

# Mevagissey CP School - Health & Safety Policy

**Author:** Ben Ringrose

**Adopted by (body):** LGB

**Approved date:** July 2023

**Review date:**

July  
2024

<b>Page no.</b>	<b>Contents</b>
5	Statement of Intent
6	Organisation and Responsibilities
14	School Operations
14	1) Arrangements for supervision of students
14	2) First Aid
17	3) Pupils with medical needs
18	4) Medicines
19	5) Sun Safe and Heat Stress
20	6) Accidents/Incidents
22	7) In-House Catering Provision
22	8) Compliance and Mandatory Testing
23	9) Management of contractors
24	10) Vehicles and Driving for Work
25	11) Business Continuity
25	12) Training
26	13) Risk assessment
28	14) Educational Visits
28	15) Fire and Evacuation
30	16) Electricity
32	17) Control of hazardous substances
32	18) Personal Protective Equipment (PPE)
33	19) Display Screen Equipment
33	20) Work equipment
36	21) Lone Working
38	22) School Security
39	23) Violence & Abuse
40	24) Manual handling
41	25) Work at height
43	26) Shared Premises (where appropriate)
43	27) Hand Arm Vibration
44	28) Noise
44	29) Exposure Monitoring and Health Surveillance
45	30) Hot Works
45	31) Ionising Radiation
46	32) Infection Prevention Control (IPC)
47	33) Asbestos
49	Appendix 1 – Named individuals with responsibilities
51	Appendix 2 - Fire evacuation procedure
52	Appendix 3 - Emergency evacuation (critical incident)
53	Appendix 4 - Emergency closure procedure

**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 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.

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

### **Trust Lead (TL)**

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

The TL's responsibilities are to:

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



- 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)/Rapid Improvement Group (RIG):**

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

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

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

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

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

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

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.**



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

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

The Educational Visits Coordinator's responsibilities are to:

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

### **Competent Health and Safety Advisor**

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

A summary of the Service Level Agreement is as follows:

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

### **Consultation with employees**

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

- Health & Safety Committee
- The TL
- The Estates Team
- Headteachers

## 2) First Aid

1. A range of First aid boxes are located throughout the site and listed in Appendix 1
2. There are appointed first aiders. Details are listed in Appendix 1.
3. All significant accidents & cases of work-related ill-health must be recorded on forms and reported on AssessNET online. Minor first aid incidents for pupils are recorded in a first aid log or accident book. Location of books/forms and responsible persons are listed in Appendix 1.
4. The person responsible for reporting accidents to the enforcing authority/Cornwall Council (using AssessNET) is shown in Appendix 1. See section 6 of this policy for further information on incident reporting.
4. Health surveillance is required for identified employees, related to their specific tasks or daily duties.

The School has assessed the need for first aid provision.

Appointed persons and qualified first aiders holding a range of the following certificates (as identified by the assessment of needs); First Aid at Work, Emergency First Aid at Work, Paediatric First Aid, Emergency Paediatric First Aid, or Outdoor Education related First Aid certificates are available.

For EYFS, Paediatric First Aid trained personnel will always be available in school or out on trips/visits in accordance with section 3.25 and Annex A of 'Statutory framework for the early years foundation stage'.

Provision to ensure cover for off-site, holiday activities, and staff absence has been considered.

Details listed in Appendix 1.

### First aid coordinators

First aid coordinators (named in Appendix 1) are responsible for overseeing the arrangements for first aid within the academy. Their duties include ensuring: -

- that first aid equipment is available at strategic points in the academy as identified in Appendix 1.
- that the correct level of first aid equipment is maintained in each first aid box
- specific equipment e.g., eye rinses (tech rooms), are available where necessary
- that enough personnel are trained in first aid procedures (including for known pupil or staff medical conditions.)

and, in the case of pupil injuries, with the parents or legal guardians.

### Suspected Head, Neck & Spinal Injuries to Pupils

In the event of a suspected head, neck or spinal injury to a pupil it is the policy of the School in addition to the normal first aid procedures, that the pupil's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS Choices for advice or phone for an ambulance as appropriate.

### Other Significant Injuries

Any other serious injury will be notified to the parents/legal guardian by the quickest means possible (normally by phone).

In addition to the procedures above, the Academy will notify parents/legal guardians of any other significant injury by way of either:

- a telephone call
- or a note in a planner/ private message via appropriate school communication platforms
- follow-up letter to the above if necessary

### Escorting Pupils to Hospital

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or guardian is in attendance. Staff with appropriate business use insurance on their vehicle or other staff (covered by the CELT insurance for emergency journeys) may use their vehicle in an emergency to transport a child to hospital and best practice is to be accompanied by another supporting member of staff.

If an ambulance is used, then only one member of staff is required to attend.

The member of staff will stay with the pupil until a parent or guardian arrives and responsibility is "handed over".

See CELT First Aid Guidance and Procedures (Appendix 6) for further information.

## **3) Pupils and staff with medical needs**

The school recognises that it has a responsibility to support pupils with medical conditions, so they can have 'full access to education including school trips and physical education'. The school



### Administering medication, record keeping and storage

Medication will be administered in accordance with:

- Appendix 2 – Managing Medicines Guidance
- Appendix 3 – Receiving Medicine Record
- Appendix 4 – Administering Medication Record

of the CELT 'Supporting pupils with medical conditions policy'.

This includes the procedure for the consent and administration of medication for off-site activities and visits, which should be managed and organised by the named activity lead.

Written records will be kept of all medicines administered to pupils for as long as these pupils are at the school. Parents will be informed if their pupil has been unwell at school.

Named staff approved to manage and dispense medicines are listed in Appendix 1.

Medication for personal use by members of staff must be kept in a secure location and must not be left in classrooms where pupils may be able to gain access.

### **5) Sun Safe and Heat Stress**

As part of CELT Healthy Schools work, we raise awareness of how to enjoy the sun safely. Statistics show increases in the cases of skin cancer in Cornwall driven in part by exceptionally high UV levels and the prevalence of outdoor activities and lifestyles. It is important to act early to prevent damage from a young age.

It is recognised that we all need some sun exposure; it's our primary source of vitamin D, which helps us absorb calcium for stronger, healthier bones. However, it doesn't take much time in the sun for most people to get the vitamin D they need. Unprotected exposure to the sun's ultraviolet rays can cause skin damage, eye damage and even cancer.

As a Trust we will encourage all our staff, pupils, and students to be 'Sun Safe'. Each academy will adopt their own practice in guiding everyone in being safe in the sun.

Staff will guide everyone including themselves to be safe in the sun. Children are reminded to wear hats during playtimes, lunchtimes, outdoor P.E. lessons and trips and visits. Parents will be advised and reminded that sunscreen should be applied before pupils come to school. Pupils will be encouraged to drink constantly, particularly in hot weather to prevent dehydration.

Temperature, UV index, activity, time of day, clothing, duration in the sun, access to refreshments, access to shade, medical conditions, and ventilation will be considered as part of activity or environment risk assessments for both pupils and staff (including outdoor workers) to prevent sunburn, heat stress, heat exhaustion or heatstroke.

Further information on safe sun practice can be found at:

- Any injury to an employee, trainee or contractor which results in the injured party being unfit for normal duties for 7 or more consecutive days (excluding the day of the incident).

### **Specified Major Injuries (Employees)**

- Any injury which meets the criteria for specified injuries as set out in RIDDOR (fractures (not fingers or toes), loss of consciousness, hypothermia, heat induced illness, eye damage leading to permanent partial or loss of vision, serious burns, crushing, amputation)

### **Violent Incidents**

- Any instance of violence physical or verbal to an employee, trainee or contractor, or where another pupil was taken direct for medical attention.

### **Dangerous Occurrences (collapse of scaffold, explosion etc)**

**Specified Occupational Disease** (Repetitive strain injuries, occupational asthma, hand-arm vibration etc)

### **Near Miss**

- Any incident that, while not causing harm, had the potential to cause significant injury or ill health.

### Incident Investigation

All incident reports will be seen by the Headteacher (supported by the Health and Safety Co-ordinator), who will decide if an investigation is necessary and review if appropriate remedial action has been taken to ensure similar cases are prevented in the future. The results of any investigation will be recorded on the online incident report.

Major incidents will be reported to the Local Governing Board and Board of Trustees.

Following an incident, the manager or activity lead for that area will review related risk assessments or safe working procedures to revise any necessary controls.

### Incidents Reportable to the Health and Safety Executive (RIDDOR)

The council Health, Safety and Well-being team review all incidents reported on AssessNET and make relevant reports to HSE on behalf of CELT. They may make requests for further information, which should be provided as soon as possible to remain within statutory reporting requirements (within 10 days of the incident) and may make appropriate recommendations for remedial action to be taken to ensure similar cases are prevented in future.

## **7) In-House Catering Provision and Food Hygiene**

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

The Site Manager/s (Appendix 1), or the Headteacher is responsible for overseeing the management of all contractors on site.

They are also responsible for ensuring all contractors have received H&S information and been inducted, such as may be needed to minimise the risk from the contractor's activities on School site.

Centrally appointed contractors are pre-vetted, and their key information is held centrally and available (through My Compliance) to school reception and site staff.

Where the school appoints a contractor who is not on the central appointed list, the school is responsible for the following pre-work checks and contractor management.

### Selection of Contractors

The school will only select contractors to carry out work who meet/have the following criteria: -

- Competence to carry out the work required (by way of training, knowledge and experience)
- Assessment of the risks associated with the work
- A safe scheme of work
- Appropriate management of the work
- Appropriate vetting procedures for their employees where appropriate
- Appropriate employers and public insurance

### Management of Contractors

Supervision of contractors will, to an extent, depend on the type of work being carried out: -

- New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of school staff.
- Term-time contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer.

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.

All contractors likely to enter service areas (liftin ceiling tiles, roof spaces, service cupboards, ducts etc) or disturb the fabric of the building must view and sign the Asbestos Management Plan and register on site before starting work.

All contractors will be required to sign-in and out and carry visible identification which should include a school visitors' badge/lanyard unless they are in a separated work area.

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 have sufficient separate support to supervise pupils in the vehicle.

Risk assessments will be completed for driving at work, particularly for any activities involving the transport of pupils prior to that activity taking place.

Any driving for work purposes, including the transportation of pupils, will be authorised by Headteacher.

## **11) Business Continuity**

### **Critical incident**

In the case of site wide critical incidents e.g., a major fire or other significant risk affecting the health and safety of users, the relevant emergency/critical incident procedure will be implemented in accordance with the school's critical incident plan.

Procedures are unique to each site and the specific arrangements detailed in the Appendices:

- Appendix 2 – Fire Evacuation
- Appendix 3 – Emergency Evacuation
- Appendix 4 – Emergency Closure Procedure
- Appendix 5 – Lockdown Procedure
  - To be rehearsed at intervals no less than 12 monthly, preferably in the first term of the school year.

## **12) Training**

### **Induction**

All employees will be given health and safety induction by an appropriate person at each site when they start work, which will cover basic site instructions such as first aid and fire safety.

- Induction training will be organised by site specific CPD Coordinators.
- There will also be appropriate 'On the job'/job specific health and safety induction, arranged and provided by line managers/departamental heads as appropriate.
- The 'master' induction pack is overseen and updated by the site CPD Coordinator.
- The CELT Induction Training Checklist will be used to guide this process.

### **Training for specific roles**

Specific jobs/roles requiring specialist training are identified as part of the staff appointment process, using the CELT training matrix and/or annual staff review process.

Risk assessments will be completed using the Cornwall Council online risk assessment system AssessNET, for which access and training can be organised through your H&S Coordinator (see Appendix1)

Risk assessments in specialised areas must be based on guidance provided by external advisory bodies such as:

- CLEAPSS – Science, DT and Art;
- Association for Physical Education (AFPE) – PE;
- Outdoor Education Advisors Panel (OEAP)
- Safer Food, Better Business – In-house Catering provisions

**Safe Working Procedures** – The risk assessments will be used to develop safe working procedures which **must** be shared in a timely way, with those who have responsibility for or are involved in that activity and followed by all staff. Safe working procedures form the basis of operating procedures and copies should be made easily available to all, either printed or online in appropriate class, departmental or team areas.

1. The findings of the risk assessments will be reported to line managers/departmental heads.
2. Action required to remove/control risks will be approved by line managers/departmental heads and approved staff as appropriate.
3. The persons responsible for ensuring the action required is implemented are line managers/departmental heads other approved staff as appropriate.
4. Line managers/departmental heads and other approved staff as appropriate are responsible for checking that the implemented actions have moved/reduced the risk/s to an acceptable level.
5. Assessments will be reviewed annually, when the activity or needs of an individual change or if additional risks are identified (such as after an incident), whichever is the soonest.
6. Documented Risk assessments will be held by relevant sites and departments.
7. The Health and Safety co-ordinator is responsible for producing relevant reports for the CEO, Estates team, Headteachers and Trustees.

See CELT Risk Assessment Guidance and Procedures (Appendix 7) for further information.



- Arranging fire evacuation drills (see below)
- Reviewing and recording the significant results of the fire evacuation drills
- Through the Site Managers ensuring that the Fire Log is kept up-to-date (arranging for alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)

### Fire Wardens

Fire Wardens (Appendix 1) may assist in the monitoring fire safety of the premises or during and evacuation by:

- Assisting with the operation of the fire panel
- Checking assigned area have been evacuated
- Supervising and directing students and staff to areas of safety
- Assisting with the roll call.
- Monitoring fire safety in their work area.

Fire Officers and Wardens will complete Fire Warden in (Education) training (iHasco), any training specific to their site procedures and may (if relevant) receive Fire Extinguisher training.

### Site Manager

1. The Site Manager is responsible for ensuring fire risk assessments are undertaken, implemented and actioned.
2. Escape routes are checked on a regular basis by Site Managers and their teams (where appropriate) as part of daily routines.
3. Fire extinguishers are maintained and checked by Site Managers and their teams (where appropriate) on a visual basis within daily routines, with full annual maintenance inspections and remedial work undertaken by an approved contractor within organised property compliance arrangements.
4. Alarms are tested by Site Managers as a weekly inspection, with full annual maintenance inspections and remedial work undertaken by an approved contractor within organised property compliance arrangements.

### PEEPS – Personal Emergency Evacuation Plan

A PEEP will be agreed for anyone who may require additional assistance (i.e. cannot evacuate themselves along with others to the usual assembly points without assistance) to evacuate the premises in the event of an emergency. E.g. those with limited mobility, visual or hearing impairment or other special educational needs.

### Fire Drills/Evacuation Practice

### Personal Items of Equipment

Personal items of electrical equipment **should not** be brought into academy for use by staff or pupils.

Where possible rechargeable battery type pieces of electrical equipment should be used, that do not require electrical supply.

### All Staff

Staff will always visually inspect electrical equipment before use for obvious defects such as cracked housing or defective/damaged cables or plugs.

Defective equipment will not be used.

Any problems found with plant/equipment should be reported to one or more of the relevant people listed above. However:

Dangerous faults must be reported immediately, and all equipment removed immediately from active use (locked away and or clearly marked as defective).

Other equipment may be reported later and if considered not fit for purpose removed from active use (locked away and or clearly marked as defective).

Only electrical equipment suitable for its purpose or environment will be used, i.e. for internal/external use etc.

## **17) Control of hazardous substances**

Chemicals can cause you and others harm - cause skin allergies, asthma or skin burns and eye damage.

Some substances are easily identifiable as hazardous to health such as cleaning or site chemicals, others are not so clearly identifiable and may become hazardous through an activity (such as dust from sanding wood or using clay, or vapours from heating plastics or solder).

When carrying out a COSHH risk assessment, consider those with by-products of a process or activity.

The most hazardous substances are given Workplace Exposure Limits (WEL's), listed in the Health and Safety Executive (HSE) document EH40.

Hazardous products are often labelled with hazard symbols (white diamond with a red surround and black symbol, or list hazard phrases such as 'Health Hazard', 'Corrosive', 'Toxic', 'Irritant' or 'Harmful'.

### All Staff

All staff must ensure that they do not use any potentially hazardous substance without first familiarising themselves with the requirements of the COSHH assessment or requesting one from the COSHH Coordinator.

- Undertaking/requesting COSHH assessments
- Maintaining the schools COSHH register including timely review of assessments

COSHH assessments are obtained through the Cornwall Council Sympol Database by COSHH Coordinators at Schools.

See the COSHH Guidance for schools and COSHH Procedure within the CELT H&S Pack available on the CELT HUB.

- reviewing the risk ratings and suggested controls in the COSHH assessment
- ensuring that all actions to lower risk identified in the assessments are implemented or identifying a lower hazard product
- ensuring that all relevant employees exposed to a product/substance are informed of the COSHH assessment and its recommendations to lower risk
- that the COSHH file (physical and/or electronic) is kept up-to-date and available in case of emergency. –

Documented COSHH assessments are usually physically held at office areas related to each of the listed functions or shared file areas.

- Assessments will be reviewed on a cycle as advised by the assessment, when the work activity or users change, or when accidents or incidents occur, whichever is soonest.
- ensuring that COSHH assessments are in place and accessible for contractors on site (both regular contractors such as cleaners and through the Risk Assessments and Method statements (RAMS) for specific projects from builders, decorators, flooring specialists, etc.), where persons may be affected by their use on site, or the storage of such substances / materials may need to be controlled.

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

Personal protective equipment will be supplied to control hazards as a last resort, where the hazard cannot be removed or reduced to an acceptable level of risk by other means.

The need for PPE will be determined through the risk or COSHH assessment process and where identified as necessary PPE will be provided without cost to the user. Where issued the user must use it and wear it correctly, storing and maintain it properly if required.

Specialist Technical Staff, Site Managers, H&S Co-ordinators as appropriate will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the

- d) on request, arrange for the provision of eyesight tests for DSE users;
- e) arrange for the free supply of special corrective glasses where required specifically for working with DSE;
- f) provide information, instruction and training to ensure that DSE users are aware of the potential risks to health and how these can be avoided.

Staff will complete individual self-assessment and iHasco DSE training as set out in the Guidance and Procedures in the CELT H&S Pack, available on the CELT HUB.

Qualified DSE Assessors named in Appendix 1 will undertake to review DSE arrangements and the self-assessments.

## **20) Work equipment**

Budget holders will be responsible for overseeing the purchase of 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 & repairs);
- training and use of the equipment
- second-hand plant and equipment meets health and safety standards before purchase

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

Persons responsible for following this are departmental heads, budget holders, technical support staff, Site Managers. This will include:

1. identifying all equipment/plant needing maintenance;
2. ensuring effective maintenance procedures are drawn up;
3. ensuring that all identified maintenance is implemented;
4. check that new plant and equipment meets health and safety standards before it is purchased.

Any problems found with plant/equipment should be reported to one or more of the relevant people listed above. However:

Dangerous faults must be reported immediately, and all equipment removed immediately from active use.

Other equipment may be reported later and if considered not fit for purpose removed from active use.

### Contacting the Site Team

Details listed in Appendix 1 under Site Managers.

### Limitations on work to be carried out when working alone

- Do not work at heights on a ladder or steps
- Do not go into lofts or any other space in which you might become trapped
- Do not do any tasks involving hazardous tools or materials
- Assess your own physical ability to undertake the task
- Avoid working outside of the site complex
- Lock the doors and close the windows to prevent potential intruder access
- Know the location of your nearest fire exit and how to open it in an emergency
- Know the location of the nearest first aid kit
- If working after dark, always carry a torch when accessing un-lit areas
- When leaving, limit the amount you are carrying to have one hand free
- If you arrive at school or during the period of attendance, and find any sign of intruders, do not enter the building and avoid potentially dangerous confrontation. Instead, call the Police in the first instance followed by the on-site Site staff, or other management personnel.
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious.
- When working alone, do not attempt any tasks which have been identified as medium or high risk (including a change in the environmental conditions that may affect the level of risk), or which common sense and/or a dynamic risk assessment tells you are potentially hazardous given your own level of expertise and the nature of the task.

### Summary

It is established that staff may want on occasions or be required for operational/contractual reasons to work on-site at times outside of the normal hours or in holiday periods. Ideally staff should not find themselves in a lone working situation, however where this is unavoidable, all staff must use practical common sense and undertake a dynamic risk assessment, using the guidance above (although this should not be considered exhaustive), to ensure that the risks are adequately controlled).

## **22) School Security**

Named in Appendix 1 is the appointed person responsible for the security of the site.

Persons responsible for closing the site are: Churchill

Please assist them, by closing windows and doors and locking them from inside and closing blinds and turning off lights, equipment and carrying out any other closing checks before you leave your work area.



### Team Teach

Team teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this academy the relevant staff are trained in team teach techniques. Specific policies, aimed at the safeguarding and behaviour of pupils, have been adopted and are available to staff.

### Reporting

- 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.

All incidents of significant verbal and physical abuse are to be recorded using the on-line accident/incident reporting system. This should include

- Any instance of significant physical or verbal abuse towards an employee or other that affects their personal health and safety.
- Any significant physical injury to a pupil, employee or other, caused by another – particularly indicated by the need to seek first aid or direct medical care.
- Any violent or abusive situation that could have resulted in a significant physical injury to a pupil or employee (i.e., a near miss)
- Significant numbers of incidents against employees caused by pupils (through dysregulation) that may have an accumulative affect on the H&S of those supporting them. This is different to reporting on CPOMs that records the outcomes for a pupil.

### **24) Manual handling**

- Avoidance of risk

The School will eliminate, as far as is reasonably, practicable, the need for its employees to carry out any manual handling tasks that involve a risk of injury.

- Assessment of risk

Staff should ensure that the manual handling risk has been assessed and documented where manual handling operations cannot be avoided. The risk assessments for regular tasks are available

No working at height should be undertaken when working alone.

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

### Portable Ladders

The law says that ladders can be used for work at height when an assessment of the risk for carrying out a task has shown that using equipment offering a higher level of fall protection is not justified because of the low risk and short duration of use.

Any new portable steps/ladder purchase should meet the latest EN131 Professional standard with a 150kg maximum total load (total weight of the user, their clothing, protective equipment, tools and materials).

Any portable steps/ladders equipment meeting the previous Class 1 (BS 1129/BS 1027 Industrial) or Class 2 (EN 131 Trade/Industrial) standard can remain in use if it is regularly checked and remains in good condition.

EN 131 Non-professional or the previous standard Class 3 Domestic (BS 1129/BS 2037) should not be used in the workplace and be removed or replaced.

Each ladder must clearly display an up to date safe to use ladder inspection tag and staff must only use ladders that have an in-date tag.

Even with a tag in place it is imperative for users to satisfy themselves that the equipment remains in good order before active use. Any un-safe equipment or concerns about equipment should be reported to the appropriate Site Manager as soon as possible, and where equipment is damaged taken out of use immediately.

Further to the working at height risk assessment, staff should use a dynamic risk assessment of the work to be undertaken as they carry it out and suspend the activity until any further risks (such as a change in duration or the environment are sufficiently controlled. If staff are unsure of what is the right equipment to use, advice should be sought from a member of staff (usually the Site Manager) who has completed the iHasco on-line training on slips, trips and falls or completed working at height training.

### **Work the safe way on Stepladders:**

Only mobile towers that have all the necessary parts to the current standard should be used and only if the full instructions are available for its use.

If towers for stairs, with cantilevers, bridges, linked or large decks are required other equipment and a competent contractor will be required.

#### Other access equipment (Scaffold/Mobile Elevated Work Platforms etc)

All other access equipment may only be used once its use has been specifically risk assessed for regular or one-off activities and users have been sufficiently trained in its use and deemed competent to use it by their manager.

### **26) Shared Premises**

The school shares its site with the following organisations

- Little Nippers

We conduct a yearly meeting with each organisation to discuss emergency arrangements, first aid, fire safety and health, safety and welfare matters. Both parties will also share any risks within the working environment and safe systems of work for both parties. We will also arrange regular inspections of the organisation premises.

If any information discussed at this meeting changes during the year both parties should share this information with one another and cooperate on relevant health and safety arrangements.

### **27) Hand Arm Vibration**

The 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

Before staff begin work with equipment where HAV has been identified as a hazard, normally by their risk assessment, they will be entered into health surveillance.

Staff who use the equipment identified as having HAV as a hazard must also complete a 'HAV CELT log' which details when the equipment was used and for how long. Using the 'HAV Grid' the exposure can be calculated and recorded. This must be then passed onto their line manager/Head of department to be kept on file for future reference.

Most monitoring and surveillance will be organised through the Estates/HR Teams with our nominated Occupational Health Contractor.

### **30) Hot Works**

A formal Hot Works Permit/Permit to Work system is in place and must be always adhered to.

Hot Works cannot take place unless a permit has been issued which can only be authorised through the Site Manager (Appendix 1) and according to the procedure for small or project works as set out in the CELT H&S Pack found on the CELT HUB.

Copies of all Hot Works Permits/Permits to Work, will be shared with the Estates and Facilities Manager of the site.

### **31) Ionising Radiation**

The school is registered with the HSE for the use of Ionising Radiation. Files are kept in the radiation log folder.

The school subscribes to the CLEAPSS SLA through Cornwall Council Health and Wellbeing Team provide us with the Radiation Protection Advisor (RPA) Service.

The school follows CLEAPSS L093 Managing Ionising Radiations and Radioactive Substances in Schools and Colleges and will have a risk assessment and safe working procedures for use of radioactive sources in place.

The school has appointed a Radioactive Protection Supervisor (RPS) listed in Appendix 1 whose responsibility it is to risk assess storage, use of sources and ensure the above guidance is implemented and followed.

For further assistance and information contact:

[HandS@cornwall.gov.uk](mailto:HandS@cornwall.gov.uk) or the [CLEAPSS Helpline](#) on 01895251496

### **32) Infection Prevention Control (IPC)**

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



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

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

### 33) **Asbestos**

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

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

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

There is known/suspected Asbestos at Mevagissey CP School and all are advised to assume it is always present.

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

Mevagissey CP School has an Asbestos Management Plan (AMP) and register available at Reception detailing the locations of known/suspected asbestos, which should be brought to the attention of any contractors or CELT employees (a signature should be obtained to show they have seen it and countersigned by the site manager) that are carrying out either invasive works or works (including for IT or communications) that may disturb the fabric of the building.

The AMP is formed from a comprehensive management survey however, in the case of invasive works or disturbing the fabric of the building not already surveyed, the nominated Estates and Facilities Officer/Site Manager should be consulted to obtain a refurbishment/demolition survey for the work area prior to its start and to receive a permit to work.

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



# Appendix 1 – Named individuals with responsibilities

Responsibility	Mevagissey CP School
Health & Safety Trustee	Ann Trevarton
Delegated responsibility	Lauren Rees
Supported by	Jon Purshouse
Employee/Union representatives	-
The persons who will carry out regular inspections are	Alan Fairbairn
With the support of	Jon Purshouse
Educational Visit Coordinator (EVC)	Ben Ringrose
CPD Coordinator	Lauren Rees
CPD/Training records held by	Main office
Accident book location/s	Each classroom
Accident/incident investigator	Jon Purshouse & Ben Ringrose
Reporting Officer (Accidents and Near miss incidents)	Ann Keevil Harriot Round
Supported by	Jon Purshouse
Deputy Reporting Officer (Accidents and Near miss incidents)	Ben Ringrose
The persons responsible for liaising with contractors undertaking major works to ensure that the risk due to having contractors on site is monitored and controlled	Jon Purshouse Ben Ringrose Alan Fairbairn
The persons appointed with the authority of the CEO to request action from the Contractor where conditions are unsafe	Jon Purshouse Ben Ringrose
First aid coordinators	Tracey Gilbert

## **Appendix 2 - Fire evacuation procedure**

To include:

- Procedure for evacuation of the building (may include a visual guide to evacuation routes and assembly points).
- Procedure for returning to the building

In the event of a fire, secretary will immediately call the fire brigade.

Pupils leave their classroom via the fire exit in an orderly manner, lead by the class teacher and or teaching assistant.

If pupils are not in the classroom (i.e. hall, corridors, toilets) they understand the importance of making their way to the nearest fire exit. They will be supervised by an adult to support with this.

Supervised by adults, children are lead to the top end of the field where they line up in their classes. Using the fire register, which is completed each day by the class teacher, the teacher takes the register to ensure all of the children are present and have safely evacuated the building.

Ben Ringrose and Alan Fairbairn sweep school checking classrooms and closing fire doors to ensure the building has been evacuated.

Once the building has been deemed safe, children return to classrooms in an orderly manner.

## Appendix 4 - Emergency closure procedure

Emergency Closure Procedure Whilst School is in Session –  
The school will follow the Cornwall Council procedure:

# Closing your school in an emergency

## A guide for headteachers and school staff

This document outlines the agreed procedure which all schools must follow when it is necessary to consider closing in the event of an emergency (eg snow, flooding, no water or heating, public health, etc).

**A copy of this document should be held by the Headteacher, Secretary, Chair of Governors and Caretaker; with each having a copy at the school and at home. You should also include this in your school's Emergency Procedures Folder.**

## Be Proactive!

### Agree your procedure

It is important that all schools have an agreed procedure that will be followed in the event of a closure, and that this is communicated to all staff and parents / carers. Many schools provide a free text service which immediately informs all parents of the school's decision to close; however, we strongly recommend that all parents / carers are advised to listen to updates on BBC Radio Cornwall, Goldmine FM, Heart FM or Pirate FM during periods of inclement weather, as well as checking relevant social media channels.

### Maintain and inspect your property

The main reason for schools to close is as a result of property damage caused by bad weather eg roofs, boilers and pipes. It is important that you maintain your school to an acceptable level, and that you are fully aware of your school's maintenance issues - a copy of your school's Condition Survey may assist you with this.

If temperatures fall below freezing, someone from the school (perhaps the caretaker) should undertake a daily inspection of the property's boilers, radiators and water heaters.

For a copy of your Condition Survey, or for advice on how what to look for during your inspections, please contact your Building Surveyor and / or Mechanical Engineer.

### Free De-Icing Salt

**NB This service is available to LA maintained schools only**

In the Autumn Term each year, the Transport Team send a communication to all LA maintained schools offering free de-icing salt; the only condition being that the school holds a suitable receptacle / bin. We strongly recommend that schools take up this free offer, as all further salt supplies will need to be sourced externally to the Council and at a cost to the school.

## Procedure: Considering Closing Your School?

### Before School Starts

- You must undertake a risk assessment to determine whether it is safe for children and staff to travel to school; and if so, what subsequent risks could arise once they are in school.
- During bad weather, you should be aware of weather forecasts and take into account local road conditions. Similarly, if the school has no water / heating, you should base your assessment around the estimated resolution time.
- Where it is safe to do so, you must do your utmost to open your school. To facilitate this, you may wish to consider opening late or closing early, and / or varying the school's activities – e.g. bringing classes together, reducing the extent to which children have to move between buildings, and / or ending the school day early.

### During School Time

### Undertake a Risk Assessment

- Your priority must be to ensure that all children within your care are kept safe and warm.
- All subsequent actions must take this overriding view into account.
- You must undertake a risk assessment, using common sense to determine whether it is feasible for children and staff to remain in the school; and if not, what subsequent risks could arise by sending them home. During inclement weather, you should be aware of weather forecasts and take into account local road conditions. Similarly, if the school has no water / heating, you should base your assessment around the estimated resolution time.
- Where it is safe to do so, you must do your utmost to keep the school open. To facilitate this, you may wish to consider varying the school's activities e.g. - bringing classes together, reducing the extent to which children have to move between buildings, and/or ending the school day early.

## Make Decision and Seek Governor Approval

Having assessed the risks, it is the Headteacher's responsibility to make the final decision whether or not to close. Where possible, the Governing Board should authorise this decision. If your Chair of Governors is not contactable, you should contact your Vice Chair or other Governing Board members to ratify your decision.



## Appendix 5 Lock down procedure

See guidance in CELT H&S Pack on CELT Hub.

# Lockdown Template (Example)

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

## Signals

Alarm or signal for lockdown shelter	
Signal for stand down / all-clear	

## Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer		
Deputies		
Communications Officer		

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms most suitable for lockdown
1 Classrooms
2 Hall
3 Sports hall
4 Offices

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements
Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.
Two-way radios
Classroom telephones
Mobile phones
Instant messaging / email
Other (TV's / Whiteboards / etc)

**Appendix 6 First Aid Guidance and Procedures**

Refer to the CELT First Aid Guidance and Procedures in the CELT H&S Pack on the CELT Hub.

<b>1.0</b>	09.04.2020	N/A	Original Draft	N/A
<b>2.0</b>	23.01.2023	2	Signature page adjusted to add Chair of LGB/RIG and H&S Member	To show adoption by Local Governance
	23.01.2023	4	Contents page adjusted	To match document sections
	23.01.2023	5	Organisation chart adjusted to match job roles of Deputy Trust Lead and H&S Officer	Job changes
	23.01.2023	10	Headteacher duties amended to add H&S standing agenda item	Deputy Trust Lead
	23.01.2023	13	School Operations text amended	To reflect updated procedures and information.
	23.01.2023	13	Supervision section – times added for Wraparound provision.	N/A
	23.01.2023	13 - 17	First Aid sections re-written regarding provision and assessment, Paediatric First Aid requirements, Emergency response for those with known medical conditions and Escorting pupils to Hospital	To match the supporting pupils with Medical Conditions Policy and EYFS requirements for Paediatric First aid
	23.01.2023	17	Pupils and staff with Medical Conditions section re-written.	To refer to DoE guidance and CELT policy for Supporting Pupils with Medical needs
	23.01.2023	17	Medicines section re-written.	To reflect and refer to CELT policy for Supporting Pupils with Medical needs
	23.01.2023	19	Sun safe and Heat Stress section re-written.	To reflect HSE guidance on Heat Stress and sun exposure for employees
	23.01.2023	20	Accident/Incident section re-written to reflect current reporting practice.	AssessNET reporting

	23.01.2023	41- 43	Working at Height section completely re-written.	Legislation
	23.01.2023	44	Exposure monitoring and Health Surveillance, section addition of hazards.	N/A
	23.01.2023	45	Hot Works section addition of CELT H&S Pack reference.	CELT H&S Pack.
	23.01.2023	45	Infection Prevention Control Section added.	Significant Hazard/CELT H&S Policy
	23.01.2023	47	Asbestos Section added.	Significant Hazard/CELT H&S Policy
	23.01.2023	49	Appendix 1- Table section titles amended	N/A
	23.01.2023	52	Appendix 3 Emergency Evacuation Template added	N/A
	23.01.2023	53	CC Emergency closure procedure added	Update to CC procedure
	23.01.2023	57	Appendix 5 Lockdown Template added	N/A
	23.01.2023	59	Appendix 6 added to reference CELT First Aid Guidance location	DoE
	23.01.2023	60	Appendix 7 added to reference CLET Risk Assessment Guidance and Procedures location	DoE
	23.01.2023	61	History of Changes table added.	
	28.03.2023	62	Wording amended: <ul style="list-style-type: none"> <li>• To reference RIGSs as well as LGBs</li> <li>• That the LGB/RIG responsibilities are to 'monitor so far as is responsibility practical' that the items listed are provided rather than 'provide or allocate' resources</li> </ul>	n/a