Teacher in order to identify and implement control measures. The requirement to undertake a lone working risk assessment will also extend to working alone off-site where staff conduct home visits.

Staff working outside normal school hours must obtain permission of the Head Teacher be employed in a role which includes working outside normal operating hours.

Risk assessments will be reviewed annually or after significant change and recorded by amending the RA22 Risk Assessment.

Radon Gas

Bidwell Brook is located in a radon affected area as defined by Public Health England (PHE). Consequently, radon gas levels will be measured on a 7-10 year cycle as arranged under DMC and detectors returned to PHE for analysis.

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

School Security

The Executive Head 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 in the RA24B risk assessment document, using the Security Checklist as an aide.

For full details relating to security and lone working issues, reference should be made to the HS31 Lone Working and HS50 Security Arrangements Note.

Stress/Wellbeing

The Federation is unwavering in its commitment to fostering high levels of health and well-being among staff and students alike. Acknowledging the critical importance of identifying and mitigating workplace stressors, we adhere to the Health and Safety Executive's (HSE) management standards through comprehensive risk assessments.

Specific measures are implemented to address individual concerns and monitor staff workloads, including robust return-to-work procedures post-absence. Our federation invests in occupational health support, an Employee Assistance Programme (Education Mutual), and performance management arrangements, alongside mentoring initiatives.

We have developed a Federation-wide Mental Health Strategy and policy, providing a comprehensive toolbox of support resources tailored for both students and staff. Our community is bolstered by trained Advocacy, Mental Health, LGBTQ+, and Mobility Champions in each classroom. Furthermore, Mental Health First Aiders are available throughout the Federation to aid staff.

To ensure continual improvement, we conduct regular staff wellbeing surveys and offer private healthcare to alleviate prolonged absences resulting from NHS waiting lists.

Where appropriate, risk assessment findings will be recorded using the RA25 document.

For full details relating to staff wellbeing, reference should be made to the HS24 Health Issues for Staff Arrangements Note.

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 a tree can also cause safety issues and fungus can be a sign of underlying health issues with the tree.

The school will ensure that tree inspections are undertaken in line with the *DCC Tree Management Policy*.

Work at Height

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

Formal training on work at height will be undertaken where the need is identified in the risk assessment process described above. It will be ensured that:

- 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;

- access equipment is regularly inspected and maintained in a safe condition;
- access to fragile surfaces is properly controlled.

For full details relating to the control of work at height, reference should be made to the HS60 Work at Height Arrangements Note.

Work Experience

If the school *hosts* a work experience placement, any significant hazards within the planned work tasks will be risk assessed and findings will be communicated to the student and their parents/guardians via the student's secondary school. This assessment will be recorded on the RA28 risk assessment document.

APPENDIX 1

List of Devon County Council contractors (this list is not exhaustive)

South West Norse – Devon Maintenance Partnership Agreement (DMP)

<u>Maintenance Plant/Equipment</u>	<u>Contractor</u>	<u>Contact Details</u>
Air condition	DMP	07716 279938
Access Control	J&A Security	
Blinds	Roger's Blinds	01752 263300/01752 840616
Biomass	Ashwells	
Boilers/Plumber	Brothwell Irvine	Steve Barter 07808 331191
Boilers/Plumber	DMP	01392 279354
Builder	Devon Contractors	Toby 07454 085818
Builder	Devon Minor Works	
Builder	Pete Gee Force	07768 647334
Builder	A+ Builders	Dave Hodge 01392 427274/07720 567712
Builder	S W Build	01404 821500
Builder	DCP	Nigel – 07903 226314
Builders Merchant	Travis Perkins	01803 864610
Cleaning Contractors	South West Norse	<p>Mariusz Adametz – Cleaning Area Manager for ET</p> <p>Telephone +44 (0) 1392 351166</p> <p>Mobile +44 (0) 7587 031153</p> <p>Email mariusz.adametz@norsegroup.co.uk</p> <p>Joe Reed - Cleaning Area Manager for Bidwell Brook</p> <p>T +44 (0)1392 351184 M E joe.reed@norsegroup.co.uk</p>
Drains	ABBCUS	07775 591182
Drains	Hydro Rod	
Electrician	M&E Contrax	01364 654271
Electrician	G Mimms Electrical	07885 980600 43 Newhayes Close, Exeter
Fencing	Premier Fencing	

Fire Alarms	JN Building Services	01626 352056
Fire Alarms/Networking	DMP	01392 279354
Fire Extinguisher	Chubb	
Floor Covering	Roberts Flooring	01752 221177/07918 679398
Floor Covering	Merlin Flooring	01392 462555
Glazing	Cornwall Glass	
Glazing Repairs	WHI Windows Doors Ltd	01392 275287
Heating Controls	TCS	01364 649465
Heating Controls	KK Controls	08446 923892
Heating Controls	Nick Carlton Controls	07970 498635
Hoist & Slings/Lifts/Pool floor	Liftman	Chris Taylor – 07706 840500/01752 687786
Hoist & Slings/Lifts	South West Aid	01803 663457
Insurance	Zurich Insurance	01214 561311
Intruder Alarm	Sound & Vision	01626 240631
Intruder Alarm	Fire & Security	01752 511222
Intruder Alarm	Secure Force	01626 362424
Insurance Boilers	Zurich Insurance	Richard Frankham – davidradcliffe@zurich.com
Lightning Conductors	DMP	01803 862020
Lift	Orona	
Locks/Handles	Wessex Locks	01803 840370
Painter/Decorator	Simon Colourcraft	07958 620859
Plumber	John Payne	01803 840370
Plumber	Cannings	
Plumber	F-tec	
Pool maintenance	Riviera Pools	
Pool Chemicals	Swinco	01761 832838
Pool Floor	PPF Floors	01799 513253
Pool lights/Stage lighting	Chris Welch	01392 274848/07525 757420
Pool lights/stage lighting	Premiere Solution	01159 394122/07875 363523
Pool services	Bay Leisure	Paul Aibercil – 01803 529736/07970 377816

Pool UV Light	Hanovia	Simon – 01753 515325
School Minibus	Trekka Buses	01484 400889
School Minibus	Matt Westmorland	07866 903937
Trampoline	Supa Tramp	07590 917790
Tree Surgeon	SJM Tree Services	
Water Testing	Initial	Steve Faulks – 07786 916340
Window Cleaners	James Woelfell	01392 277119/07779 610966