

HEALTH, SAFETY AND WELLBEING POLICY

Adopted October 2017

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Statement of Intent

The Board of Directors is committed to ensuring that high standards of health, safety and wellbeing are provided and maintained in order that there is a safe and healthy working environment for all staff, students and visitors.

The Board of Directors recognises that health, safety and wellbeing is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the School provision.

This policy reflects our commitment to ensuring that health and safety is paramount to the Academy Trust and that effective management of health and safety actively contributes to our success. The safety of both students and employees should underpin the whole culture and ethos of the Trust.

Managers and employees at all levels are expected to embrace this commitment by ensuring high standards of health, safety and wellbeing in their area of responsibility as outlined in this policy and associated standards.

This policy sets out the key responsibilities of the Board of Directors, Head of Schools/Headteachers, Managers, all employees and other key staff.

It also outlines how health and safety is organised within the schools and signposts all employees to the detailed arrangements for implementing the policy through risk assessments and standards.

All employees have responsibilities under the Health and Safety at Work Act, and any breach of these could lead to prosecution of the School and/or individual employees. Failure to comply with the health and safety standards could also result in disciplinary action.

This statement, policy and arrangements were approved by the Board of Directors:

Signed:.....

Date:.....

(Chair of Directors)

This policy will be reviewed annually.

Responsibilities - All employees

All employees are responsible for:

Control

Looking after their safety and the safety of others affected by their work.

Co-operation

Co-operating with the school by following safe working practices and carrying out health and safety responsibilities as detailed in the school's policies, risk assessments and health and safety standards.

Communication

Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.

Competence

Taking part in any health and safety training and development identified as necessary by the Headteacher or their Line Manager.

Planning and Implementation

Using work equipment provided correctly in accordance with instructions or training. Ensuring that if they organise projects or activities involving pupils or other non employees, risks are assessed as part of the planning stage and control measures implemented.

Monitoring

Reporting health and safety incidents, in accordance with the school's health and safety Incident Reporting Procedure.

Safety Education

All employees are responsible for contributing to the safety education of pupils through the formal and informal curriculum. All teachers and support staff are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

Responsibilities - All managers and supervisors

All employees with management and supervisory responsibilities are responsible for the implementation of the Health, Safety and Wellbeing Policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision. Their responsibilities include:

Control

Ensuring the Health, Safety and Wellbeing Policy is implemented in their area of responsibility.
Ensuring managers under their control carry out their health and safety responsibilities.

Co-operation

Identifying opportunities to improve the health, safety and wellbeing within the school, and promoting risk awareness and the development of safe behaviours.

Communication and Consultation

Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views.

Competence and Capability

Ensuring the health and safety competence and capability of employees under their control.

Planning and Implementation

Ensuring relevant health and safety standards and risk assessments are implemented in their area of control.

Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures implemented.

Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).

Monitoring and Review

Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the School's requirements.

Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Headteacher or Local Governing Body.

Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager.

Responsibilities - Headteacher

Control

Ensuring there are appropriate arrangements in the school for implementing the school's Health, Safety and Wellbeing Policy, and ensuring that the Policy and arrangements are effectively communicated and implemented.

Ensuring systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions.

Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery.

Ensuring there are appropriate arrangements in place for co-operation and co-ordination with other users of the school site and that, where necessary joint health and safety arrangements are recorded and agreed.

Ensuring appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils.

Ensuring that health and safety standards accessed via the schools Infolink are made available to relevant employees.

Competence and Capability

Ensuring that all employees are competent and have the capability to carry out their role/function.

Ensuring the school's health and safety standards (available via the schools Infolink) are implemented.

Ensuring there are arrangements in place for managing risks arising from the school's activities or premises, which are not covered by standards available on the Schools Infolink.

Ensuring systems are in place for monitoring and reviewing health and safety in the school.

Ensuring there are health and safety monitoring arrangements in place and that actions arising from monitoring results are carried out.

Regularly (at least annually) reporting school health and safety performance to the Local Governing Body.

Ensuring there are arrangements in place for the management of the premises on a day to day basis.

Ensuring premises management tasks are delegated to a suitably competent site manager or co-ordinator, or a competent property consultant.

Responsibilities - School Health and Safety Co-ordinator

The Head of School/Headteacher has been appointed as the Health and Safety Co-ordinator for the School and is responsible for:

Control

Establishing arrangements for the effective co-ordination of health and safety throughout the School.

Supporting the Headteacher and Subject Leaders in co-ordinating the development, review and revision of the school's health and safety policy, standards and risk assessments.

Co-operation

Setting up arrangements for consulting with employees on health and safety (eg through health, safety and wellbeing committee meetings or team meetings).

Communication

Setting up arrangements for the effective communication of health, safety and wellbeing information relevant to all staff, visitors, contractors, volunteers, pupils etc.

Ensuring health and safety concerns raised by employees are brought to the attention of the appropriate senior manager.

Ensuring that the Headteacher/school senior management team is kept informed of health and safety issues by including them on the agenda of management group meetings.

Competence

Co-ordinating the identification of health and safety training and development needs to meet the requirements of the school's health and safety policies, standards and risk assessments.

Ensuring that records of health and safety training and development are maintained by the school

Planning and Implementation

Supporting the establishment of adequate arrangements for:

- first aid

- fire and emergency evacuation
- reporting of health and safety incidents, hazards and concerns
- other day-to-day health and safety procedures as needed

Monitoring

Co-ordinating arrangements for monitoring of health and safety standards within the school.

Premises Management

Overseeing the management of premises related health and safety risks to employees and other premises users or visitors.

Co-ordinating and ensuring compliance with premises related standards and assessments.

Responsibilities – Local Governing Body

The Board of Directors as the employer is responsible for Health and Safety and therefore ensuring compliance with relevant legislation. This includes legal duties as controllers of the premises. This is delegated to the Local Governing Body.

Local Governing Body duties include:

Control

Taking reasonable steps, to make sure that the school buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.

Ensuring that appropriate arrangements are in place to comply with statutory requirements.

Ensure that statutory requirements are taken into account in determining the allocation of resources.

Competence and Capability

Ensuring that the policies and procedures for recruitment, induction, staff development, performance management and capability used by the school include health and safety competence and capability.

Ensuring health and safety is part of the performance management of the Headteacher.

Ensuring that the Headteacher has an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and welfare.

Having regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of school activities.

Planning and Implementation:

Ensuring that anyone appointed to undertake construction and maintenance work on the school premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations.

Ensuring that a property consultant is used to assist with the appointment of a competent CDM co-ordinator before any notifiable construction or demolition work is undertaken on the site. (NB: This is to ensure construction work is carried out in accordance with the requirements of the

Construction, Design and Management (CDM) Regulations. Notifiable projects are those likely to last more than 30 days or involve more than 500 person days of construction work).

Monitoring:

Taking an active part in monitoring health and safety standards in the school, by requiring Headteachers to provide regular reports on health and safety performance to the Local Governing Body. Such reports should provide information on action taken in response to outcome of:

- school health and safety inspections, monitoring checks and incident investigations
- health and safety investigations and inspections carried out by enforcing bodies (eg HSE, Fire and Rescue Service, Environmental Health). Other serious incidents investigated by the Headteacher or other member of staff
- any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing (eg outcomes from the Work-Life Support Wellbeing Programme if used)
- appointing a Governor who understands the educational visits system and who will agree the higher risk visits (eg overseas, adventurous or residential)

Responsibilities for School Visits

The School undertakes educational visits and has appointed a senior manager as an Educational Visits Co-ordinator (EVC) who has:

- sufficient and relevant experience in running visits
- the competence to train and monitor others
- the authority to agree or not to agree to visits

Where the school has any part in organising events, trips or activities beyond the school gate it recognises that it has a responsibility. The school's pastoral responsibilities cannot be delegated to other external providers.

The School has developed a policy on visits beyond the school gate which includes:

- emergency, accident and critical incidents planning
- supervision and staffing including competence, safeguarding and training. All those involved in any supervision for the school are subject to this policy
- the visits system, including the school approach to planning, informing, signing off and supporting visits

The EVC responsibilities are:

Control

Developing and implementing a school procedure for the training, support, planning, monitoring and approval of school visits.

Supporting the Headteacher and governors as required with information, visits approval and other decisions.

Competence and Capability

Ensuring training of visit leaders to plan and carry out visits. This will involve training on areas such as visit planning, group management, use of external providers, pre-visits risk management, safeguarding as well as identifying and organising specific training eg first aid. This must involve training on the school visits policy, and must be updated as necessary.

Assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to training, experience of the person, practical observation, accreditations from an awarding body as well as the EVC's opinion.

Ensuring that Criminal Records Bureau disclosures and safeguarding measures are in place as necessary in line with SET (this must include having a specific policy on volunteers).

Ensuring their competence is maintained through regular refresher training.

Ensuring thorough understanding of the roles and responsibilities of the Governors, Headteachers, visit leaders, employees and volunteers in relation to educational visits and the school's educational visits policy.

Managing training of all those connected with visits, including having a deputy trained to take over as EVC in case of absence.

Understanding when visits can be signed off by the EVC on "everyday risk" and when further advice is necessary.

Planning and Implementation

Working with group leaders to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.

Ensuring visits are planned with reference to the Schools inclusion practice and any SEN professionals.

Overseeing the organisation (eg preparation, roles, providers, activity, and travel) as well as the risk management on each school visit.

Overseeing the emergency arrangements and ensuring there is an experienced emergency contact for each visit.

Monitoring and Review

Monitoring all aspects of the planning of visits to ensure they meet the Schools requirements.

Monitoring staff undertaking visits, and monitoring the visits themselves, as necessary.

Submitting electronically within the timeframes set out by ECC, residential, overseas and adventurous visits to the County Educational Visits Adviser for agreement providing sufficient information on the risk management of the visit. (only if the School accessing the Councils EVC Advisory Service)

Understanding when it is necessary to seek clearance for some visits from the Governors. This is likely to be when a visit is first proposed, before a financial commitment is made and for specific types of visits eg overseas expeditions.

Keeping records of individual visit plans (a legal document), as well as reference material for the school, in addition to keeping records eg reports of health and safety incidents.

Reviewing systems and, on occasion, monitoring practice.

Access to Further Advice on Educational Visits

The school has access to specialist advice on Educational Visits from the ECC Education Visits Team.

This includes access to advice via phone and e-mails, access to the Educational Visits Website and access to the online risk assessment forms.

Contact details are contained in Appendix 2.

Competent Health and Safety Advice

The School has appointed Essex County Council Risk Management Consultancy Services (RMCS) Health & Safety as their competent health and safety adviser.

The service offered by RMCS Health & Safety includes:

- access to standards, generic risk assessments and guidance through the Health & Safety pages of the Schools Infolink. These standards are based on legislation, industry standards and best practice and produced by competent health & safety advisers
- access to a telephone support desk for queries
- further support based on the level of service purchased by the School

Health Protection

The Essex Health Protection Agency gives advice on communicable diseases and infection control. In the first instance refer to their guidance on Communicable Diseases in Schools.

PHE East of England Health Protection Team
Second Floor Goodman House, Station approach Harlow
Essex CM20 2ET
EastofEnglandHPT@phe.gov.uk or phe.EoEHPT@nhs.net
Telephone: [0300 303 8537](tel:03003038537)
Out of hours advice: 01245 444 417 (Essex)

General Arrangements for Health and Safety

The detailed arrangements for implementing this Policy are contained within health and safety standards, generic risk assessments and guidance on the health and safety pages of the Schools Infolink (under Service Areas). These can be accessed via the Health and Safety *A to Z Managing Risks*, by selecting the appropriate letter. (NB health and safety standards are kept on a secure part of the infolink, so schools will need a password to access them).

A brief summary of arrangements for managing health and safety is given below.

Local Arrangements within Schools

Local arrangements have been implemented in each school covering:
Employee health and safety competence and capability.

- failures to comply with health and safety requirements through performance management and disciplinary processes
- fire and emergency evacuation (including fire risk assessment)
- first aid
- communication and consultation of health and safety
- reporting of health and safety incidents, hazards and concerns
- requirements to carry out risk assessments including for Stress, VDU's, Violence, Lone working, Manual handling, Educational visits, One off events and projects, Curriculum

activities and any other areas/activities where it has been identified that there are significant risks

- managing the risks to Young People on Work Experience Placements and risks to Pregnant Workers
- control of asbestos (including asbestos management plan) and legionella
- working at height
- statutory inspection and maintenance of work equipment, plant and service
- control of (health and safety vetting and monitoring) contractors
- monitoring compliance with and reviewing effectiveness of health and safety assessments and procedures

Health and Safety Competence and Capability

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The school considers health and safety competence requirements as an integral part of:

- recruitment and selection
- employees changing role
- induction
- temporary employees, agency workers and volunteers
- performance management
- procedures when employees fail to perform on health and safety

Performance management

The school follows a nationally set performance management review system that is focused on improving teacher practice and pupil achievement. Health and safety is considered as part of the performance management process and where appropriate health and safety objectives are included.

In respect of the Headteacher, account is taken of the results of health and safety monitoring, Ofsted reports and self-evaluation forms (SEFs). Where these show areas that need development, health and safety is included as a specific objective under Leadership.

Reference should be made to Headteacher, manager and employee responsibilities in this policy document.

Training (legal requirement)

There is a legal requirement to take account of an employees health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

The school ensures that employees are given access to training and development appropriate to their role and risks they are exposed to.

The schools keep a record of Health & Safety training undertaken by employees.

Communication

It is recognised that good communication systems are essential to ensure that everyone knows:

- about the health and safety arrangements within the schools
- about the risks associated with their work

- what they need to do to protect themselves and others from harm
- how they can contribute to a safe school, by raising health and safety concerns

The school ensures that health & safety information is communicated in the following ways:

- team meetings
- staff room notices
- individual letters to staff
- newsletters

Health and Safety Consultation

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

Consultation within the school takes place through the following methods:

- in the first instance all employees can raise health and safety concerns directly with their line manager
- all employees also have the right to raise health and safety concerns with a trade union appointed health and safety representative, who can take the matter up on their behalf
- ensuring health and safety is on the agenda at team meetings. Issues are then dealt with or referred up

Trade Union Safety Representatives are employees, appointed by the trade union they belong to, to represent employees on health and safety. They can assist any employee who has a health and safety concern (not just those belonging to their Union). If the school has a union appointed safety representative, their details should be brought to the attention of employees by their inclusion in the Health and Safety arrangements notice.

Health and Safety Standards (Status)

How we do things safely is detailed in the health and safety standards, generic risk assessments and guidance on the Health and Safety pages of the schools Infolink. It is important that managers and employees follow these, as they are the way the school ensures it is meeting its legal obligations for health and safety. Your contract of employment (Conditions of Service) requires that you co-operate with the School by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the School, or individuals within the school to the risk of prosecution.

Health and Safety Risk Assessments

Risk Assessment is a legal requirement. The health and safety standards, generic risk assessments and guidance were prepared following an assessment of the likely risks in the area to which they relate and in general form the basis of most routine risk assessments. However, as generic assessments they have limitations and it is the responsibility of Headteachers and all managers to ensure assessments are modified and extended to take account of local circumstances, or separate risk assessments produced for activities where one does not exist if there is a significant risk.

For all managers this includes:

- ensuring controls detailed in standards and generic risk assessments are implemented in their area of control

- ensuring specific risk assessments are undertaken (eg: VDU, stress, manual handling, curriculum activities) in their area of control
- undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments)
- ensuring risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications

Health and Safety Monitoring and Auditing

The school has established the following systems to discharge its responsibility for health and safety monitoring in the establishment.

Audits

The school will ensure that a health and safety audit of the establishment is carried out at regular intervals by ECC RMCS Health & Safety.

Internal Monitoring

The School ensures that the online health and safety electronic internal monitoring checklists available annually through the Health & Safety pages of the Schools infolink are completed. The submission of these automatically generate actions plans which are reported to the SEAT Board of Directors.

Health and Safety Incident Investigation

The school has an internal system for reporting incidents. The incident numbers and details are reviewed by the schools Senior Management. A summary report is also presented to the Local Governing Body at least termly. Serious incidents are reviewed by a senior member of staff and the findings reported to the Governing Body.

Other Monitoring

There are systems in place within the school which ensure that the following monitoring is also carried out:

- termly inspections of the premises (all curriculum / work areas and general areas)
- monitoring of contractor operations under the School's control
- routine checks on equipment and electrical, gas, mechanical and other services
- hazard reporting system which is reviewed at least termly by Senior Managers to assess the types of issues being identified and whether they are being dealt with effectively

Health and Safety Performance Reporting and Review

The Governing Body and Headteacher review the health and safety performance of the school at least annually. This takes the form of a health and safety performance report produced by the Headteacher which is presented to the Governing Body for review, comment and action and includes information and statistics on:

- school health and safety inspections, monitoring checks and incident investigations
- health and safety investigations and inspections carried out by enforcing bodies (eg HSE, Fire and Rescue Service, Environmental Health)
- any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing (eg outcomes from the Work-Life Support Wellbeing Programme)

Consequences of Non-Compliance with the Schools Health and Safety Policies and Standards

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy, whether observed in routine activities or through established health and safety monitoring systems, an appropriate response is required to hold

managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- as part of the normal line management process
- through performance reviews
- for serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct

The Schools HR policies give full details on disciplinary and misconduct procedures.

Review and Revision

The Berlesduna Board of Directors will ensure that this Health, Safety and Wellbeing Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

Appendix 1: Health and Safety Local Arrangements Notice

School:	Whitmore Primary School and Nursery
Headteacher:	Mrs Nina Kemp
Health & Safety Governor:	Elaine Lazell
School Health and Safety Coordinator:	Nina Kemp/ Paul Squibb/ Helen Kilner
Educational visits co-ordinator:	Dan Boulden
Employee Representative:	Carolyn Hunt
Report health and safety accidents/ incidents to:	Nina Kemp/ Paul Squibb/ Helen Kilner
Report hazards to:	Nina Kemp/ Paul Squibb/ Helen Kilner
Person(s) responsible for undertaking H&S inspections:	Nina Kemp/ Paul Squibb/ Helen Kilner
Person responsible for co-ordinating fire evacuation arrangements:	Nina Kemp/ Paul Squibb/ Helen Kilner
Fire marshals:	Nina Kemp/Paul Squibb/Helen Kilner/Carolyn Hunt
Fire assembly point(s):	KS2 Playground
Day and time of weekly fire alarm tests	Friday at 7 am
First aiders / appointed persons:	Karen Jeeves/Gemma Bray/Jane Morgan/Siobhan Anderson/Paul Squibb/Colin Spence/Lisa Jode/Jodie Channing/Carlie Davies (paediatric)/ Helen Kilner (paediatric)
Where to find:	Location:
Accident / Incident report forms	Office
Hazard book	Office

Health and Safety Standards and Information relevant to school / curriculum area	The School subscribes to ECC Corporate H&S. Standards and guidance which are on the health & safety pages of the Schools Infolink.
Members of staff who have health and safety access on the Schools Infolink.	Nina Kemp

School:	Merrylands Primary School and Nursery
Headteacher:	Nicola Berry
Health & Safety Governor:	
School Health and Safety Coordinator:	Nicola Berry/Chris Thomas
Educational visits co-ordinator:	Chloe Still
Employee Representative:	Mark Hayward
Report health and safety accidents / incidents to:	Nicola Berry/Chris Thomas
Report hazards to:	Nicola Berry/Chris Tomas
Person(s) responsible for undertaking H&S inspections:	Nicola Berry/Chris Thomas
Person responsible for co-ordinating fire evacuation arrangements:	Nicola Berry/Chris Thomas
Fire marshals:	Chris ThomasNicola BerryGemma PryerGaynor Collier
Fire assembly point(s):	KS1 Playground KS2 Playground Car Park
Day and time of weekly fire alarm tests	Friday at 5pm
First aiders / appointed persons:	Gaynor CollierAlison WoodleyAllison MajorMichelle CoxBarbara HallettFrances JamesDanielle GibbonsJan BrowSherrie BedfordSharron SmithBeth Hunt
Where to find:	Location:
Accident / Incident report forms	Office
Hazard book	Office
Health and Safety Standards and Information	The School subscribes to ECC Corporate H&S.

relevant to school / curriculum area	Standards and guidance which are on the health & safety pages of the Schools Infolink.
Members of staff who have health and safety access on the Schools Infolink.	Nicola Berry

School:	The Willows Primary School and Nursery
Headteacher:	Mr C Freese
Health & Safety Governor:	Mrs S Segger
School Health and Safety Coordinator:	Mr C Freese and Mr P Vickers
Educational visits co-ordinator:	Mr T Robinson
TU Health and Safety Representative / Employee Representative:	Mr C Freese
Report health and safety accidents / incidents to:	Mr C Freese, Mrs L Ingram
Report hazards to:	Mr P Vickers
Person(s) responsible for undertaking H&S inspections:	Mr C Freese and Mr P Vickers
Person responsible for co-ordinating fire evacuation arrangements:	Mr C Freese and Mr P Vickers
Fire marshals:	Mr C Freese, Mr T Robinson, Mrs L Ingram, Mrs L Wilson and Mr P Vickers
Fire assembly point(s):	KS1 and KS2 Playground
Day and time of weekly fire alarm tests	Thursday 6. 30pm
First aiders / appointed persons:	Mrs A Capuano, Mrs L Ingram, Mrs I Low
Where to find:	Location:
Accident / Incident report forms	First Aid Room
Hazard book	School Office
Health and Safety Standards and Information relevant to school / curriculum area	The School subscribes to ECC Corporate H&S. Standards and guidance which are on the health & safety pages of the Schools Infolink.
Members of staff who have health and safety access on the Schools Infolink.	Mr C Freese, Mr T Robinson

Appendix 2: Getting help on health and safety

ECC Contacts	Name(s)	Contact No. / email
ECC Corporate Health & Safety Team	H&S Support Desk	Tel: 0333 013 9818 hs@essex.gov
School Meals	School Meals Helpline:	Tel: 01245 356218
Asbestos / legionella / contractor management advice	Refer to property handbook	
County Educational Visits Adviser	Educational Visits Team	Tel: 01245 221022 educational.visits@eesforschools.org
ECC Counselling Service	Occupational Health Centre	Tel: 0333 013 3267
EES for School	Training	enquiries@EESforschools.org
Critical Incidents (support and guidance for dealing with critical incident)	Schools Communications	Tel: 01245 434745 E-mail:

Appendix 3: How to raise a health and safety concern

