



**CORNWALL EDUCATION**  
LEARNING TRUST

**CELT**

## **Health & Safety Policy**

**Author:** Chris Bennett

**Adopted by (body):** CELT Trustees

**Approved date:** 22/04/2020

**Review date:** April 2021

## **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.

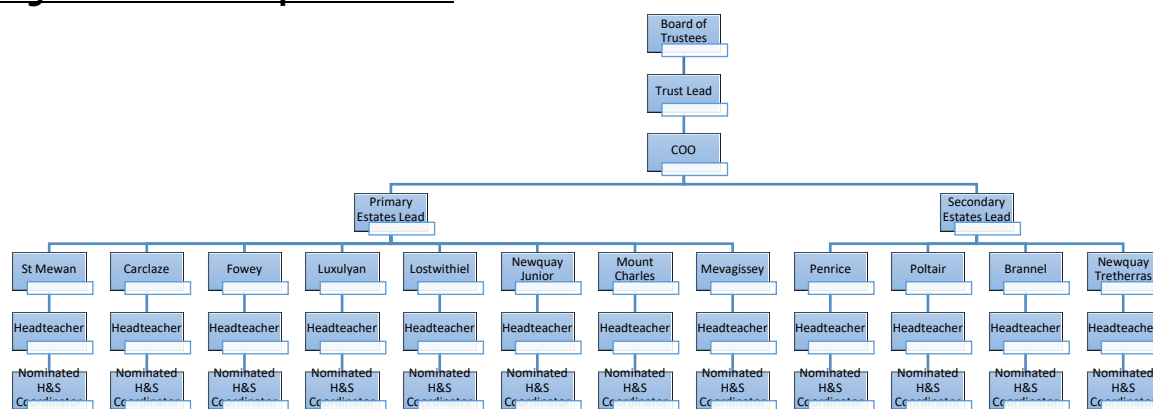
Whilst day to day management of health and safety can be delegated to the individual schools, the ultimate and overall responsibility for ensuring a safe and healthy environment lies with the CELT Board of Trustees. Specific aspects of health and safety procedure at each CELT school must integrate into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

## **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<sup>1</sup> are responsible and accountable for the implementation and compliance of this policy within their school although health and safety role 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.

---

<sup>1</sup> The term Headteacher will be used to mean Headteacher and/or Principal throughout this document.

- 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

## **Chief Operations Officer (COO) 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.
- Review Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
- Implement and monitor an informed, proportionate and prioritised risk management system for the Trust.

- Ensure there is an effective accident reporting and investigation procedure across the Trust.
- Lead on the investigation of incidents reportable under RIDDOR, where appropriate.
- Ensure that the Trust and its constituent schools have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust's premises.
- Ensuring all staff receive adequate health & safety training in line with the 'Training skills matrix'.
- Be the point of contact with the Trust's appointed Health & Safety consultant and ensure that the arrangement is fit for purpose and represents good value for money.

### **Local Governing Body (LGB):**

#### **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 will, so far as is reasonably practicable, provide:

- 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 will ensure 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, 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:
  - Day to day operational H&S – via a nominated onsite H&S Coordinator
  - Reporting, recording and investigation accidents
  - Establishing and participating in the school Health and Safety committee (including LGB representation).
  - 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.

### **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 as long as 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.

### **School H&S 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.
- 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 Schools 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 if staff refer to them, informing the Headteacher 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. 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 health checks.
- 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 TL
- The Estates Team
- Headteachers
- H&S Coordinators/Site Managers

### **School Operations:**

**Each school is required to establish and maintain specific health and safety policy statements and organisational arrangements to implement the Trust's policy. These local policies will provide detailed operation arrangements for health and safety and will as a minimum meet the standards and requirements set out in this policy. As advised by Cornwall Council, these policies will include the following sections:**

**The following sections provide a basic minimum standard of expectations for each school, details to be specified within individual school H&S policies:**

#### 1) Arrangements for supervision of students

- Each school will ensure adequate adult to pupil ratio, based on the risk assessment, taking into account 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 assessment of first aid needs. The assessment must take into account the school location, activities on site, trips and visits, high-risk activities, accessibility for emergency services, individual pupils' needs.

- Minimum first aid provision for all CELT schools will be two fully trained first aiders (First Aid at Work).
- Paediatric First Aid trained personnel must be available in school with EYFS provision.

### 3) Pupils with medical needs

- The Trust has a duty to ensure that the needs of children with a range of medical conditions are able to 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.

### 4) Medicines

- Each school will store medication which has been prescribed by a medical practitioner with written instructions for its use if a member of staff is happy to do so.
- The school will provide non-prescription medication to pupils only if it is supplied by a parent or guardian with written instructions for its use and a member of staff is happy to carry the task out.
- In exceptional circumstances the school will provide non-prescription medication to pupils when consent has been received verbally from a parent or guardian.
- Each school reserves the right not to dispense medicines if it is felt inappropriate or unsafe.
- Each school will ensure that medicines are stored in a safe and appropriate manner in line with the specific storage instructions e.g. refrigerated.

### 5) Sun Safe

- 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.

### 6) Accidents/Incidents

- Each school will appoint at least two members of staff to register to report accidents on the CC Online reporting system.
- School H&S Coordinators and Headteachers will be registered on the system as Manager 1 and 2, respectively, to ensure they have a sight and follow up on the accident reports as necessary.
- CC document "The Reporting and Investigation of Incidents" will be used as guidance for reporting incidents.

### 7) In-House Catering Provisions:

Where a school has an in-house catering provision, 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

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

#### 9) Management of contractors:

Each school will appoint a nominated competent person with responsibility for managing contractors on site.

All contractors will be issued with the CELT Code of Conduct and will be monitored against its requirements. Contractors Letters of Assurance, Risk Assessment and Method Statements, Public Liability (and other appropriate insurances) must be sought and in place before attending site.

#### 10) Vehicles:

Cornwall Education Learning Trust are 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 have a vehicle policy which will outline how they will ensure their vehicles are compliant with the legal requirements:

Legal Requirements - The law requires that a vehicle must:

- Be fully comprehensive insured.
- 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.

#### 11) Business Continuity

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

- Critical incident plan.
- Emergency site closure procedure.
- Lockdown procedure.

#### 12) Training

- General – schools will implement the Training Plans, based on the 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. 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 specialized areas must be based on guidance provided by external advisory bodies:
  - CLEAPSS – Science, DT and Art;
  - Association for Physical Education (AFPE) – PE;
  - Safer Food, Better Business – In-house Catering provisions
- Safe Working Procedures have been produced to disseminate the risk assessment findings. The procedure documents are located in each school and must be signed by all staff.

### 14) 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.

### 15) Electricity

- Portable appliance testing – all school equipment must be tested regularly, based on the 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.

### 16) 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 using Cornwall Council's COSHH Assessment Process.
- 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).

### 17) Personal Protective Equipment (PPE)

- Each school will ensure appropriate persons 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).
- Where specialist PPE is required, staff may wish to refer to 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 and replacement of PPE. (Replacement PPE must be readily available at all times).

### 18) Display Screen Equipment

- Each school 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).
- Agency staff and other people at work in the school should contact their own employer for details of arrangements that apply to them.
- Employees of each individual school within the Trust must notify the relevant department in advance of booking an eye test to agree an appropriate optician and provide a receipt for reimbursement following an eye test.
- Additionally, each individual school will cover the cost of basic frames and lenses, should tests show the employee requires them specifically for DSE work.

### 19) 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.

### 20) 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.

#### 21) Violence & Abuse

- The Trust has Zero Tolerance policy to verbal, physical and written (including online) violence in Trust schools - all incidents will be recorded using the online accident reporting system.
- Each school 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.

#### 22) Manual handling

- Risk assessment process to be used to identify measures to minimise the risk of harm. For regular tasks, the risk assessments must be documented.
- 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.
- Manual handling Safe Working Procedure has been produced and distributed to all schools; all staff must familiarize themselves with the contents.

#### 23) Work at height

- Risk assessment process to be used to identify measures to minimise the risk of harm. For regular tasks, the risk assessments must be documented.
- Site and activity-specific risk assessment must be completed for one-off or exceptional tasks.

#### 24) 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.

#### 25) 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

#### 26) 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.

#### 27) Health Surveillance:

Where required (as the outcome of an appropriate risk assessment) each school will undertake and record health surveillance on staff regularly exposed to the following hazards:

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

#### 28) 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.

## 29) Ionising Radiation

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

- Register the school with the HSE on the activity's on site.  
<https://services.hse.gov.uk/bssd/>
- The school must appoint a Radiation Protection Advisor, this is 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.

### History of Changes:

<b>Version</b>	<b>Date</b>	<b>Page</b>	<b>Change</b>	<b>Origin of Change</b>
<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. 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 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.
		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.

Should you require further information, please contact

**The Governance Officer.**

**Cornwall Education Learning Trust (CELT)  
Atlantic Centre  
Trenance Leisure Park  
Newquay  
Cornwall**

TR7 2LZ

Telephone: 01637 800280

Email: [ccarter@celtrust.org](mailto:ccarter@celtrust.org)

[www.celtrust.org](http://www.celtrust.org)