Cornwall Education Learning Trust

Health and Safety Policy

Exceptional Educational Experience

Statement of intent

CELT believes people matter. We envision a community where safety, wellbeing and inclusion are fundamental entitlements for all, empowering our staff to deliver and our students to receive an exceptional educational experience. We are committed to ensuring the health, safety and welfare of our entire community – whether on our premises or activities beyond – so that every individual can flourish and achieve their full potential.

A proactive and pragmatic approach is expected and developed by giving time to open communication, collaboration with our stakeholders, awareness raising and risk education. All are encouraged to be active in supporting a healthy and safe working environment, reporting concerns as they arise.

CELT commits to its duties under the Health and Safety at Work Act 1974 and UK statutory Instruments, as well as any future health and safety legislation. We recognise our responsibility to provide sufficient resources for the effective control of health and safety risk arising from our operations and activities and to strive for continuous improvement through a management cycle of PLAN, DO, CHECK, ACT.

Where significant risk is identified, assessment is made, and all reasonably practicable measures put in place to facilitate safeguarding, inclusion and provide activities that are conducted safely for all.

CELT ensures, so far as is reasonably practicable:

- access to and egress from a healthy and safe premises for all
- safe systems of work for all employees, temporary workers, students and supporters
- suitable and sufficient work equipment is provided including handling, transport (and storage) of people, substances and articles
- appropriate welfare arrangements and facilities
- information, instruction, training and supervision is provided to those that require it to ensure competency to perform their tasks

Day to day management of health and safety is delegated to individual schools and sites, however the ultimate responsibility for ensuring a safe and healthy environment lies with the CELT Board of Trustees managed through regular reporting of organisational KPI's, risk review and other significant health and safety information, including seeking the guidance of external competent advisors. This policy will be regularly reviewed (with consultation), and as other significant changes or events take place, to reflect changes in CELT strategy, procedures, or relevant legislation.

CELT - Chair of Trustees **CELT - Trust Lead** **Date** 17/11/2025





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History of changes

Version	Date	Page	Change	Origin of change
12.00	Aug 2025	Whole Document	Written into new CELT format	To match organisational changes.
	Aug 2025	2	Statement of intent – rewrite to include consultation, inclusivity and reference new CELT strategy expectations of Exceptional Educational Experience 100%	Union consultation through JCNC and cross reference with NEU checklist for H&S policy/move to singular trust policy.
	Aug 2025	10	Organisation and responsibilities - removal of organogram and rewrite of the introduction text to include PLAN, DO, CHECK, ACT cycle of H&S management. Reference to role of CELT H&S Officer.	Organogram did not accurately reflect the structure of H&S management. Union consultation asked how H&S management takes place.
	Aug 2025	12	Board of Trustees Responsibilities – reference to scheme of delegation, reference to Health and Safety Act 1974 and bullet point added to ensure integration of H&S policy and procedure with safeguarding, inclusion and human resources.	To make the link to integrate Health and Safety policy and procedure beyond Estates and with other areas of responsibility to do with inclusion, health and welfare.
	Aug 2025	13	Trust Lead Responsibilities title changed to include Senior Executive Team - change of wording in last bullet point to refer to all premises and operations instead of 'schools'.	To reflect the organisation structure that now includes Directors of Services and Education and to ensure it is relevant to the whole organisation and scheme of delegation.

	Aug 2025	14	Chief Financial and Operations Officer Trust Estates Lead job roles added to responsibilities section to reflect structure change.	Organisational structure change.
	Aug 2025	15	People Services Director and HR team added to responsibilities section.	To reflect the change in organisational nomenclature and the role HR, play in wellbeing policy and procedure regarding employee health.
	Aug 2025	16	Headteacher responsibilities – bullet points added to ensure the responsibilities reflect the NEU trade union checklist for H&S policy. Reference to safe systems, specifically for high-risk areas of work, risk assessment for individual needs, training to ensure competent staff, available resources and time to support H&S, support of union representation and time for those activities and cooperating with the employer to allow H&S monitoring and acting on the results.	Union consultation through JCNC and cross reference with NEU checklist for H&S policy/move to singular trust policy.
	Aug 2025	18 -19	Re-write of sections relating to H&S Committee formation and consultation - regularity, areas of focus and employee consultation. Addition of reference to consultation with other key stakeholders as well as employees.	Union consultation through JCNC and cross reference with NEU checklist for H&S policy/move to singular trust policy and change in scheme of delegation.

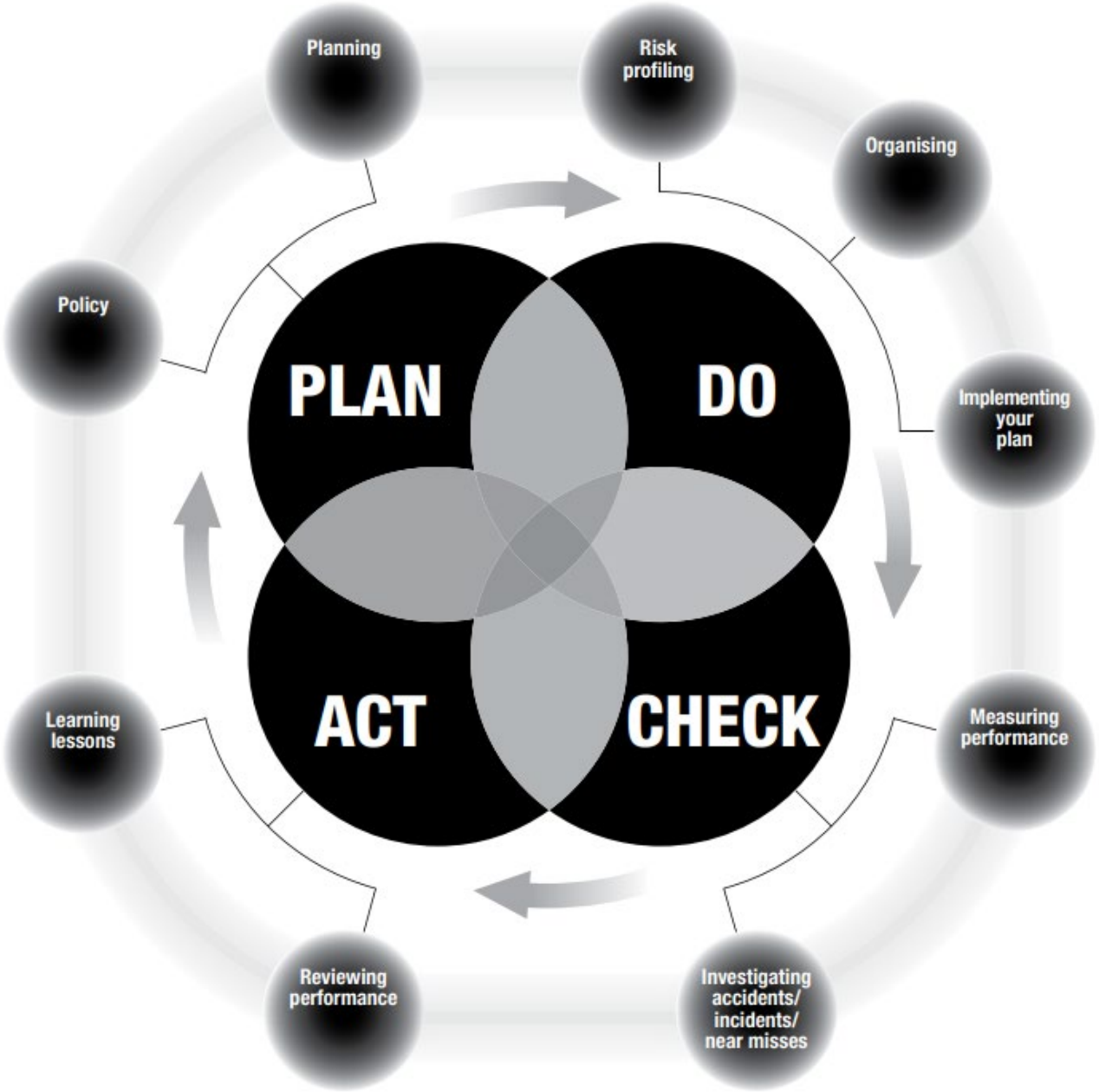
	Aug 2025	20	Additional section added on the responsibilities of Senior Leaders, Heads of Departments/Faculties and Work Area Managers.	Policy review.
	Aug 2025	20	H&S Coordinator responsibilities – inclusion of safe systems of work for areas of responsibility and liaison with other H&S Coordinators	Policy review.
	Aug 2025	21	First Aid and Office Administration responsibilities – rewrite of section to amalgamate, reference cooperation between both and match with the CELT First Aid Procedures.	Policy review.
	Aug 2025	23	Employee duties – reference to familiarising themselves with organisational H&S Policy and Procedure.	Union consultation through JCNC and cross reference with NEU checklist for H&S policy/move to singular trust policy.
	Aug 2025	24	Addition of student responsibilities	Cross reference with NEU checklist for H&S Policy
	Aug 2025	25	First aid section – addition of information regarding required level of first aid qualification for school setting. Reference to the CELT First Aid Procedures.	Policy review.
	Aug 2025	22 and 32	Educational visits coordinator responsibilities and educational visits section – addition of reference to inclusion and text change to clarify role of Visit Leads, EVC and Headteachers. Addition of reference to GOV.UK and	To support better inclusion of those, SEND to ensure equality and equity and clarify who is responsible for visit sigh-off and safety and to what standards we should meet.

			OEAP advice and guidance.	
	Aug 2025	31	Training section – reference to ensuring competence related to role, personal development goals and tasks supervised. Reference to CELT Centre of Excellence.	Policy review.
	Aug 2025	33	Fire safety section - number of required planned fire drills amended to two in the first two terms of the year.	Discussion at Board of Trustees Meeting, acknowledgement that earlier in the year practices are more effective than in the summer term.
	Aug 2025	35	DSE section – reference to teaching staff DSE assessment. Addition of consideration provision of relevant DSE aids when providing new Display Screen Equipment or refurbishing working environments.	Union consultation through JCNC.
	Aug 2025	36	Lone working section – reference to cooperation with contractors regarding lone working.	Union consultation through JCNC.
	Aug 2025	37	Renaming and rewriting of manual handling section to reference moving and handling of people – addition of more information on provision and use of aids – reference to assessing capability of employees with regarding to moving and handling tasks.	Union consultation through JCNC. Policy review.
	Aug 2025	39	Noise section – addition of reference to work areas	Union consultation through JCNC.

			where assessment is required.	
	Aug 2025	40	Ionising radiation section – reference to CELT appointment of RPA.	Policy review.
	Aug 2025	43	Mental health and wellbeing section – consideration of six areas of work demands in organisational and individual stress risk assessments.	Union consultation through JCNC.
	Aug 2025	44	Legionella section – addition of reference to the appointment of site duty holders.	Policy review.

1. Organisation and responsibilities

1. The Health and Safety at Work Act 1974 places ultimate and overall responsibility for health and safety with the employer the CELT Board of Trustees enacted through the Trust Lead (TL). However, each school supported by the CELT senior executive team and other central services, will manage its own health and safety arrangements to fully integrate with CELT health and safety policy and procedures.
2. Headteachers are responsible and accountable for the implementation and compliance of this policy and associated procedures within their school although health and safety roles and responsibilities can be delegated to other school staff.
3. CELT furthers the development and implementation of health and safety policy and management across the Trust through provision of CELT Health and Safety Officer and H&S Coordinators, who liaise across the CELT community and report progress to CELT's executive/senior leadership and local health and safety committees and centrally through the Resources and Infrastructure committee of the Board of Trustees.
4. Local health and safety responsibilities are set out in each school's Health and Safety Arrangements documents that are made available to all school staff and anyone else that requires them.
5. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.
6. CELT aims for all to manage health, safety and wellbeing following the PLAN, DO, CHECK, ACT management cycle as set out in the Health and Safety Executive's Publications, Managing for Health and Safety HSG65 and Plan, Do, Check, Act INDG275(rev1).


Planning
Risk profiling
Organising
Implementing your plan
Measuring performance
Investigating accidents/ incidents/ near misses
Reviewing performance
Learning lessons
Policy
PLAN
DO
ACT
CHECK

1.1 Board of Trustees

7. **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.**

8. 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 through the CELT Scheme of Delegation and through action plans, 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.

9. 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.

10. The CELT Board of Trustees' responsibilities are to:

    a) Ensure that each member of the Board of Trustees accepts their individual role in providing health and safety leadership for CELT.

    b) Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for CELT, by signing and agreeing to this policy.

    c) Make itself familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of CELT, in particular the Management of Health and Safety Regulations 1999.

    d) Ensure that its decisions reflect its health and safety intentions, as articulated in the CELT health and safety policy statement of intent.

    e) Provide strategic direction in health and safety matters, by setting standards and expectations.

    f) Ensure that the CELT TL is effectively discharging their responsibilities in terms of health and safety.

    g) Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.

h) 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.

i) Ensure there are effective business continuity and emergency plans in place.

j) 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 Resources and Infrastructure committee.

k) Ensure that adequate resources are committed to the management of health and safety.

l) Ensure that policy, procedure, decisions and systems for health and safety are considered alongside those regarding safeguarding, wellbeing, and inclusion for all in the CELT Community.

1.2 Trust Lead (TL) and Executive Leadership Team (ELT)

11. The TL supported by the Executive Leadership Team 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.

12. The TL's responsibilities are to inform and advise the Board of Trustees on:

a) Review of the health and safety policy.

b) Risk mitigation.

c) Recommendations from health and safety audits and compliance audits.

d) Incidents reportable to the Health & Safety Executive under the 'Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)' guidelines.

e) Monitor and report to the Board of Trustees on the effectiveness of the Trust's health and safety systems.

f) Ensure that there is adequate communication and co-operation channels between all levels of the Trust and relevant third parties, in the context of this policy.

g) Ensure that the health and safety policy and adequate health and safety management systems are in place within every school and site.

h) Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety within its premises and operations.

1.3 Deputy Trust Lead, Chief Financial and Operations Officer, Estates Lead and People Services (HR) Lead

13. 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.

14. The CELT Estates Team must ensure that:

a) Effective arrangements are in place for carrying out and recording compliance inspections, surveys and risk assessments, and recommending remedial action to the Deputy Trust Lead.

b) 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.

c) Any contracts awarded directly by the schools adhere to health and safety requirements.

d) Central services contracts are in place to ensure that premises, plant and equipment are maintained in a safe working condition.

e) 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.

f) School asbestos registers and asbestos management plans are maintained and readily available.

g) 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.

h) Building projects comply with the Construction (Design and Management) Regulations 2015 (CDM 2015).

i) Reasonable attempts to identify the hazards arising out of any contractors' work are undertaken by requesting companies provide appropriate health and safety documentation.

j) 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.

k) There is a programme of servicing and inspection of workplace that is appropriately managed via a compliance contract.

l) 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.

m) 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.

n) That safe means of access and egress are maintained and that premises are clean and suitable welfare facilities are provided.

o) Consider the impact of health and safety in all strategic and operational decision making.

p) Monitor findings from Health and Safety audits, compliance audits, inspection audits, reporting of injuries, including undertaking annual inhouse health and safety audits as necessary.

q) Challenge and support the health and safety performance of schools based on monitoring, that has taken place.

15. People services (HR) team is responsible for managing policies, procedures and process to support employee health and welfare and ensure that:

a) Human resource policies to support employment and wellbeing are in place.

b) Provision of occupational health services is available.

c) Provision of health surveillance is available and regularly carried out where applicable.

d) Information on employment is passed on to the school improvement team to ensure induction of new employees.

e) Consultation through the JCNC with employee union or other health and safety representatives takes place at a central organisational level.

1.4 Competent Health and Safety Advisor

16. CELT secures competent Health and Safety advice to assist in discharging its health and safety responsibilities through Cornwall Councils Health, Safety and Wellbeing Services Team. As CELT's competent health and safety representative they provide CELT's leadership with regular information on updates, changes and revisions to safety legislation and guidance. A summary of the Service Level Agreement for competent Health and Safety Advice is as follows:

    a) Provide timely health and safety advice, support and training to the trust, schools and their staff.

    b) 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.

    c) Undertake pro-active monitoring such as workplace inspections, audits and reviews.

    d) 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.

1.5 Headteacher

17. 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.

18. The Headteacher is responsible for:

    a) Ensuring that there are effective arrangements in place for business continuity along with an emergency plan and/or relevant emergency procedures.

    b) Communicating the policy and other appropriate health and safety procedures and information to all relevant people within the school, including occasional contractors not appointed by the CELT Estates Team.

    c) Appointing/nominating a School H&S Coordinator.

d) Ensuring that those who have delegated health and safety responsibilities are competent and have received appropriate training.

e) Ensuring that staff have the competency necessary to undertake the tasks required of them and have been provided with appropriate training by competent persons appropriate to their duties and responsibilities.

f) To ensure adequate allocation of resources, including equipment and resources to enable them to undertake work safely and time for work and activities with implications for health and safety to take place.

g) Ensuring that an investigation is carried out by a competent person, following an accident or incident and deciding on the level of investigation needed.

h) Liaising with appropriate authorities and third parties as necessary e.g. auditors, HSE inspectors, local authority officers, Ofsted.

i) Ensuring that a school Health and Safety Committee is established.

j) Reporting to the CELT Deputy Trust Lead any hazards which cannot be rectified within the establishment's budget.

k) Ensuring 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 or upon significant change.

l) Ensuring that risk assessment for individuals with significant associated personal risk are in place including for those with SEND, medical conditions or work-related stress and that a written record of these assessments is kept and reviewed regularly or upon significant change.

m) Ensuring that there are safe systems of work are established for high- risk activities not limited to but including those for Educational Visits, Science, Design and Technology and Physical Education.

n) 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).

o) Ensuring that there are effective health and safety management arrangements for educational visits.

p) Appointing a named first aid coordinator for the school

q) Ensuring that there is an adequate number of appropriately trained first aiders in the school, as per the first aid assessment of need.

r) Ensuring that Health and Safety arrangements within the school are aligned to the CELT Health and Safety Policy and procedures.

s) Ensuring that all reasonable steps have been taken to reduce the possibility of accident or injury to staff, students and visitors.

t) Informing the CELT Estates Team of all RIDDOR reportable incidents within 24hours of the incident occurring.

u) Ensuring site security.

v) Enabling, cooperating with and acting on the results of organised or one-off external or internal compliance audits, inspections, health and safety tours or risk assessments.

w) Enabling, cooperating with the employer (Board of Trustees) and acting upon the results of health and safety monitoring reports and KPIs regarding its legal requirements to monitor health and safety practice.

x) Ensuring health and safety is a standing agenda item on management and staff meetings.

y) Ensuring liaison and consultation with appointed union or other school Health and Safety Representatives.

z) Ensuring that trade union health and safety representatives are afforded their rights, including time off with pay, under the Safety Representatives and Safety Committee Regulations 1977 to complete their functions, including safety inspections and training.

aa) Ensuring a copy of the Health and Safety Law poster is displayed in an easily accessible location.

1.6 School/Site H&S Committee

19. Must be established and meet a minimum of three times per year (regardless of a request in writing from two safety representatives) and 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. To enable effective operation at Primary level (with a smaller staff group) this function can take place by inclusion through the agenda of all staff meetings (if agreed in consultation with the staff group).

20. Membership of the committee will be agreed between management and union representatives (where they are appointed) and the number of management

representatives will (ideally) not exceed the number of union or other staff H&S appointed persons or community champions.

21. The health and safety committee will follow CELT guidance which will include considering the following areas of health and safety (as appropriate to current operations):

- inspections of the workplace by enforcing authorities, management or employee health and safety representatives
- risk assessments
- health and safety training
- emergency and critical incident procedures
- changes in the workplace affecting the health, safety and welfare of employees.
- statistics on accident records, ill health, sickness absence
- accident investigations and subsequent action required and taken to understand procedure changes required
- mental and physical health of staff and students
- any other significant health and safety issue arising from site operations

22. Significant findings or issues arising from school/site meetings may be raised with the Health and Safety Working Group of the Joint Consultative and Negotiating Committee (JCNC) for review where appropriate.

1.7 Consultation with employees or other key stakeholders

23. CELT encourages and supports the allocation of time required for employee and key stakeholder representation and consultation in the workplace. Employees and stakeholders will be consulted (relevant to the issue), including with any union-appointed or other appointed safety representatives by and through:

- health & safety committees
- the Trust Lead and Senior Executive Team
- the Joint Consultative and Negotiation Committee (JCNC)
- the Estates Team (including the CELT H&S Officer)
- Headteachers
- site, department or faculty heads/leads
- H&S Coordinators
- Community Champions Meetings
- direct stakeholder communication

24. Consultation with stakeholders affected (including Health and Safety representatives) should take place as part of the management cycle of PLAN, DO, CHECK ACT to drive continuous improvement. This takes place through formal and informal meeting structures and sharing of information at all levels of the organisation as well as the annual staff survey and other targeted communications.

1.8 Senior Leaders, Heads of Departments/Faculties and other Work Area Managers

25. Only deputy and assistant senior leaders may be delegated overall responsibility of health and safety as part of the delegation of the head teacher's responsibilities.

26. Heads of Departments/Faculties and other Work Area Managers are expected to oversee and coordinate health and safety matters relating to their curriculum area or department in accordance with this policy and other related CELT health and safety procedures and guidance, using the PLAN, DO, CHECK ACT management process and to include health and safety as a standing agenda item for departmental meetings ensuring effective consultation with their team as described above.

1.9 H&S Coordinators which includes nominated H&S Coordinators Heads of Departments (HoDs), Technicians, Curriculum Leads, Team or Work Area Managers and other specifically nominated coordinators

27. Although the Headteacher is responsible overall for health and safety in the school Senior Leaders, Heads of Departments, Team or Work Area Managers and H&S Coordinators have some specific responsibilities which will interlink with those of other school H&S Coordinators, such as First Aid Coordinators, Educational Visit Coordinators, Office Managers and School Administration Teams, such as:

a) Applying the CELT Health and Safety policy and procedures to their school/site or area of management.

b) 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.

c) Maintaining or having access to an up-to-date library of relevant published health and safety guidance from sources including CLEAPSS, afPE and OEAP, and ensure that all staff are aware of and make use of such guidance.

d) 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.

e) Ensuring safe systems of work with the necessary resources required are in place for activities within their area of responsibility.

f) 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.

g) Checking that appropriate inspections are being carried out and recorded.

h) 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.

i) Ensuring, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable the competence of employees and students to avoid hazards and contribute positively to their own health and safety.

j) Establishing acceptable housekeeping and safe storage standards, in all areas of their responsibility/school.

k) 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.

l) Ensuring that all accidents (including near misses) occurring within the school are promptly reported and investigated using the appropriate forms etc.

m) Liaison with appointed school H &S Coordinators and appointed union or other health and safety representatives as required.

1.10 First Aid Coordinators/Office Mangers or School Administrators

28. Please note that these responsibilities are covered by cooperation between the First Aid Coordinators, first aiders and school administrators and other significant staff members such as SEND support and varies dependent on the size and operations of the school and between Secondary and Primary.

29. They will be responsible for:

    a) Maintaining school and student records of first aid support given to staff and students.

    b) Maintaining first aid kit stocks and resources

    c) Collecting data including for administration of medication, Personal Health Plans, consent forms and medication retained, checking in regularly and after significant change.

    d) Including information received in the formation of school/site Individual Health Care Plans (IHCPs) and sharing timely information with other staff who supervise, support and liaise with the pupils or employees

    e) Have oversight of the administration of medication.

    f) Checking that all medication held on the school site is stored and labelled appropriately and is within its use by date and contacting parents/guardians to manage availability of in date medication.

    g) Administering prescription medicines when parental/guardian/or employee consent has been obtained to do so, subject to appropriate training and liaising with Health Centre, NHS Medical Support Services, Emergency Medical Services or School Nurses as appropriate.

    h) Supporting visit leaders with information to assess the first aid requirement cover for trips, visits and extracurricular activities e.g. sports events, productions, after-school clubs and academy fundraising events (where appropriate).

    i) 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.

1.11 Educational Visits Coordinator (EVC)

30. The Educational Visits Coordinator's responsibilities are **to support Visit Leads and Senior Leadership Teams to**:

    a) Coordinate off-site visits to ensure that timely, effective and inclusive health and safety management arrangements are in place for pupils, staff and volunteers in line with the advice and guidance of GOV.UK and of the Outdoor Education Advisory Panel (OEAP).

b) Ensure that suitable risk assessments have been recorded for the activity and suitable and sufficient actions and procedures have been implemented.

c) Ensure that advice from the inclusion lead is sought if applicable for individual students.

d) 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.

e) That all visits are submitted in time for sign-off by the school's Head and for higher risk visits for endorsement by the Cornwall Council Educational Visits Advisor.

1.12 Employee Duties

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

32. Staff must be aware that they have a duty to work safely and take care of their own health and safety whilst at work along with that of others whom they supervise, or who may be affected by their actions or omissions.

33. All employees have a responsibility to:

a) Familiarise themselves with and comply with the CELT Health and Safety Policy and procedures.

b) Report all accidents and incidents.

c) Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.

d) Report immediately to their line manager any shortcomings in the schools' arrangements for health and safety.

e) Co-operate with the schools' leadership and management on all matters relating to health and safety.

f) 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.

g) Ensure that they only use equipment or machinery that they are competent / have been trained to use.

h) Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

1.13 Volunteers

34. 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.

35. Volunteers are expected to act only under the supervision of a qualified teacher or other relevant paid member of staff.

36. Volunteers are expected to read and implement the code of practice and other key instructions supplied to them.

1.14 Students

37. Students are asked to:

a) Follow instructions issued by any member of staff in an emergency.

b) Refrain from unorganised activity that may affect the safety of themselves or another.

c) Inform a member of staff of any situation which may affect the safety of themselves or another.

2. School/site operations

38. The following sections (supported by additional CELT policy, procedure and guidance) provide a basic minimum standard of expectations for each school/office or site, details of which are specified by them in local school or site health and safety arrangements relevant to their operations. There may be significant hazards at a specific site for which instruction for further local arrangements should be added:

39. All CELT (and other recognised) health and safety information, safe working procedures and guidance for each of the following hazard areas can be found in the CELT Health and Safety Pack available through the CELT HUB online shared resources.

2.3 Arrangements for supervision of students

40. 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.

41. Any student attending CELT offices (for use of training space for educational teaching) will be supervised by an appropriate member of CELT school staff.

42. Students will sign-in and out and remain in a public area of the offices until appropriate supervision is in place in accordance with CELT Safeguarding Policy and procedures.

2.2 First aid

43. First aid provision will be provided following the CELT First Aid Procedure and Appendices. Each school/site will ensure adequate provision of first aid, based on carrying out a First Aid Assessment of Needs (FAAN). 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.

44. 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) 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

b) An appointed person or designated first aider(s) to take charge of first aid arrangements.

c) Information for employees detailing the location of equipment, facilities and personnel.

45. The school/site will ensure that the 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. However, it should be noted that Emergency First Aid qualifications are not in themselves sufficient to assess and support the full range of medical emergencies or other injuries arising in a school environment or activities, many of which are only covered by full First Aid qualifications, including medical conditions, head injuries, sprains or fractures.

46. 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'.

2.3 Pupils or staff with medical needs

47. 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.'

48. 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'.

49. 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.

2.4 Medicines

50. 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'.

51. 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.

52. Medication for personal use by members of staff must be kept in a secure location, away from where pupils may be able to gain access.

2.5 Sun safe and temperature

53. CELT Trust encourages all staff and pupils to be 'Sun Safe'.

54. Each school or site will adopt their own practice in guiding everyone to be safe in the sun. E.g. setting expectations to wear hats in the sun during external activities (playtimes, lunchtimes, outdoor P.E. lessons) or work. To apply sunscreen before attending school or work and to stay hydrated

55. 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.

56. Risk Assessment will be completed 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.

2.6 Accidents/incidents

57. Each school will appoint and register at least two members of staff to report accidents on the online reporting system.

58. Significant incidents will be reported to meet RIDDOR reporting requirements, which shall be reviewed and reported to HSE on the behalf of CELT by the Council Health, Safety and wellbeing Team.

59. 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.

60. Student incidents will be reported to or by a member of staff.

61. Employees and visitors will report incidents to their line manager (and or) an appropriate member of staff when at a site (i.e. Headteacher, First aider, Site Manager, H&S Coordinator).

62. The CELT Accident and Incident Reporting Procedures should be followed to guide reporting and investigation to ensure steps are taken to adjust premises, equipment or review risk assessments and working procedures to prevent similar future incidents.

2.7 Food safety and in-house catering provisions

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

64. 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

65. 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 for food business and childminders
    - registration as a food business of wraparound provisions providing food

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

67. 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.

2.8 Compliance and mandatory testing

68. Each school/site 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.

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

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

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

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

73. 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.

74. Electronic copies are stored on the Trusts compliance platform My Compliance and or shared folders for all previous years.

2.9 Control of contractors

75. Each school/site 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.

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

77. 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.

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

79. 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.

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

81. 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.

2.10 Vehicles and driving for work

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

82. Each school/site will follow the CELT Vehicle and Driving for Work Procedures which outline how they ensure their vehicles or employee vehicles used for work are compliant with legal requirements.

83. 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
- be taxed
- have the correct seating with correctly fitted seat belts

84. 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.

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

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

87. 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.

88. 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.

89. 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.

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

91.

2.11 Business continuity and critical incident

92. Each school/site 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
  - to be rehearsed at intervals no less than 12 monthly, within the first term of the school year

2.12 Training

93. General – schools will implement training plans, based on the CELT training matrix and as offered through the CELT Centre of Excellence and CPD Brochure, based on role and personal development goals, to ensure/maintain competence to deliver their related supervised activities, work tasks and the hazards they present.

94. Induction – schools/sites will use the CELT Induction Training checklist and their key health and safety arrangements documents and or work area health and safety policies and procedures to induct new staff.

95. Awareness – basic health and safety and fire awareness training will be completed by all staff and other specific awareness training will be assigned according to job role through CELT learning management systems.

2.13 Risk assessment

96. Schools will through risk assessment 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 introduced to remove or reduce those risks.

97. Schools will carry out risk assessments using the appropriate risk management software or as part of other key CELT documents to plan for persons inclusion, wellbeing and safety.

98. Risk assessments in specialised areas must be based on guidance provided by competent 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

99. Risk assessment findings are communicated with those affected and sufficient controls agreed.

100. Safe Working Procedure (SWP) documents and or instructions are produced and located in each school to share with appropriate staff, pupils or others who may be affected prior to an activity taking place.

101. Risk assessments will be reviewed at intervals appropriate to the activity frequency, hazard level (with higher risk activities requiring more frequent review), or after significant change, such as pupil cohort, employee changes, changes to location, environment or equipment, after legislative change or after a significant incident related to the activity.

2.14 Educational visits

102. The school will follow GOV.UK guidance and that of the Outdoor Education Advisory Panel (OEAP), Cornwall Council Schools Educational Visits Advisor and CELT procedures for educational visits.

103. Each school will appoint an Educational Visits Coordinator (EVC) who shall have the appropriate training and who is responsible for supporting the Senior Leadership Team and Visit Leaders with the planning and risk assessment of trips and visits including submission of higher risk visits to the Cornwall Council Educational Visits Database for review and endorsement by the Cornwall Educational Visits Advisor.

104. All visits must be approved by the Headteacher or other appointed senior member of staff.

105. Individual teachers in charge/visit leads will write and submit their proposals and risk assessments (with the support of the EVC) for a visit and associated activities to Heads of Department and ultimately the Headteacher for sign-off to ensure they meet the criteria required for appropriate curriculum, inclusion and safety standards for all prior to the visit taking place.

106. In addition, 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, before they take place.

107. The Education Visits Coordinator (EVC) is responsible for monitoring and supporting Visit Leads to ensure all visit packs and arrangements are submitted in time for sign-off by the school's Headteacher and for higher risk visits for endorsement by the Cornwall Council Educational Visits Advisor, or they cannot take place.

2.15 Fire

108. Each school/site will have a valid Fire Risk Assessment carried out by a competent assessor and implement its recommendations based on significance.

109. Each school/site will implement a Fire Evacuation Procedure based on the site layout, activities and the Fire Risk Assessment.

110. Each school will appoint a fire safety manager to ensure:

    a) Planned and reviewed fire evacuation drills are carried out at least twice per annum, the first being at the beginning of the academic year and the second within the spring term.

    b) Significant results of the fire evacuation drills are reviewed and recorded.

    c) Fire logs are kept up to date (arranging from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.).

    d) Fire risk assessment is carried out at sufficient intervals and their recommendations acted upon in line with the time frames stated.

2.16 Electricity

111. 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/site with prior agreement of the site manager. Equipment must be presented for testing prior to use.

112. All fixed wiring in schools must be checked every 5 years, and the school/site will act upon the outcome of the assessment based upon the urgency of the outcomes.

2.17 Control of substances hazardous to health (COSHH)

113. All substances which may be considered hazardous) to health under the Control of Substances Hazardous to Health (COSHH) Regulations must assessed by each school/site by their appointed COSHH Coordinators using Cornwall Council's COSHH Assessment Process/database and the users of those products informed of the outcome of the assessment and precautions that should be taken.

114. The assessments and data sheets should be kept in an easily accessible place for guidance on steps to take in case of an emergency.

115. The school/site 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.

116. 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). A system that enables the management of the wide variety of substances used within science to be managed under the COSHH regulations.

2.18 Personal protective equipment (PPE)

117. 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 the fit is comfortable)
- that they understand how to use it correctly
- is personal to a person where required

118. 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.

119. In addition, responsible staff will ensure that suitable arrangements are in place for the storage, cleaning, disposal and replacement of PPE. Replacement PPE must always be readily available.

2.19 Display screen equipment (DSE)

120. Each school/site must have at least one member of staff trained as DSE Assessor.

121. DSE assessment must be completed in accordance with the CELT DSE Procedure, for all DSE users/staff who use DSE for a significant part of their normal work (continuously for one hour or more) including teaching staff.

122. The school/site will provide employees with appropriate DSE aids identified as required and as suitable to support the use of the display screen equipment they are provided with and the number of environments in which it is used. This should also be considered during the replacement and provision of new DSE equipment for whole staff groups or refurbishment of working environments.

123. Each school/site should contact the central CELT Estates Services Team to request a voucher for each employed DSE user who wishes to have an eye test.

124. Additionally, each individual school/site will cover the cost of basic frames and lenses, should tests show the employee requires them specifically for DSE work.

125. Agency staff and other people at work in the school/site should contact their own employer for details of 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.

2.20 Work equipment

126. 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 suitability for the purpose
- the positioning and or the storage of the equipment
- maintenance requirements (contracts and repairs).
- training and use of the equipment

127. Staff must not use new items of work equipment unless appropriate training has been given.

128. Any faults with plant/equipment should be reported immediately to one or more relevant persons: Headteacher, Head of Dept, Activity Lead, Technician or Site Manager, clearly marked as and taken out of use (locked off or access restricted if high hazard) until the issue can be resolved.

2.21 Lone working

129. Each school/site will assess the risk to staff working alone and will introduce suitable controls to ensure that all risks are minimised.

130. Any staff wishing to work outside normal school/office hours must have prior agreement/permission from the Headteacher or Site/Premises manager, including in relation to out of hours contractors (such as cleaning), so that there is cooperation regarding lone working.

131. Staff must sign in and out when working out of hours and during weekends/holidays, including staff provided by contractors.

2.22 School/premises security

132. 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.

133. 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.

134. Each school/site 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.

135. A member of staff should not enter a building alone unless there is an urgent and important need to do so before assistance arrives.

136. No member of staff is expected to enter a building where it is believed that there is a significant risk.

2.23 Violence and abuse

137. CELT has a zero-tolerance policy to verbal, physical and written (including online) violence in CELT schools and offices - all incidents will be recorded using the online incident reporting system.

138. Each school/site will implement measures to minimise the risk of violence to staff, based on risk assessment.

139. Violence towards staff from other members of staff, visitors or members of the public will be reported to the police.

140. Violence towards staff from students will be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

141. Violence towards visitors will be reported to the police.

142. Violence between students will normally be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

143. Violence towards students from staff, visitors or members of the public will be reported to the police.

2.24 Manual handling and moving and handling of people

144. A risk assessment process is 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.

145. Where staff feel that they cannot move a load or person safely, they must not attempt the operation until they have obtained assistance, use the mechanical aids available or had sufficient support from:

    a. The site Estates Team for manual handling of objects or have requested and have been provided the mechanical aids identified for the task, i.e. a portable trolley.

    b. A competent moving and handling professional relevant to the needs of the individual, such as an occupational therapist.

146. An assessment of the individual capability of a staff member for a manual handling or moving and handling task can be made using the CELT individual capability assessment form available in the health and safety pack on the CELT Hub.

2.25 Work at height (WAH)

147. CELT will follow the working at height hierarchy of control:

a) Working at height should be avoided.

b) 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.

c) 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.

d) 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.

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

f) 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.

2.26 Shared premises

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

a) 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.

b) Exchange of information on risks within the working environment and safe systems of work

c) Ensure safety monitoring procedures, including routine inspections of common parts of the facility are undertaken.

2.27 Hand arm vibration (HAVs)

149. 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.

150. These measures will include:

- assessing the risks from vibration exposure.
- taking steps to reduce vibration exposure.
- consider 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

2.28 Noise

151. 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.

152. These measures will include:

a) Assessing the risks from noise exposure related to specific activities and work areas such as music, D&T and site/grounds activities.

b) Taking measures to reduce noise exposure where a risk assessment shows that this is necessary.

c) Ensuring the level of noise generated is considered when a new piece of equipment is purchased or hired.

d) Providing hearing protection where necessary if risks cannot be adequately reduced by other means.

e) Providing training and information for employees on the risks from noise and the measures in place to reduce these.

f) Providing health surveillance where the risk assessment shows that this is appropriate.

2.29 Exposure monitoring and health surveillance

153. 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

2.30 Hot works

154. 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

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

2.31 Ionising radiation

2.31.1 Use of Radioactive Sources

156. CELT appoints a Radiation Protection Advisor, which is currently through a service level agreement with the local authority health and safety team and subscription to CLEAPSS.

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

a) Register the school with the HSE for the activities on site https://services.hse.gov.uk/bssd/

b) Appoint a member of staff on site to act as the Radiation Protection Supervisor. Ideally this is a member of teaching staff.

c) Ensure that the school have suitable monitoring equipment, easily available, and in working condition.

d) Plan appropriate storage for the source(s) (including temporary storage during moves or building refurbishment).

e) Ensure the store is listed in the site fire logbook and let the Fire and Rescue Service know where the store is, and the activity of the sources you have or are acquiring.

2.31.2 Radon Gas

158. CELT acknowledges the health hazards associated with exposure to Radon Gas and its prevalence particularly across Cornwall and will protect those persons potentially exposed as far as is reasonably practicable by minimising exposure using proper control measures.

159. Each CELT school/site will (where relevant) use competent advisors to assess through monitoring at recognised intervals the level of radon in its estate and use controls such as installing or ensuring maintenance of appropriate control measures (such as radon sumps/pumps) to maintain Radon below required action levels or where action levels of Radon are observed.

2.32 Infection prevention control (IPC)

160. Schools/sites 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 local procedure, working practice and teaching.

161. 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

162. In the event of an outbreak, schools/sites 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.

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

    a) A higher than previously experienced and/or rapidly increasing number of staff or student absences due to acute respiratory infection or diarrhoea and vomiting.

    b) Evidence of severe disease due to an infection, for example if a pupil, student, child or staff member is admitted to hospital.

    c) More than one infection circulating in the same group of students and staff for example chicken pox and scarlet fever.

164. 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) – Southwest Health Protection Team:

Email swhpt@phe.gov.uk Tel 0300 303 8162 (option 1, then option 1)

2.33 Asbestos

165. 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.

166. 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.

167. 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.

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

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

170. 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.

171. 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.

172. If you suspect Asbestos is present or think it may have been disturbed (fibres released), stop what you are doing, place those who may have Asbestos residue on them into a contained area close to the Asbestos site, to prevent contamination spreading, evacuate the area of others, 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.

2.34 Mental health and wellbeing

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

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

2.34.1 Employee assistance programme (EAP)

175. 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 day7s a year by phone: 0800 028 0199 or online https://wisdom.healthassured.org/login to access the 'Wisdom' portal. The 'Wisdom' app that can be downloaded for both android and iOS systems.

2.34.2 Managing wellbeing at work

176. Stress affects people differently – what stresses one person may not affect another. Stress can be related to personal circumstances, work or both. Factors like skills and experience, age or disability may all affect when a worker can cope.

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

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

179. These areas of work design will be considered by Senior Leaders in organisational school/site risk assessments for stress and by managers for work team or personal risk assessments and significant points such as return to work or requesting and actioning occupational health referrals and overall, within activity and organisational action plans where required.

180. CELT staff have regular personal development sessions where issues can be raised by an employee, but we also operate an 'open door' policy for staff to raise issues with their manager or other appropriate person at any time. Staff or their managers can access HR support through People Services on the CELT Hub.

181. Employee wellbeing should also be considered in respect of other relevant CELT HR and people policies.

2.35 Legionella

182. CELT acknowledges the health hazards associated with and its duty to manage exposure to Legionella, which it will do by following the Approved Code of Practice (ACoP) L8 for Legionnaires' disease: Control of Legionella bacteria in water systems.

183. Each CELT school/site will appoint a site duty holder to act upon and liaise with an appointed competent advisor to carry out a water management risk assessment to

assess sources of risk, prepare a scheme to prevent and control risk using relevant inspection and sampling regimes and to act where required.

Appendix 1.0: History of changes (archive)

Version	Date	Page	Change	Origin of change
1.0	20.09.2017	N/A	Original Draft	N/A
2.0	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
3.0	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.
4.0	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	Merger of NET and PLT.

			inhouse H&S audits. Removal of capital letters	
		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. Reference to first Aid Assessment of need added.	Merger of NET and PLT.
		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	Merger of NET and PLT.

			of 'the appropriate risk management software.	
		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.	Merger of NET and PLT.
		16	Addition of section referring to Hot Works. Change of 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 the arrangements section.	Merger of NET and PLT.
5.0	12.07.2020	5-6	Addition of LGB Responsibilities at school level.	Following feedback from the board.
6.0	29.04.2021		Cover change of approved date.	Following yearly review.
	29.04.2021	2	Amendment of organisation chart to reflect 3 x Estates Officers, and inclusion of Pondhu school.	Following yearly review.
5.0	12.07.2020	5-6	Addition of LGB Responsibilities at school level.	Following feedback from the board.
6.0	29.04.2021		Cover change of approved date.	Following yearly review.
	29.04.2021	2	Amendment of organisation chart to reflect 3 x Estates Officers,	Following yearly review.

			and inclusion of Pondhu school.	
7.0	12.05.2021	2	Amendment of organisation chart to include the LGB's	H&S, Estates and Climate Emergency Committee.
	12.05.2021	18	Addition of signature boxes for Trust Lead and Chair of Committee.	H&S, Estates and Climate Emergency Committee.
8.0	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 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.	Following feedback from external H&S 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	Following yearly review.

			policy on supporting pupils with medical conditions.	
	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 section to include 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.
9.0	Aug 2023	13	Pupils and staff with medical conditions - title is amended, and a third bullets point is added.	To ensure the needs of staff with medical conditions are considered in relation to their work role.
	Aug 2023	14	Sun safe and temperature section - title is amended, and a second and third bullets point is added.	To ensure the needs of pupils and staff are considered in respect of temperature.

	Aug 2023	14	Accident/incident reporting section - reference to CELT Guidance for Accident Incident Reporting and Investigation. 1st bullets point sentence word order amendment.	New guidance
	Aug 2023	14 to15	In house catering section - 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	Compliance and mandatory testing section – updated to include reference to CELT tenders for compliance and record keeping	To concur with the school level H&S policy.
	Aug 2023	16	Contractors section – 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.
	Aug 2023	16 to 17	Vehicles and driving for work – title amendment and 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	Business continuity and critical Incident section - amendment to specified frequency of lockdown drills	To ensure procedures are known and reviewed
	Aug 2023	18	Risk assessment section - 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	Educational visits added as a new section.	Following identification as a significant risk by CELT H&S Officer.
	Aug 2023	20	PPE section - addition that schools ensure staff understand how to use PPE appropriately before it is used and dispose of it.	PPE
	Aug 2023	20	DSE section – 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	School/premises security added as a new section.	Following identification as a significant risk by CELT H&S Officer.
	Aug 2023	22	Manual handling section, 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	Work at height section - amendment of first section	Annual review

			to refer to working at height hierarchy of control	
10.0	Dec 2024		Statement of intent – reference to employees, allocation of sufficient resources, KPI's and risk register	Annual review/ move to singular Trust policy with schools moving to H&S arrangements documents.
	Dec 2024	6 – 16	Organisation and responsibilities – update of school management boards (SMBs) in place of LGB/RIGs	Annual review/ move to singular Trust policy with schools moving to H&S arrangements documents.
	Dec 2024	Whole Document	Reference to Health and Safety procedures and local H&S arrangements to support implementation of CELT H&S policy, in place of local office or school policies.	Annual review/ move to singular Trust policy with schools moving to H&S arrangements documents.
	Dec 2024	Whole Document	Reference to 'sites' as well as schools, so that it is clear the policy is for all CELT sites and employees (i.e. roaming roles and those based at offices)	Annual review/ move to singular Trust policy with schools moving to H&S arrangements documents.
	Dec 2024	16	Consultation with employees' section – addition of JCNC committee as a form of consultation.	Annual review/ move to singular Trust policy with schools moving to H&S arrangements documents.
	Dec 2024	17	Supervision of students' section – arrangements of supervision of pupils at CELT offices addition.	Annual review/ move to singular Trust policy with schools moving to H&S arrangements documents.
	Dec 2024	18	Medicines section – storage of employee medication.	Annual review/ move to singular Trust policy with schools moving to H&S arrangements documents.

	Dec 2024	19	Accidents/incidents section – how to report and requirement to investigate and review incidents	Annual review/ move to singular Trust policy with schools moving to H&S arrangements documents.
	Dec 2024	23	Training section – reference to CELT CPD and learning management system (LMS)	Annual review/ move to singular Trust policy with schools moving to H&S arrangements documents.
	Dec 2024	23	Risk assessment section– review of risk assessment after significant change.	Annual review/ move to singular Trust policy with schools moving to H&S arrangements documents.
	Dec 2024	24	Educational visits section – reference of submission to CC Educational Visits Advisor for endorsement of high-risk activities prior to visit taking place.	Annual review/ move to singular Trust policy with schools moving to H&S arrangements documents.
	Dec 2024	24	Fire safety section – reference to fire risk assessment.	Annual review/ move to singular Trust policy with schools moving to H&S arrangements documents.
	Dec 2024	25	PPE section – requirement for provision of personal PPE where relevant.	Annual review/ move to singular Trust policy with schools moving to H&S arrangements documents.
	Dec 2024	26	Work equipment section – reference to restricting access/locking off faulty equipment.	Annual review/ move to singular Trust policy with schools moving to H&S arrangements documents.
	Dec 2024	30	Ionising radiation section – addition of the management of radon gas risk.	Annual review/ move to singular Trust policy with schools moving to

				H&S arrangements documents.
	Dec 2024	33	Section 35 Legionella – new section to acknowledge the management of Legionella risk.	Annual review/ move to singular Trust policy with schools moving to H&S arrangements documents.
11.00	Feb 2025	2	Organogram revised with Estates Leads added.	Organisational structure change.
	Mar 2025	6	Update to H&S Committee section of responsibilities to meet three times per year and that H&S committees can run at Primary level through staff meetings.	Union consultation.