**To Headteachers of community, voluntary controlled, maintained special and maintained nursery schools**

**Dear Headteacher,**

**HEALTH AND SAFETY AND EDUCATIONAL VISITS SERVICES**

As a Headteacher of a community, voluntary controlled, maintained special school or maintained nursery school, you can access the services of the Council’s Health and Safety Team at **no charge** and benefit from the advice and support the Local Authority can provide to you, particularly in the event of an emergency.  There is no requirement for you to sign up to a service level agreement - this service is automatically offered to you, free of charge.  All you need to do is contact us when you require support.

Support is available to you on a day-to-day basis and includes a comprehensive educational visits support and management service (Evolve).  The Health and Safety service is led by me, as named Lead Health, Safety and Wellbeing Adviser (Education and Skills, and Children and Young People), and Matt Ellis, Director, Derwent Hill Outdoor Centre.  The County Council has a partnership agreement in place with Derwent Hill to provide the Outdoor and Experiential Learning and Educational Visits Adviser function.

Contact details are as follows:

**Judith Chandler – 07584 534670,** [judith.chandler1@cumbria.gov.uk](mailto:judith.chandler1@cumbria.gov.uk)

**Matt Ellis – 017687 72005,** [evas@sunderland.gov.uk](mailto:evas@sunderland.gov.uk)

Matt and I, along with our wider team, will continue to provide support to you throughout the coming year.

We know that health and safety is generally managed to a very high standard in our schools and we are continuing to introduce systems to support you.  We have made the processes of risk assessment and risk management easier by providing you with systems such as ‘EVOLVE’ and CLEAPSS, and throughout the last 12 months, whilst providing advice and support to all schools regarding the Coronavirus (COVID-19) pandemic, the team has continued to work hard to improve, develop and implement school-friendly systems, with the aim of helping you to reduce paperwork.  In addition, we have received very positive feedback from schools using EVOLVE for the management of educational visits, and we continue to review the policies, safety guidance, risk assessments and templates available to you via the schools’ portal.

Our team can also assist you with specialist areas such as fire risk management, construction safety, food safety, asbestos management, water hygiene (Legionella) and Radiation Protection.  We will always help you to take a proportionate and common-sense approach to managing safety within and whilst away from your school.  Our team remains approachable, friendly and experienced in providing this support.

From 1st April 2022, the team will commence their programme of health and safety management audits.  Some sample audits will be undertaken during March and any school that has been selected as part of the initial programme will be given ample notice to allow them to prepare.

We will provide you with our emergency out-of-hours helpline, as well as access to our termly Briefing Note.

You can be confident in our continued high-quality, professional service, and if you have any queries please do not hesitate to contact myself, Matt, or indeed any member of the team, and we shall always do our best to help.

We look forward to working with you and supporting you in 2022.

Regards,

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Judith Chandler.

Health Safety and Wellbeing Manager DipNEBOSH GradIOSH

Corporate Health and Safety Team

Organisational Change

Corporate, Customer and Community Services

Tel.      01228 221616

Mob.    07584 534670

Email: [judith.chandler1@cumbria.gov.uk](mailto:judith.chandler1@cumbria.gov.uk)