

23-24 wording for academies and independent 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.

Subscription Service

We offer two levels of service to academies, independent schools and colleges with additional 'Pay-to-Use' services. Basic Service and Full Service - The full service includes all the elements in the Basic Service and also incorporates a range of additional services detailed below.

Basic Service

- Acting as the Competent Person under Regulation 7 of the Management of Health and Safety at Work Regulations for Foundation, Trust, Voluntary Aided, Academies and Independent Schools and Colleges
- Provision of health and safety information, arrangements and policies that are reviewed regularly in line with new legislation, good practice and case law
- On-going support for your H & S Coordinator
- Helpline service: Duty H&S Adviser available office hours for routine matters Helpline covers all safety matters, including educational visits, work experience
- Emergency out of hours response for serious injuries/ incidents.
- Membership of CLEAPSS and access to website and associated materials
- Radiological Protection Advisory Service through CLEAPSS via our Radiation Protection Officer
- A visit to review your H&S management system and every three years*
 - For Secondary schools, additional 5 reviews of high-risk areas during the three-year period (2 per year)*
 - For Primary schools, assistance on non-review cycle years to be determined by the establishment but could include assistance with the routine premise inspection, work experience support, risk assessment preparation etc.
- Management review visits include post visit report, action plan and on-going support
- Induction for new 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
(Note. For independent endorsement of visits, the academy will require a separate SLA with Devon Education Services)
- 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

* Whilst the H&S Review visits are to assist the academy with their management of H&S systems, they also provide the Devon H&S Services with the professional reassurance that they require and may assist in determining advice regarding additional support. Where any academy fails to reasonably engage in this review process, the Devon H&S Services may consider termination of the SLA or not offering a renewal at the end of the term of the SLA.

Full Service

As per all activities in Basic Level, plus direct assistance (4 hours at Primary Level, 7 hours at Secondary/Special Level). Examples of how this time could be used include:

- 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
- Assistance with safety documentation during civil litigation
- Provision of an in-house H&S training event

- H&S induction for Heads of higher risk departments e.g. Science / D&T
- Attendance at H&S Committee meetings or Governor meeting
- Personalised arrangements and policies (for Academies and Independent Schools / Colleges only)

Additional ‘Pay-to-Use’ 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 other activity listed in the Full Service specification
- Direct assistance with carrying out complex risk assessments

Evolve+

Evolve+ is 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

Academies and Private Schools SLA	
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	Available upon request
Flat fee Full Special School level	Available upon request

Other activities	
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

*Travel expenses are charged in addition at the prevailing HMRC rate