



# Health & Safety Policy

Author: CELT Health and Safety Officer  
Adopted by (body): CELT Trustees

RISK ASSESSMENT  
COMPLIANCE COMPETENCE  
PREVENTION  
TRAINING HAZARDS  
CHECK PLAN & ACT H&S MANAGEMENT  
OVERSIGHT

**Collaborate** Ability to work effectively as a team  
**Empower** Ability to take initiative and problem solve in order to improve performance  
**Lead** To lead by example and achieve shared goals  
**Transformation** Ability to recognise a need for change and adapt accordingly

# Contents

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Statement of Intent	4
Organisation and Responsibilities	5
Arrangements for supervision of students	17
First Aid	17
Pupils and staff with medical needs	18
Medicines	18
Sun Safe and Temperature	18
Accidents/Incidents	19
In-House Catering Provisions	19
Compliance and Mandatory Testing	20
Control of Contractors	20
Vehicles and Driving for Work	21
Business Continuity and Critical Incident	22
Training	22
Risk Assessment	23
Educational Visits	23
Fire	24
Electricity	24
Control of Hazardous Substances	24
Personal Protective Equipment (PPE)	25
Display Screen Equipment	25
Work Equipment	25
Lone Working	26
School/Premises Security	26
Violence & Abuse	26
Manual Handling	27
Work at Height	27
Shared Premises	28
Hand Arm Vibration	28
Noise	28
Exposure Monitoring and Health Surveillance	29
Hot Works	29
Ionising Radiation	29
Infection Prevention Control	30
Asbestos	31
Mental Health and Wellbeing	32
History of changes	34



## CELT Vision

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**Our vision is for our trust to be a learning organisation in the truest sense.**

At the heart of our vision for education is a self-improving school-led system which has the best evidence-led practice and in which every child fulfils their potential. This is a learning community in which:

- Our leaders are driven by moral purpose. They are outwards focused and not afraid to take risks to achieve system transformation. The focus of policy is on continually improving the quality of teaching.
- Our teachers strive to be outstanding. They work across organisational boundaries to promote a collective sharing of knowledge, skills, expertise and experience in order to deepen pupil learning.
- The individual talents and strengths of our pupils are recognised and nurtured. A passion and curiosity for learning is sustained in every child from the moment they join us. A CELT pupil leaves our family of academies with a purpose, and the confidence to fulfil that purpose.
- Our parents are engaged in our learning community and actively work in partnership with us to raise the level of attainment and aspiration of every child.

## CELT Mission

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**“Learning together to help every child achieve more.”**

We believe there is no limit to what every child can achieve, and that every child deserves the chance to fulfil their potential.

As a learning community we are on an ambitious journey. We want to deliver a model for education in the 21st century which instils curiosity and a love for learning in every child so that they develop into young adults who contribute to humanity, follow their passions, and think for themselves.

By learning and improving together – as part of a global learning community – we create much richer and more sustainable opportunities for rigorous transformation than can be provided by any one of our academies alone.

**COLLABORATE  
EMPOWER  
LEAD  
TRANSFORM**

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### Statement of Intent:

It is the policy of Cornwall Education Learning Trust (CELT) to conduct its operations in such a manner as to ensure the health, safety and welfare of all its employees, students, contractors, clients, general public and others while working and studying on any of its premises and outside the school on associated activities.

CELT will ensure, so far as is reasonably practicable, that

- Its premises provide a healthy and safe working environment for all students, staff, clients temporary contractors and the general public
- There are safe systems of work for all employees and students
- Suitable and sufficient work equipment is provided
- There are adequate welfare arrangements
- Information, instruction, training and supervision is provided to employees to ensure their competency to perform their tasks.

CELT recognises its responsibility to provide adequate control of the health and safety risk arising from school and clients' activities. An assessment of risks will be made where a significant risk has been identified. All reasonably practicable measures will be put in place to manage risks and ensure activities or tasks can be conducted in a safe manner.

Whilst day to day management of health and safety can be delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the CELT Board of Trustees. Specific aspects of health and safety procedure at each CELT school must integrate into this Health and Safety Policy.

Employees have a legal duty to act in a safe manner and not to endanger themselves or others by their actions. Employees are encouraged to play a positive role in developing and maintaining a healthy and safe working environment and to report health and safety concerns as appropriate. CELT commits to implementing the Health and Safety at Work Act 1974 and UK statutory Instruments, as well as any future health and safety legislation. CELT's competent health and safety representative will provide to the schools' leadership regular information on updates, changes and arrangements, about any revisions to safety legislation.

CELT supports the view that a positive health and safety culture is of significant benefit to the good performance and safety of all schools. A positive and proactive approach for students will be encouraged, supported and developed through risk education and awareness. The organisation structure will ensure that sufficiently resources are available so that the policy and its arrangements can be implemented effectively.

Formal amendments to this policy will be conducted annually or, as necessary, to reflect changes in the Trusts strategy, UK or EU Law and any changes will be brought to the attention of staff.

Signed:



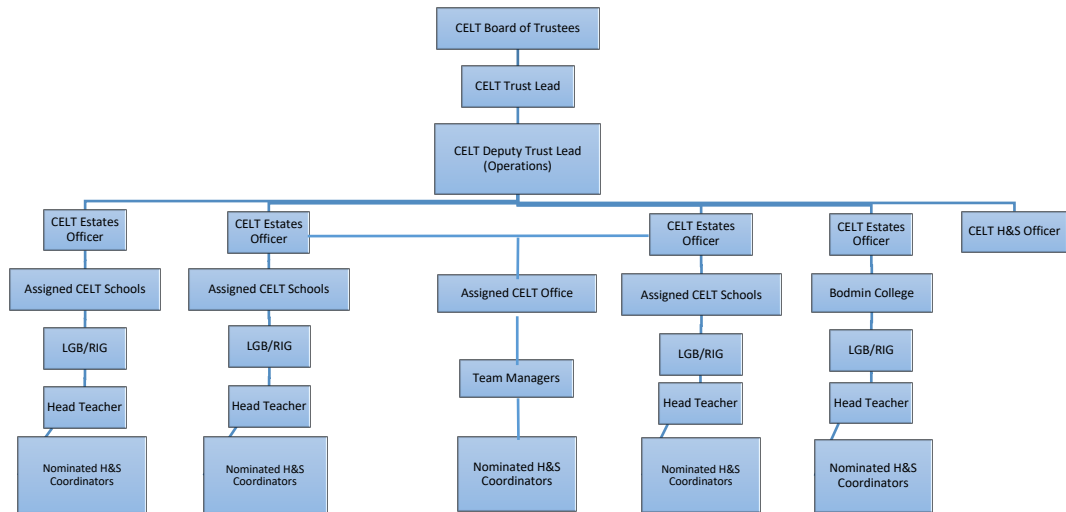
Lisa Mannall  
CELT - Trust Lead.

Dated:



Sebastian Parker:  
CELT - Chair of Estates, IS & Climate Emergency Committee

## Organisation and responsibilities:



### Introduction:

The Health and Safety at Work Act 1974 places ultimate and overall responsibility for health and safety with the CELT Board of Trustees and the Trust Lead (TL). However, each school, supported by the CELT central team, will manage its own health and safety procedures which fully integrate with this policy. Headteachers are responsible and accountable for the implementation and compliance of this policy within their school although health and safety roles and responsibilities can be delegated to other school staff. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.

## **Board of Trustees:**

**The Board of Trustees, as a corporate body, has the responsibility to set the strategic direction and objectives of all health and safety matters across the Trust.**

The Board of Trustees are responsible for ensuring that high standards of corporate governance are maintained. In the context of health, safety and welfare, it discharges these responsibilities by adopting an annual plan, monitoring CELT safety management systems and managing the Trust risk register. The overall aim is to ensure a positive health and safety culture is established and maintained across the Trust.

The Board of Trustees must ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and/or visitors.

The CELT Board of Trustees' responsibilities are to:

- Ensure that each member of the Board of Trustees accepts their individual role in providing health and safety leadership for CELT.
- Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for CELT, by signing an agreeing to this policy.
- Ensure that its decisions reflect its health and safety intentions, as articulated in the CELT Health and Safety Policy Statement of Intent.
- Provide strategic direction in health and safety matters, by setting standards and expectations.
- Ensure that CELT suppliers and contractors have been appropriately vetted for health and safety standards.
- Ensure that the CELT TL is effectively discharging their responsibilities in terms of health and safety.
- Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.
- Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety.
- Ensure there are effective business continuity and emergency plans in place.
- Confirm that there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments. By taking part and receiving/acting on information from the H&S Committee.
- Ensure that adequate resources are committed to the management of health and safety.

## Trust Lead (TL)

**The TL must review, recommend to the Board and implement the Trust health and safety strategic plan; identify and manage risk at all levels of the Trust and keep the Board of Trustees informed on all health and safety matters.**

The TL's responsibilities are to:

- Inform and advise the Board of Trustees on:
  - Review of the health and safety policy
  - Risk mitigation.
  - Recommendations from health and safety audits and compliance audits
  - Incidents reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)' guidelines.
- Monitor and report to the Board of Trustees on the effectiveness of the Trust's health and safety systems.
  - Ensure that there are adequate communication and co-operation channels between all levels of the Trust and relevant third parties, in the context of this policy.
  - Ensure that the health and safety policy and adequate health and safety management systems are in place within every school.
  - Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety in the school

## Deputy Trust Lead (Operations) and Estates Team

**The CELT Estates Team is responsible for managing health and safety arrangements - including building works, contract management, maintenance, and compliance in such areas as fire protection, asbestos management, electrical inspections and control of legionella**

The CELT Estates Team must ensure that:

- Effective arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments, and recommending remedial action to the COO.
- When awarding contracts, health and safety is included in specifications & contract detail and contractors are provided with a copy of the Trust Health & Safety Policy.
- Ensure that any contracts awarded directly by the schools adhere to H&S requirements.
- Central Trust contracts are in place to ensure that premises, plant and equipment are maintained in a safe working condition.
- The correct procedures for awarding, checking competency, managing, monitoring and auditing all compliance contracts and maintenance service agreements on school premises are accurately carried out.
- School asbestos registers and asbestos management plans are maintained and readily available.
- Systems are established to ensure that all contractors engaged by the CELT meet health and safety requirements, including, relevant body registration, method statements, risk assessments, COSHH, accident records and safeguarding checks.
- Building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015).
- Reasonable attempts to identify the hazards arising out of any contractors' work are undertaken by requesting companies provide appropriate H&S documentation.
- Health and safety information is provided to contractors e.g. asbestos register, underground services, floor loading, safe working loads, school activities - ensuring safeguarding requirements are met – where necessary.
- There is a programme of servicing and inspection of workplace that is appropriately managed via a compliance contract.
- There is a programme to ensure that all safety systems are checked and serviced e.g. fire alarm, fire doors, firefighting equipment, smoke detectors etc.
- There is a programme to ensure that the use of showers and all water systems are checked and maintained to ensure the control of Legionella.
- Consider the impact of health and safety in all strategic and operational decision making.
- Monitor findings from Health and Safety audits, compliance audits, inspection audits, reporting of injuries, including undertaking annual inhouse H&S audits as necessary.



**Local Governing Body (LGB)/Rapid Improvement Group (RIG):**

**Governors are responsible for monitoring compliance with statutory requirements and with the CELT H&S policy, and will:**

- Ensure that H&S features as a regular agenda item at governor's meetings.
- Appoint a nominated H&S Governor
- Review H&S reports (including the H&S Action Plan) submitted by the Headteacher.
- Monitor, support and challenge the H&S performance of the school.

The LGB/RIG will monitor, so far as is reasonably practicable, the following is provided:

- Adequate allocation of resources, including time, for work and activities with implications for H&S to take place.
- A safe environment for staff, students, parents and visitors to go about their various activities.
- Adequate welfare facilities
- Necessary safety and protective equipment and clothing
- Safe plant, equipment and systems of work.
- Safe arrangements for the handling, storage and transport of articles and hazardous substances.
- Supervision, training and instruction so that all staff and students can perform their activities in a safe and healthy manner.
- The opportunity for all staff to receive H&S training appropriate to their duties and responsibilities. This should be given before an employee commences any relevant work. Whatever training is required by statute, or considered necessary for the safety of staff, students and others, the LGB/RIG will monitor that such training is provided. Students will receive such training as is considered appropriate to the school related activities that they carry out. Records will be kept of all training. Staff and students training will be regularly updated.

The LGB/RIG, so far as is reasonably practicable and in consultation with the Headteacher, will:

- Make itself familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other H&S legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety Regulations 1999.
- Adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school.
- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, students, parents and visitors.
- Set standards and ensure responsibility is assigned (as a minimum) for:
  - o Day to day operational H&S – via a nominated onsite H&S Coordinator
  - o Reporting, recording and investigation accidents.
  - o Establishing and participating in the school Health and Safety committee (including LGB/RIG representation).
  - o Providing and managing First Aid.

## Headteacher

**Each Headteacher is responsible and accountable for the implementation and compliance of this policy within their school, ensuring that a positive health and safety culture is encouraged and developed within the school, and that all staff and students understand their responsibilities and adhere to the CELT Health and Safety Policy.**

The Headteacher is responsible for:

- Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures. Communicating the policy and other appropriate health and safety information to all relevant people within the school, including occasional contractors not appointed by the CELT Estates Team.
- Appointing/nominating a School H&S Coordinator.
- Ensuring that an investigation is carried out by a competent person, following an accident or incident and deciding on the level of investigation needed.
- Liaising with appropriate authorities and third parties as necessary e.g. Auditors, HSE, Inspectors, local authority officers, Ofsted.
- Ensuring that a school Health and Safety Committee is established.
- Reporting to the CELT COO any hazards which cannot be rectified within the establishment's budget.
- Ensure that risk assessments are undertaken for any activity that has significant associated hazards and that a written record of these assessments is kept and reviewed regularly.
- Ensuring that the school appoints a named Educational Visits Coordinator, who has received relevant training to carry out the role (where educational visits are carried out by the school).
- Ensuring that there are effective health and safety management arrangements for educational visits.
- Appointing a named first aid coordinator for the school
- Ensuring that there is an adequate number of appropriately trained first aiders in the school, as per the first aid assessment of need.
- Ensuring that Health and Safety arrangements within the school are aligned to the CELT Health and Safety Policy.
- Ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors.
- Informing the CELT Estates Team of all RIDDOR reportable incidents within 24 hours of the incident occurring.
- Ensuring site security.
- Ensuring H&S is a standing agenda item on management and staff meetings.

## School H&S Committee

Must meet a minimum of twice per year or following a serious incident or change. Where two or more schools share a site or site manager, a single committee can be established if there is representation from all schools.

The H&S Committee will review the following areas (where appropriate):

- statistics on accident records, ill health, sickness absence.
- accident investigations and subsequent action.
- inspections of the workplace by enforcing authorities, management or employee health and safety representatives.
- risk assessments.
- health and safety training.
- emergency procedures; and
- changes in the workplace affecting the health, safety and welfare of employees.

**H&S Coordinators (to include, nominated H&S Coordinator, Heads of Departments (HoDs), Technicians, Curriculum Leads, Team Managers and other specifically nominated coordinators):**

**Although the Headteacher is responsible overall for health and safety in the school, H&S Coordinators have some specific responsibilities:**

- Applying the CELT Health and Safety policy to their school or area of management.
- Developing, publishing and sharing with members of the team, specific Health and Safety procedures for high-risk activities within their department, such as Science, Design and Technology, PE and Art.
- Maintaining or having access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS2, AfPE3 and ensure that all staff are aware of and make use of such guidance.
- Maintaining the risk assessment system, ensuring regular reviews following expiry and/or significant changes or incidents. To assist with risk assessments as and when required.
- Resolving any health and safety or welfare problems members of staff refer to them, informing the Headteacher or other Senior Manager of any problems to which they cannot achieve a satisfactory solution with the resources available to them.
- Checking that appropriate inspections are being carried out and recorded.
- Checking the adequacy of fire precautions and procedures in liaison with the Headteacher/Estates Team. Ensuring that a copy of the Fire Action Notices and assembly point(s) are prominently displayed in all rooms and areas for which they are responsible.
- Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety.
- Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility/school.
- Developing a training plan, in line with the Trust training matrix, that includes specific job instructions and induction for new or transferred employees. Ensuring that the training needs of their staff are monitored and training opportunities made available.
- Ensuring that all accidents (including near misses) occurring within the school are promptly reported and investigated using the appropriate forms etc.

## **Other Employee Duties**

**Under the Health and Safety at Work Act etc. 1974 all employees have general health and safety responsibilities.**

**Staff must be aware that they 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.**

All employees have a responsibility to:

- Comply with the CELT Health and Safety Policy
- Report all accidents and incidents.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the schools' arrangements for health and safety.
- Co-operate with the schools' leadership and management on all matters relating to health and safety.
- Inform the schools management if something happens that might affect their ability to work safely, e.g. suffering an injury, taking prescribed medication, or becoming pregnant.
- 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.

### **Volunteers**

- Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with the trust's policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.
- Volunteers are also expected to act only under the supervision of a qualified teacher or other relevant paid member of staff.
- Volunteers are also expected to read and implement the code of practice supplied to them.

## **First Aid Coordinators**

The First Aid Coordinator will be responsible for:

- Maintaining school and student records of first aid support given to staff and students.
- Maintaining first aid kit stocks and records. In conjunction with the school office, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Checking that all medication held on the school site is stored and labelled appropriately and is within its use by date and informing the school office when any medications need renewing.
- Have oversight of the administration of medication.
- Arranging first aid cover for trips, visits and extra-curricular activities e.g. sports events, productions, after school clubs and academy fundraising events (where appropriate).

**The School Administrators / Office Manager will be responsible for:**

- Administering prescription medicines when parental consent has been obtained to do so, subject to appropriate training.
- In conjunction with the First Aid Coordinator, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Requesting and collecting new or renewed medication from parents/guardians and passing this to the First Aid Coordinator for appropriate storage.
- Administering medication and liaising with the Health and Safety Team, Health Centre, School Nurses and parents as appropriate.
- Managing the input, maintenance and retrieval of all medical data in respect of pupils and staff at the School, ensuring that confidential information is held securely - this may be done by an appointed member of staff other than the Administrator.

## **Appointed Educational Visits Coordinator (EVC)**

The Educational Visits Coordinator's responsibilities are to:

- Coordinate off-site visits and ensure that effective health and safety management arrangements are in place for pupils, staff and volunteers.
- Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.
- Ensure that advice from the inclusion lead is sought if applicable for individual students.
- Communicate all relevant information and arrangements to providers of off-site visits, staff, pupils and parents / carers of pupils to ensure that the key learning objectives of the visit can safely be achieved.

## **Competent Health and Safety Advisor**

CELT will seek competent Health and Safety advice to assist in discharging its health and safety responsibilities. Currently the service is provided by Cornwall Councils Health, Safety and Wellbeing Services Team.

A summary of the Service Level Agreement is as follows:

- Provide timely health and safety advice, support and training to the trust, schools and their staff.
- Support CELT in ensuring that all Members, Trustees, Governors and members of staff are aware of their duties and responsibilities in relation to health and safety, in line with UK legislation and any forthcoming legislation, and how to implement those duties to full effect.
- Undertake pro-active monitoring such as workplace inspections, audits and reviews.
- Explain and offer constructive feedback of the findings of the audits to senior managers in a style that achieves legal compliance and 'buy in'. The findings of audits and inspections, in part, will feed into the strategic health and safety plan for the Trust.

## **Consultation with employees**

Employees will be consulted, including any union-appointed safety representatives. Consultation with employees is provided by:

- Health & Safety Committee
- The Trust Lead
- The Estates Team
- Headteachers
- H&S Coordinators/Site Managers



## School/Office Operations:

Each school and CELT Offices are required to establish and maintain a health and safety policy, mirroring the Statement of Intent, and Organisation and Responsibilities of this policy, but setting out their own operations and arrangements for health and safety (using the Trusts School level or Office H&S policy template), to implement the Trust's policy.

The following sections provide a basic minimum standard of expectations for each school/office, details of which, are to be specified by them, where relevant to its operations. There may be additional significant hazards at a specific site for which further local arrangements should be added:

**Additional CELT (and other recognised) guidance and safe working procedure for hazard areas can be found in the CELT Health and Safety Pack on the CELT HUB.**

### 1) Arrangements for supervision of students

- Each school will ensure adequate adult to pupil ratio, based on relevant guidance for the age group and risk assessment, considering the pupils' specific/medical needs, layout of the site, traffic on site, activities on site, available equipment, times of school day.

### 2) First Aid

Each school will ensure adequate provision of first aid, based on an assessment of first aid needs. The assessment must consider the school location, layout, activities on site, trips and visits, high-risk activities, accessibility for emergency services, individual pupils and employee needs or medical conditions.

The result of the assessment of first aid needs is likely to show that the first aid provision required is much higher than the following minimum (due to the needs of both employees and pupils). There will be at least the minimum first aid provision for schools and colleges as set out in the 'First aid in schools, early years and further education guidance':

- a suitable first aid container stocked in accordance with the findings of the first aid needs assessment and holding at least the minimum requirements suggested by HSE
- an appointed person or designated first aider(s) to take charge of first aid arrangements.
- information for employees detailing the location of equipment, facilities and personnel.

The school will ensure that the schools' minimum first aid provision, (as identified in their first aid assessment of needs) is consistently available despite, staff absences due to sickness, operational deployment or for external training or trips. This might be by using an appropriate number of 'Emergency First Aid' trained staff to support those with Full First Aid or Full Paediatric First Aid training.

Paediatric First Aid trained personnel must be available in school with EYFS provision in accordance with section 3.25 and Annex A of 'Statutory framework for the early years foundation stage'.

### 3) Pupils or staff with medical needs

- The Trust has a duty to ensure that the needs of children with a range of medical conditions can be met, so they are able to have 'full access to education including school trips and physical education.'
- Each school will make the necessary arrangements to fulfil its statutory duty in accordance with the DofE guidance and CELT safeguarding policy on 'Supporting pupils at school with medical conditions'.
- Staff with reported/known medical conditions will be supported through HR policy and processes (occupational health assessments, Employee Assistance Programme, wellness action plans, health surveillance etc) and locally by their line manager using risk assessment (where significant) to adapt, environment, equipment, or safe working procedures as relevant to their work role.

### 4) Medicines

- Each school will make the necessary arrangements to fulfil its statutory duty in accordance with the DofE guidance and CELT safeguarding policy on 'Supporting pupils at school with medical conditions'.
- Medication will be recorded, monitored, and stored safely, but in an appropriately accessible way for the needs of the individual in accordance with the above guidance and CELT Policy.

### 5) Sun Safe and Temperature

- Each School will adopt their own practice in guiding everyone in being safe in the sun. E.g. reminding children to wear hats during playtimes, lunchtimes and outdoor P.E. lessons. Sunscreen should be applied before pupils come to school and encouraged to drink constantly.
- Sun safety, heat stress and temperature will be considered within activity and environment risk assessments for both pupils and staff, postponing, adapting, relocating, or adjusting the timing and content of trips and visits or activities to lower the risk of harm. Especially in response to more frequent extremes of temperature.

- Risk Assessment will be made for employees who are exposed to lower temperatures due to activity i.e. working externally or with chilled and frozen goods and measures put in place (PPE, clothing and or time restrictions etc. ) to protect them.

#### 6) Accidents/Incidents

- Each school will appoint and register at least two members of staff to report accidents on the CC Online reporting system.
- School H&S Coordinators and Headteachers will be registered on the system to ensure they have a sight and follow up on the accident reports as necessary.
- CELT Guidance – Accident Incident Reporting and Investigation (available in the CELT H&S Pack on the CELT HUB) should be followed to guide reporting and investigation.

#### 7) In-House Catering Provisions:

Any in school food preparation will be overseen by a member of staff with at least a Level 2 Food Safety and hygiene certificate.

Where a school has an in-house catering provision (this includes the provision of food provided during wraparound care), the school will ensure they follow and use the 'Safer Food, Better Business – Caterers Pack' issued by the Food Standards Agency, which includes guidance on:

- Cross-contamination
- Cleaning,
- Chilling
- Cooking
- Overall management

The school will follow guidance and practices outlined by the Food Standards Agency for:

[Allergen guidance for food businesses](#)

[Prepacked for direct sale \(PPDS\) allergen labelling changes for schools, colleges and nurseries' also known as 'Natasha's Law'.](#)

[Food Hygiene](#)

[Wraparound provisions providing food should register as a food business.](#)

The above may be achieved for wraparound food provision by working with the catering contractor on site.

Catering risk assessment will be made for key hazards and risks relevant to the catering environment such as, Fire (frying etc), burns, slips trips and falls, knives, manual handling, temperature, COSHH and use of specialised catering equipment.

#### 8) Compliance and Mandatory Testing:

Each school will ensure that they have in place an appropriate means of ensuring all compliance and mandatory testing is undertaken by a qualified and competent person within the agreed inspection period.

Most CELT schools procure compliance and mandatory testing as part of the tender package sent out via the Trusts Estates team.

Those services not procured in this way are done so in-line with the requirements set out in legislation.

The school will also ensure that appropriate records are kept and shared with the Estates Team centrally.

All records of compliance and mandatory testing are stored in the following way.

- Hard copies of key compliance information are located on site at the school for the past 2 years in particular Fire and Asbestos Folders are kept up to date with a full set of paper documentation.
- Electronic copies are stored on the trusts compliance platform My Compliance and or shared folders for all previous years.

#### 9) Control of Contractors:

Each school will appoint nominated competent persons with responsibility for managing contractors on site. This role may be shared between those in the role of Headteacher, the nominated CELT Estates and Facilities Officer, IT Managers or the Site Manager or Caretaker, who will cooperate to do so.

Centrally appointed contractors are pre-vetted, and their key information is held centrally and available to key school and site staff.

Where a school or Team appoints a contractor who is not on the central appointed list, they will be responsible for these pre-work checks.

All contractors will be issued with the CELT Code of Conduct, as part of their site induction and will be monitored against its requirements.

Contractors Letters of Assurance, Risk Assessment and Method Statements (where significant risk is present), Public Liability (and other appropriate insurances) must be in place before they attend site.

Schools will follow the CELT guidance on use of contractors available in the CELT H&S Pack on the CELT Hub.

Where contractors are engaged to work with the fabric of the building or the site, the nominated CELT Estates and Facilities Officer/Site Manager should be consulted during project planning to ensure Health and Safety information (in particular the Asbestos Management Plan and register of known Asbestos Containing materials) has been checked, shared and signed where appropriate, or additional surveys have been requested, so that the works will be compliant with relevant building and health and safety legislation.

#### 10) Vehicles and Driving for Work

Cornwall Education Learning Trust is responsible for ensuring any vehicles operated on behalf of the CELT schools fully comply in every respect, with all legal transport and health and safety requirements.

Each academy will follow the CELT Vehicle Policy and procedures which outlines how they ensure their vehicles or employee vehicles used for work are compliant with legal requirements:

Legal Requirements - The law requires that a vehicle must:

- Be insured (fully comprehensive for CELT owned vehicles).
- Be well maintained.
- Have a valid MOT certificate where required.
- The vehicle needs to be taxed.
- Have the correct seating with correctly fitted seat belts.

Driving for work can be defined as any driving carried out by an employee for work (separate to their commute direct between home and their usual place of work – i.e. any CELT site) whether in their own or a work vehicle.

Each academy/team will ensure the drivers of vehicles have a valid licence (and training where appropriate, such as for minibuss driving) that entitles them to drive the class of vehicle they use for work as well as any equipment towed.

Employees who regularly drive their own vehicle for work should add 'business use' to their insurance policy, which is often free on renewal.

The CELT insurance policy covers employees for 'occasional business use' in the case of an emergency where an employee is required to drive for work unexpectedly.

Following changes to legislation on 25 March 2022, motorists are breaking the law if they use a handheld mobile phone behind the wheel for any use, this includes when stopped at lights, in traffic, or in a start/stop vehicle. Hands free devices may be used but must not restrict view and must not be interacted with by hand at all, whilst driving. It is acknowledged that even when using hands-free whilst driving, attention and response to hazards is reduced and so should be minimised, where possible.

To drive safely, drivers should, observe the Highway Code, be physically fit to drive, not be under the influence of any drugs or drink, take regular breaks and where required have sufficient separate support to supervise pupils in the vehicle.

Risk assessments should be completed for driving at work, especially for any activities involving the transport of pupils.

#### 11) Business Continuity and Critical Incident

Each school will ensure the following polices are in place to ensure business continuity and are rehearsed regularly:

- Critical incident plan.
- Emergency site closure procedure.
- Lockdown procedure.
- o To be rehearsed at intervals no less than 12 monthly, preferably in the first term of the school year.

#### 12) Training

- General – schools will implement the Training Plans, based on the CELT training matrix.
- Induction – schools will use CELT Induction Training checklist.
- Awareness – basic H&S and Fire Awareness training will be completed by all staff.

### 13) Risk Assessment

- Schools will seek to identify all activities and situations where there is a likelihood of significant risk to pupils, staff or anyone else affected by our activities. Significant risks will be assessed, and controls will be introduced to remove or reduce those risks.
- Schools will carry out risk assessments using the appropriate risk management software.
- Risk assessments in specialised areas must be based on guidance provided by external advisory bodies:
  - CLEAPSS – Science, DT and Art;
  - Association for Physical Education (AFPE) – PE.
  - FSA Safer Food, Better Business – In-house Catering provisions
  - Outdoor Education Advisory Panel (OEAP) – Educational Visits
  - Lantra – Grounds Workers
  - Health and Safety Executive (HSE) - Site Teams/All
- Safe Working Procedures are produced to disseminate the risk assessment findings. The procedure documents are located in each school and shared with appropriate staff prior to an activity taking place.

### 14) Educational Visits

- Each school will appoint an Educational Visits Coordinator (EVC) who shall have the appropriate training and who is responsible for supporting the planning and risk assessment of trips and visits including submission of higher risk visits to the Cornwall Council Educational Visits Database.
- Individual teachers in charge/visit leads will write and clear their risk assessments for a visit and associated activities with the Head/EVC
- The Education Visits Coordinator (EVC) is responsible for over-seeing and co-signing (with the Head) the safety of Educational Visits out of schools.
- All visits will be approved by the Head or other appointed senior member of staff before they take place.
- Educational visits documentation (including risk assessments) for higher risk visits (50 miles from base, adventurous activities such as water sports or climbing etc, Residential visits, Foreign visits) will be submitted (in appropriate time for endorsement) to the Cornwall Council Educational Visits Service for additional hazard and risk control checking.
- The school will follow the guidance of the Outdoor Education Advisory Panel (OEAP) and CELT for educational visits.

### 15) Fire

- Each school will implement a Fire Evacuation Procedure, based on the site layout and activities.
- Each school will appoint a fire safety manager to ensure:
  - Fire evacuation drills are carried out at the beginning of the academic year and at least once every term.
  - Significant results of the fire evacuation drills are recorded.
  - Fire Logs are kept up to date (arranging from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.), and
  - Fire risk assessments are carried out and kept up to date.

### 16) Electricity

- Portable appliance testing – all school equipment must be tested regularly, based on risk assessment.
- Personal items of electrical equipment may only be brought into a school within the Trust by prior agreement. Equipment must be presented for testing prior to use.
- All fixed wiring in schools must be checked every 5 years and the schools will act upon the outcomes of the assessments based upon the urgency of the outcomes.

### 17) Control of Hazardous Substances

- All substances which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations must be assessed by each school using Cornwall Council's COSHH Assessment Process and the users of those products informed of the outcome of the assessment and precautions that should be taken.
- The assessments should be kept in an easily accessible place for guidance on steps to take in case of an emergency.
- Schools should ensure the COSHH assessments of products regularly used by contractors on school premises i.e. cleaning, catering or other contractors are available for reference if required.
- The exception to this is for substances and preparations used in Science – these substances and preparations are used in accordance with the Hazcards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).



#### 18) Personal Protective Equipment (PPE)

- Each school/office will ensure appropriate persons (including temporary workers) have the necessary PPE required for their role and that:
  - it is of the correct type and meets British standards.
  - is suitable for purpose; and
  - is of the correct size (to ensure that the fit is comfortable for the wearer).
  - That they understand how to use it correctly
- Where specialist PPE is required, staff may wish to refer to the Trust Health and Safety Officer, the Health and Safety Team at Cornwall Council and/or the Health and Safety Executive for advice.
- In addition, responsible staff will ensure that suitable arrangements are in place for the storage, cleaning, disposal and replacement of PPE. (Replacement PPE must be readily available at all times).

#### 19) Display Screen Equipment

- Each school/office must have at least one member of staff trained as DSE Assessor.
- DSE assessment must be completed for all DSE users – staff who use DSE for a significant part of their normal work (continuously for one hour or more).
- Schools/CELT will provide employees with appropriate DSE aids identified as required.
- Each school/office should contact the central CELT Estates Team in advance of booking an eye test to agree an appropriate optician and request an eye test voucher.
- Additionally, each individual school/CELT will cover the cost of basic frames and lenses, should tests show the employee requires them specifically for DSE work.
- Agency staff and other people at work in the school/office should contact their own employer for details assessment arrangements that apply to them – but should be provided CELT DSE equipment as required for their role, in the work area/site they are working at.

#### 20) Work Equipment

- All work equipment must be purchased from a reputable supplier for the type of equipment that is required. Before purchase consideration must be given to:
  - The installation requirements.
  - The suitability for purpose.
  - The positioning and or the storage of the equipment.
  - Maintenance requirements (contracts and repairs).
  - Training and use of the equipment.
- Staff must not use new items of work equipment unless appropriate training has been given.
- Any faults with plant/equipment should be reported to one or more of the relevant people.

### 21) Lone Working

- Each school will assess the risk to staff working alone and will introduce suitable controls to ensure that all risks are minimised.
- Any staff wishing to work outside normal school hours must have prior agreement/permission from the Headteacher or Site/Premises manager.
- Staff must sign in and out when working during weekends/holidays.

### 22) School/Premises Security

- Each school/office will appoint a person responsible for the security of the site, who will appoint those responsible for opening and closing of the site each operating day.
- Staff who visit the site out of hours are responsible for checking with the Site Manager prior to the time, regarding security of the site as they leave and setting the alarm.
- Each school/office will assess the risk to individuals attending out of hours call-outs and introduce suitable control measures to ensure that all risks are minimised. Preference will be given to Attendance with nominated security firms, the police or with a procedure to keep in contact with someone who has means to raise an alarm if required.
- A member of staff should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.
- No member of staff is expected to enter a building where it is believed that there is a significant risk.

### 23) Violence & Abuse

- The Trust has Zero Tolerance policy to verbal, physical and written (including online) violence in Trust schools and offices - all incidents will be recorded using the online incident reporting system.
- Each school/office will implement measures to minimise the risk of violence to staff, based on the risk assessment.
- Violence towards staff from other members of staff, visitors or members of the public will be reported to the police.
- Violence towards staff from students will be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).
- Violence towards visitors will be reported to the police.
- Violence between students will normally be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).
- Violence towards students from staff, visitors or members of the public will be reported to the police.

#### 24) Manual Handling

- Risk assessment process to be used to identify measures to minimise the risk of harm. For regular or one-off tasks with significant risk to health, the risk assessments must be documented, and agreed safe working procedure communicated before the task is carried out.
- Where staff feel that they cannot move a load safely, they must not attempt the operation until they have obtained assistance and/or they must use mechanical aids.

#### 25) Work at Height

Follow the working at height hierarchy of control:

Working at height should be avoided.

Where this is not possible an existing place of safety such as a non-fragile roof with guard rails or using work equipment to prevent falls should be used.

If the risk of falling remains sufficient measures to minimise the distance or consequences should be used.

When working at height the correct equipment should be always used to mitigate the potential risk to health and safety prioritising collective measures over personal protection.

No working at height should be undertaken when working alone, where there would be no-one on site, to assist or raise the alarm should an incident occur.

Risk assessments should be completed for all regular (can be generic) or one-off (specific) working at height activities.

For any work at height task other than of routine, short duration on a step up or step ladder, a risk assessment and safe working procedure must be agreed with a competent assessor (usually the site manager) before the work at height task is carried out.

## 26) Shared Premises (where appropriate)

Good cooperation and communication with other estate users will reduce risk related to sharing premises.

### Duties:

- Cooperate with other employers in shared premises in respect of all matters relating to emergency arrangements, first aid, fire safety and health, safety and welfare matters.
- Exchange of information on risks within the working environment and safe systems of work
- Ensure safety monitoring procedures, including routine inspections of common parts of the facility are undertaken.

## 27) Hand Arm Vibration

Each school will put in place measures to protect (and monitor) employees from the risks of Hand Arm Vibration Syndrome (HAVS) and Whole-Body Vibration.

### These measures will include:

- Assessing the risks from vibration exposure.
- Taking steps to reduce vibration exposure.
- Taking into account vibration risks when purchasing or hiring equipment.
- Providing training and information for employees on the risks from vibration and the measures in place to reduce these.
- Providing health surveillance where the risk assessment shows that this is appropriate.
- Monitoring exposure

## 28) Noise

Each school will put in place measures to protect employees from the risks of noise induced hearing loss (and tinnitus), which can be caused by exposure to excessive noise. These measures will include:

- Assessing the risks from noise exposure.
- Taking measures to reduce noise exposure where a risk assessment shows that this is necessary.
- Ensuring the level of noise generated is taken into account when a new piece of equipment is purchased or hired.
- Providing hearing protection where necessary if risks cannot be adequately reduced by other means.
- Providing training and information for employees on the risks from noise and the measures in place to reduce these.
- Providing health surveillance where the risk assessment shows that this is appropriate.

### 29) Exposure Monitoring and Health Surveillance:

Where required (as the outcome of an appropriate risk assessment) each school will undertake and record health surveillance and or exposure monitoring (using a BOHS registered contractor) on staff regularly exposed to the following hazards:

- Noise
- Vibration
- Solvents
- Fumes
- Dust
- Biological agents
- Other substances hazardous to health

### 30) Hot Works

A formal Hot Works Permit/Permit to Work system will be in place to minimise the potential risk of fire and is intended to:

- Preserve the safety of the worker performing the hot work.
- Ensure the safety of all building occupants during hot work operations.
- Prevent accidental activation of the building fire detection system.
- Limit losses from accidental fires.

Copies of all Hot Works Permits/Permits to Work, will be shared with the Estates Team.

### 31) Ionising Radiation

Schools that use ionising radiation source for educational use must do the following.

- Register the school with the HSE for the activities on site  
<https://services.hse.gov.uk/bssd/>
- The school must appoint a Radiation Protection Advisor, this can be done via the school's subscription to CLEAPSS.
- The school must appoint a member of staff on site to act as the Radiation protection Supervisor. Ideally this is a member of teaching staff.
- Ensure that the school have suitable monitoring equipment, easily available, and in working condition.
- Must plan appropriate storage for the source(s) (including temporary storage during moves or building refurbishment).
- Let the Fire and Rescue Service know where the store is, and the activity of the sources you have or are acquiring.

### 32) Infection Prevention Control (IPC)

Schools will control the spread of infection (including Acute Respiratory Infections ARI's) using local risk assessment, outbreak management plans and the incorporation and promotion of key IPC baseline measures into school procedure, working practice and teaching.

This will be guided by national Public Health messaging and in particular the government guidance on 'Health protection in education and childcare settings – A practical guide for staff on managing cases of infectious diseases' and 'Reducing the spread of respiratory infections, including COVID-19, in the workplace'

The key baseline measures of infection prevention control include:

- Hand hygiene
- Respiratory hygiene (Catch it, Kill it, Bin it)
- Cleaning
- Ventilation
- Vaccination
- Exclusion (isolation whilst infectious as opposed to educational exclusion)
- Communication

In the event of an outbreak, schools will check and reinforce the robustness of their baseline IPC controls, stepping measures up and down as experience has shown works in their setting. The aim being to control infection but to minimise educational disruption with measures to affect the least number of people for the least amount of time.

Education and childcare settings may consider seeking specialist advice from the relevant UKHSA HPT if they are concerned and have seen:

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting
- evidence of severe disease due to an infection, for example if a pupil, student, child or staff member is admitted to hospital.
- more than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever.

Education and childcare settings are also asked to contact their UKHSA HPT as soon as possible to report any outbreak or serious or unusual illness for example:

- E. coli 0157 or E coli STEC infection
- food poisoning
- hepatitis

- measles, mumps, rubella (rubella is also called German measles)
- meningococcal meningitis or septicaemia
- scarlet fever (if an outbreak or co-circulating chicken pox)
- tuberculosis (TB)
- typhoid
- whooping cough (also called pertussis)

UK Health Security Agency (UKHSA) – South West Health Protection Team:  
Email [swhpt@phe.gov.uk](mailto:swhpt@phe.gov.uk) Tel 0300 303 8162 (option 1, then option 1)

Public Health Team for Cornwall and the Isles of Scilly:  
Email [phnotifications@cornwall.gov.uk](mailto:phnotifications@cornwall.gov.uk) Tel: 018972 322027

### 33) Asbestos

CELT acknowledges the health hazards associated with exposure to asbestos and will protect those persons potentially exposed to asbestos as far as is reasonably practicable by minimising exposure using proper control measures and work methods.

Asbestos was used regularly in buildings up until the year 2000 and it is true that most buildings (this is known to be the case across CELT Estate), constructed up until this date will contain Asbestos unless it has been removed. It should always be assumed that Asbestos could be present, as it takes many forms, from roof tiles to floor and ceiling tiles, to lagging and board.

Asbestos remains low hazard unless it is sawn, drilled, broken up or dust is disturbed to release fibres which can be inhaled. Exposure to Asbestos fibres in this way can cause life limiting disease.

There is known/suspected Asbestos at our schools constructed before the year 2000 and all are advised to assume it is always present.

No invasive works drilling, fixing to surfaces, lifting ceiling tiles or access to service areas is allowed without first following the procedures below.

All CELT properties with buildings prior to the year 2000, will have had a management survey and where Asbestos has been identified, an Asbestos Management Plan (AMP) in place, detailing in a register, locations of known asbestos, which should be made readily available to any contractors or CELT employees (a signature should be obtained to show they have seen it) that are carrying out either invasive works or works (including for IT or communications) that may disturb the fabric of the building.

The AMP is formed from a comprehensive management survey however, in the case of invasive works or disturbing the fabric of the building not already surveyed, the

nominated Estates and Facilities Officer/Site Manager should be consulted to obtain a refurbishment/demolition survey for the work area prior to its start and to receive a permit to work.

CELTs full Asbestos Management Policy and Procedures can be found in the CELT H&S Pack available on the CELT Hub or from the CELT Health and Safety Officer or Estates Team.

If you suspect Asbestos is present or think you may have disturbed (released fibres), stop what you are doing, evacuate the area, restrict access, and immediately contact the Estates and Facilities Manager/Site Manager for further instruction, who will risk assess next steps by consulting our contracted competent advisors.

#### 34) Mental Health and Wellbeing

CELT recognises the importance of the wellbeing of its pupils and its employee's so that they are able to carry out and not be adversely affected by their job role.

For pupil mental health and wellbeing, the CELT safeguarding policy for Mental Health and Wellbeing should be followed.

#### Employee Assistance Programme

For employees CELT has an Employee Assistance Programme (EAP) provided by Health Assured. The EAP is a confidential support network for practical advice and counselling. The free service is accessible 24 hours a day, 365 days a year by phone: 0800 028 0199 or online <https://healthassured.eap.co.uk/> To access the wellbeing portal you will require the log in below:

USERNAME: Wellbeing  
PASSWORD: BulbKiteDeal

Health Assured also have an app that can be downloaded for both android and iOS systems.

#### Managing wellbeing at work

Stress affects people differently – what stresses one person may not affect another. Factors like skills and experience, age or disability may all affect when a worker can cope.

Providing planning, training and support can reduce pressure and bring stress levels down. Demands should be matched to workers' skills and knowledge.

There are six main areas of work design which can affect stress levels; demands, control, support, relationships, role and change.



These areas of work design should be considered by CELT managers in any personal or team risk assessments where required. This can be considered in a risk assessment for an activity or please see the CELT H&S Pack for template for a personal risk assessment.

CELT has an annual performance management cycle where issues can be raised by an employee, but we also operate an 'open door' policy for staff to raise issues with their manager at any time, or through HR support accessed either on site with the HR team member or through the main CELT Office HR Team based at Poltair.

Employee wellbeing should also be considered in respect of other relevant CELT HR Policies.

HSE – Work related stress and how to manage it

HSE – Advice for employees with mental health conditions

MIND – How to be mentally healthy at work

## Appendix History of Changes

Version	Date	Page	Change	Origin of Change
<b>1.0</b>	20.09.2017	N/A	Original Draft	N/A
<b>2.0</b>	26.04.2018	1-12	Re-write of 'Statement of Intent', 'Responsibilities' and addition of 'Arrangements/School Operations' section.	MAT H&S Audit February 2018
<b>3.0</b>	04.09.2019	Various	Change from PLT to CELT	Name Change
	04.09.2019	2	Change of organisation structure to include Poltair School.	Additional School within CELT
	04.09.2019	12-15	Addition of DSE, Work Equipment, Lone Working, Violence, Manual Handling, Working at Height, Shared Premises, Hand Arm Vibration, Noise and Hot Works.	Advice from Cornwall Council upon review.
	23.09.2019	Various	Abbreviations to CELT, COO and CEFO made throughout, spelling and grammar review throughout.	Feedback.
<b>4.0</b>	25.02.2020	1	Change from CEO to Trust Lead. Removal of reference to LGBs Organisation chart amended to reflect primary and secondary split.	Merger of NET and PLT.
		2	Change from CEO to Trust Lead (TL)	Merger of NET and PLT.
		3	Change from CEFO to COO and Estates Team. Section added to responsibilities to include undertaking annual in-house H&S audits. Removal of capital letters	Merger of NET and PLT.
		4	Amendments to bullets, adding 'where appropriate' and reference to skills matrix. Headteacher section amended to remove CEFO and change to Estates Team. Detail removed from H&S responsibilities.	Merger of NET and PLT.

# Appendix

			Reference to first Aid Assessment of need added.	
		5	Amendment from CEFO to Estate Team Addition of section on School H&S Committee	Merger of NET and PLT.
		6	Added reference to Trust training matrix.	Merger of NET and PLT.
		7	First Aid Coordinators section – added reference to first aid cover for trips.	Merger of NET and PLT.
		8	Change to TL and Estates Team.	Merger of NET and PLT.
		9	Pupils with medical needs amendment to second bullet – removal of text Medicines –addition of final bullet to include safe storage.	Merger of NET and PLT.
		10	Consultation with employees - Changes to Trust Lead and Estates Team from CEO and CEFO.	Merger of NET and PLT.
		11	Addition of In-House Catering provisions, Compliance and Mandatory Testing, Management of contractors and Vehicles.	Merger of NET and PLT.
		12	Training – reference changed from training analysis to training matrix. Risk Assessment – addition of ‘the appropriate risk management software. Addition of Art Department and Safer Food better business.	Merger of NET and PLT.
		13	DSE – addition of comment advising of (continuously for one hour or more).	Merger of NET and PLT.
		15	Working at height – addition of reference to risk assessments and removal of reference to safe working practices. Hand Arm Vibration – addition of requirement to monitor in first statement and final bullet.	Merger of NET and PLT.

# Appendix

		16	Addition of section referring to Health Surveillance. Hot Works – change from reference to CEFO to Estates Team Signature box – Title changed from CEO to Trust Lead.	Merger of NET and PLT.
		17	Addition of numbering to the arrangements section. Added Ionising Radiation to arrangements section	Merger of NET and PLT.
<b>5.0</b>	23.07.2020	5-6	Addition of LGB Responsibilities at school level.	Following feedback from Board.
<b>6.0</b>	29.04.2021	Cover	Change of approved date and review date	Following yearly review.
	29.04.2021	2	Amendment of organisation chart to reflect 3x Estates Officers, and inclusion of Pondhu School.	Following yearly review, and addition of Pondhu.
<b>7.0</b>	12.05.2021	2	Reviewed and updated Amendment of organisation chart to include the LGB's.	Feedback from the H&S, Estates and Climate Emergency Committee.
	12.05.2021	18	Addition of signature boxes for Trust Lead and Chair of Committee.	
<b>8.0</b>	26.05.2022	Cover	Change of approved date and review date	Following yearly review.
	26.05.2022	3 & 5	Amendment of COO to Deputy Trust Lead and addition of H&S Officer to organisation chart	Following yearly review.
	26.05.2022	8	Inclusion to Headteacher responsibilities to include H&S as a standing agenda item on Management and staff meetings.	Deputy Trust Lead (Operations) instruction.
	26.05.2022	11	Removal of 'health checks' from list of competent health and safety advisor services.	Following yearly review – this is not a service provided to us through the SLA.
	26.05.2022	11	School operations instruction updated, to clarify that they use	Following feedback from

# Appendix

			the same statement of intent and organisation and responsibilities sections and then add their own school arrangements section using the CELT policy operations as a minimum.	external Health and Safety Review.
	26.05.2022	12	Amendment to First Aid requirements.	Following feedback from external Health and Safety Review.
	26.05.2022	12 & 13	Pupils with medical needs and Medication sections updated to refer to the new CELT safeguarding policy on Supporting pupils with medical conditions.	Following yearly review.
	26.05.2022	14	Management of Contractors section has been reviewed for robustness.	Following feedback from external Health and Safety Review.
	26.05.2022	15	Information on driving safely for work has been included in the 'Vehicles' section.	Following identification as a significant risk by CELT H&S Officer.
	26.05.2021	16	COSHH, addition of requirement for access to contractor assessments such as for products used by cleaning and catering contractors.	Following feedback from external Health and Safety Review.
	26.05.2022	17	Reviewed and updated. Personal Protective Equipment to be provided to temporary workers.	Change of legislation.
	26.05.2022	20	Section included on Infection Prevention Control (IPC) and Acute Respiratory Infections (ARIs) – which includes COVID 19	In response to updated government guidance
	26.05.2022	22	Information on Asbestos added.	Following identification as a significant risk by CELT H&S Officer.

# Appendix

	Aug 2023	13	The title is amended, and a third bullet point is added to section 3) 'Pupils and staff with medical conditions'	To ensure the needs of staff with medical conditions are considered in relation to their work role.
	Aug 2023	14	The title is amended, and a second and third bullet point is added to section 5) 'Sun Safe and Temperature'	To ensure the needs of pupils and staff are considered in respect of temperature (hot/heat stress or cold exposure)
	Aug 2023	14	Reference to CELT Guidance for Accident Incident Reporting and Investigation.  1 <sup>st</sup> bullet point sentence word order amendment.	New Guidance
	Aug 2023	14 to 15	Section 7) In house catering - Setting the minimum food-hygiene level for managing food in school. Setting out food standards to follow for safer food better business and allergens including Natasha's Law.  Instructing the use of risk assessment for catering activities. Requirement for registration of food business.	To meet current food standards and compliance
	Aug 2023	15 to 16	Section 8) Compliance and mandatory testing – updated to include reference to CELT tenders for compliance and record keeping	To concur with the school level H&S policy.
	Aug 2023	16	Section 9) Contractors – Title amendment and change to paragraph related to Asbestos checks. Addition of reference to CELT Contractor Guidance in CELT H&S Pack.	Compliance and safeguarding.

# Appendix

	Aug 2023	16 to 17	Section 10) Vehicles and Driving for Work – Title amendment. Reference to the CELT Vehicle and Driving for Work Policy rather than school level policies and change to definition of 'driving for work' to include direct commute to 'any CELT site'	Clarification of requirements
	Aug 2023	18	Section 11) Business Continuity and Critical Incident title amendment Specified frequency of Lockdown drills	To ensure procedures are known and reviewed
	Aug 2023	18	Section 13) Risk Assessment. Clarification that significant risks to pupils, staff and anyone else that is affected by our activities should be carried out. Addition of competent guidance organisations for higher risk activities.	To ensure all are considered, as well as pupils.
	Aug 2023	19	Section 14) Educational Visits added	New section
	Aug 2023	20	Section 18) PPE Addition that schools ensure staff understand how to use PPE appropriately before it is used and dispose of it.	PPE
	Aug 2023	20	Section 19) DSE – Amendment to details for eye tests and DSE for temporary workers. Addition that the school will provide DSE aids as required by assessment.	Annual review
	Aug 2023	21	Section 22) School/premises security	New section.
	Aug 2023	22	Section 24) Manual Handling, qualification of risk assessment for regular and one-off tasks, communicated before task takes place. Removal of bullet point 3 referring to generic SWPs.	Annual review
	Aug 2023	22	Section 25) Work at Height, amendment of first section to refer to working at height hierarchy of control	Annual review

# Appendix

	Aug 2023	24	Section 29) Exposure Monitoring and Health Surveillance – Reference to use of BOHS registered Exposure Monitoring Contractors.	HSE Recommendation
	Aug 2023	28	Section 33) Asbestos First and last paragraph text changed to concur with school level policy.	Annual review
	Aug 2023	29	Section 34) Mental Health and Wellbeing	New Section