

## 23-24 wording for maintained schools

### Schedule 3 – Health & Safety

At the Devon Health and Safety Service, our Health and Safety Advisers are qualified to graduate or Chartered level with the Institute of Occupational Safety and Health (IOSH) and hold additional qualifications in fire safety. The service is an IOSH approved training provider. We provide services at your establishment and aim to provide solutions in accordance with the principles of sensible and proportional risk management.

We support schools, academies and colleges to fulfil their legal duties in relation to health and safety (H&S) matters. The Service provides specialist advice and practical support on a wide range of H&S issues relating to employees, premises, pupils / students, visitors, contractors, activities, security, equipment, off site activities, work experience, emergencies and curriculum safety.

We offer two levels of service to maintained schools in addition to the core activities that Devon County Council provides.

#### Subscription Service - Two Levels

Basic Service and Full Service - The full service includes all the elements in the basic and also incorporates a range of additional services e.g. undertaking fire risk assessments, complex risk assessments, etc.

#### Basic Service

- Acting as the Competent Person under Section 7 of the Management of Health and Safety at Work Regulations for Foundation, Trust, Voluntary Aided, Academies and Independent Schools and Colleges (County Schools are provided this by their employer)
- Provision of health, safety and wellbeing information, guidance and policies that are reviewed regularly in line with new legislation, good practice and case law
- On-going support for your H & S Coordinator
- Helpline service: Duty H&S Adviser available office hours for routine matters and out of hours emergency response for serious injuries/ incidents. Helpline covers all safety matters, including educational visits, work experience
- Emergency out of hours response for serious injuries/ incidents
- Membership of CLEAPSS and associated CLEAPSS materials
- Radiological Protection Advisory Service through CLEAPSS via our Radiation Protection Officer
- Primary and Nursery establishments – 3 yearly onsite assistance visits which include an overall health and safety management system. Secondary & Special School establishments – Annual onsite assistance visit which includes an overall health and safety management system review every three years. Visits on non-review cycle years to be determined by the establishment but could include high risk curriculum area support, assistance with routine premises inspection, work experience support, or risk assessment preparation.
- Management review visits include post visit report, action plan and on-going support
- A follow-up to any H&S review where the initial visit falls below certain standards
- Induction for new Principals/H&S Co-ordinators
- Access to the OSHENS web based H&S management system for accident reporting, Arrangements, risk assessments, and display screen equipment risk assessment
- Access to the Evolve Educational and Offsite visits system
- Reporting all RIDDOR reportable accidents to the HSE (via the OSHENS system)
- Assistance with serious accident investigations
- Liaison with all enforcement bodies (HSE, Fire Brigade, Environmental Health) and Ofsted
- Liaison with establishment-based trade unions, professional bodies and governors
- Termly newsletter and hazard alerts

#### Full Service

As per all activities in Basic Level, plus the following:

Direct assistance (4 hours at Primary Level, 7 hours at Secondary/Special Level) per academic year which may include:

- Assistance to the establishment's Responsible Person in carrying out the annual fire risk assessment review
- Reviewing areas of concern

- Provision of in house training
- H&S induction for new Heads of higher risk departments e.g. Science, D&T
- Review of establishment risk assessments for suitability and sufficiency
- A full premises inspection with written report and action plan
- Assistance with safety documentation during civil litigation
- Attendance at health and safety committee meetings, safety sub groups, governors meetings and pupil council meetings as requested
- Assistance with carrying out complex risk assessments

#### **Additional ‘Pay as you go’ Services (subject to availability)**

- Training courses via the published Health & Safety Training programme
- Establishment/learning community based bespoke training sessions
- On-site H&S support to the Client during major building work
- Work experience safety checks for placements in high risk activities
- Assistance to the establishment’s Responsible Person in carrying out the annual fire risk assessment review
- Review of establishment risk assessments for suitability and sufficiency
- Any activity listed in the Full Service specification
- Direct assistance with carrying out complex risk assessments

#### **Evolve+**

Following its introduction last year, schools continue to have the opportunity to upgrade to Evolve+, an optional add-on to the standard Evolve system that gives a greater amount of functionality, allowing more flexibility and efficiency in planning offsite trips. Features in Evolve+ include:

- The ability to link Evolve directly to your MIS for populating student and staff names
- Outline approval, which can involve any other key members of staff (e.g. Finance etc.) in the visit form process
- Calendar feeds, which can feed trip information into Outlook/iCal calendars of relevant staff
- Gain parental consent online rather than having to use a separate paper system
- The ability to send texts and emails to the parents of visit attendees directly from the Evolve system  
*(additional cost per text applies)*

The price for Evolve+ is £200 + VAT, in addition to your standard SLA cost. If you want further information about Evolve+, please follow the ‘Evolve+’ link on the front page of OSHENS.

#### **Fees**

<b>Devon Maintained Schools SLA</b>	
Flat fee Basic Primary School level	£TBA
Flat fee Full Primary School level	£TBA
Flat fee Basic Secondary School level	£TBA
Flat fee Full Secondary School level	£TBA
Flat fee Basic Special School level	£TBA
Flat fee Full Special School level	£TBA

A full range of health and safety training is available in our training rooms in Exeter. For an additional cost, we can deliver a bespoke course to meet your individual training needs at your premises or a suitable local venue.

<b>Other activities</b>		
Training place – half day		£TBA
Training Place – full day		£TBA
Training place – externally accredited - day		£TBA
Training place – externally accredited – 4 day		£TBA
Bespoke Training – hourly		£TBA
Bespoke Training – day		£TBA
Ad hoc work (various activities) – hourly		£TBA

Ad hoc work (various activities) – day		£TBA
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\*Travel expenses are charged in addition at the prevailing HMRC rate