



Health, Safety and Welfare Policy

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Reviewed: February 2023

Review Date: February 2025

Health Safety and Welfare Policy Statement

STATEMENT OF INTENT

This policy and its supplements should be read in conjunction with the Suffolk County Council Health and Safety Policy. It sets down the local organisation and arrangements established by the governing body to implement that policy.

The Governing Body of Elveden C of E Primary Academy is committed to high standards of health, safety and wellbeing and will take all reasonable steps to meet its responsibilities under the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, other relevant health and safety legislation and the Regulatory Reform (Fire Safety) Order and also to ensure that the County Council's health and safety policies and procedures, set out in the Suffolk County Council Health and Safety Handbook for Schools and other documentation listed below are implemented with regard to the provision of:

- a safe and healthy working environment with adequate control of health and safety risks arising out of the school's activities;
- an effective local organisation within the school to implement the policy;
- full and effective consultation with employees on matters affecting their health and safety;
- effective communication throughout the school on health and safety matters;
- competent specialist advice on health and safety matters when this is not available in the school;
- sufficient information, instruction and training for staff on health and safety;
- staff who are competent to carry out their work to meet their health and safety responsibilities and have been provided with adequate training and development to do this;
- the effective management of contractors;
- the effective monitoring and review of the implementation of the health and safety policy and health and safety performance.

Responsibilities of the Governing Body

The Governing Body recognises its responsibilities as set out in the Local Authority's scheme of delegation and will endeavour to ensure that the local authority's policy is implemented with regard to its responsibility for:

- Complying with the County Council's Health and Safety Policy, Organisation and Arrangements;
- Formulating and ratifying the establishment's Health and Safety Statement and Health and Safety Plan;
- Regularly reviewing health and safety arrangements (at least once annually) and implementing new arrangements where necessary;
- Ensuring that the site and premises is maintained in a safe condition and that appropriate funding is allocated to this end from the school's delegated budget;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that the statement and other relevant health and safety documentation from the Local Authority is drawn to the attention of all employees;
- Prioritising action on health and safety matters where resources are required from the establishment's budget, seeking further advice where necessary and ensuring that action is taken;
- Reporting to the Local Authority any hazards which the establishment is unable to rectify from its own budget;

- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting high standards of health and safety within the establishment;
- Ensuring active and reactive monitoring of health and safety matters within the school including health and safety inspection reports and accident reports;
- The Governing Body requires the support of all staff to enable the maintenance of high standards of health and safety in all the schools activities.

This duty extends to ensuring that:

- ❖ **working conditions and environment**
- ❖ **substances used**
- ❖ **equipment provided**
- ❖ **working methods adopted**

do not impair the well-being of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This document must be made available to all staff in the school as part of induction and thereafter.

NB: It is not necessary to provide a copy to each person though a copy must be provided if requested. It is generally sufficient to make the document readily available to ALL staff.

This policy document has been adopted by the governing body and is signed by the chairperson on its behalf.

_____ (Chair of Governors)

_____ (Head teacher)

DATE THAT THE POLICY WAS
ADOPTED BY THE GOVERNING BODY
February 2023

Organisation

The head teacher has **responsibility** for day-to-day management of health and safety issues and the caretaker is known as the **Competent person**. The Headteacher regularly undertakes Health and safety training for example IOSH leading/Managing safely:

Link: <https://iosh.com/training-and-skills/iosh-training-courses/leading-safely/>

Link:

<https://isbl.org.uk/training/training-courses/iosh-accredited-health-and-safety-for-school-professionals.aspx>

We also seek the advice of external consultants where appropriate such as Safety Boss and Nina Bickerton (SCC).

All staff should have regard to their own health and safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person or to the Headteacher so that hazards can be dealt with quickly. This is a legal obligation under the Health and Safety at Work Act 1974 (s.7). Health and safety duties form part of the job of every employee. The level of duty is directly related to the level of the post in the school's organisation and follows the overall management structure of the school. For example, a head of department or subject coordinator therefore has an implied higher level of responsibility than a teaching assistant. Job descriptions do not have to be altered to reflect the duties for health and safety commensurate with the grade of the post.

A note regarding Safety, Health and Wellbeing (SHaW) training:

Overall training responsibility may be allocated to a number of people. Induction training can be a routine line management responsibility, continuous professional development and technical training may be coordinated separately. Arrangements for general training such as fire safety or manual handling training should also be included in the policy. What is important is that an annual training needs analysis is carried out to ensure that requirements are identified and met within a reasonable period of time.

Staff should be trained (informally or formally) to a level in which they understand the role they are to fulfil. Every staff member should have core SHaW training such as fire precaution awareness so that they may be able to keep themselves and others safe. Suffolk Learning outlines the types of training which may be useful for staff within schools, to include Premises Management training for Heads and / or Business Managers, Positive Management of Mental Health in the Workplace for anyone with line management responsibilities, and Risk Assessment for anyone undertaking those duties. The Schools' Health and Safety Advisor will also arrange bespoke sessions for individual schools as required.

Responsibilities of the Headteacher

The Headteacher is responsible for:

- Being the "Responsible Person" under the Fire Safety Order within the School.
- Nominating themselves or a senior manager as Health and Safety Co-ordinator;
- Ensuring that other managers meet their health and safety responsibilities;
- Ensuring that the arrangements for consultation with staff on health and safety matters are implemented;
- Ensuring effective communication on health and safety matters within the school;
- Ensuring and County Council and school health and safety policies and procedures are implemented;

- Undertaking risk assessments in relation to directly managed staff, for example, stress risk assessments, return to work risk assessments, personal emergency evacuation plans, manual handling risk assessments as necessary;
- Ensuring that incidents, accidents and near misses are reported to the County Council and HSE as appropriate;
- Ensuring that termly health and safety inspections are carried out and that a copy of the report is given to the Chair of Governors and is placed on the staff room health and safety notice board;
- Ensuring that remedial action is taken following health and safety inspections;
- Ensuring health and safety monitoring is undertaken, including: Accident, incident and near miss reporting and investigation;
- Specific equipment which requires statutory testing;
- Termly health and safety inspections;
- Job risk assessments are completed and health and safety issues are included in staff inductions
- Providing an annual health and safety report to the Governing Body.
- Making recommendations to the Governing Body in relation to external independent audits carried out by the County Council or other bodies
- Reporting to the School's Governing Body any health and safety issues which cannot be resolved;
- Ensuring the requirements of the Occupier's Liability Acts 1957/1984 are complied with;
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring the health and safety arrangements are carried out in practice;
- Ensuring that risk assessments are made and recorded of all the schools work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons;
- Ensuring that termly health and safety inspections are carried out, where practicable with the health and safety governor;
- Ensuring that information received on health and safety matters is passed to the appropriate people;
- Identifying staff health and safety training needs and arranging for training to be provided as appropriate;
- Attending the establishment's health and safety committee;
- Drawing up the establishments annual health and safety action plan;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Monitoring purchasing and maintenance of equipment and materials and ensuring that it complies with current health and safety standards;
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site;
- Seeking specialist advice on health and safety matters where appropriate;
- Ensuring that a procedure is in place to deal safely with persons on the premises who may be under the influence of alcohol or drugs;
- Note: in the absence of the Headteacher these responsibilities fall to the Assistant Head/SLT

Responsibilities of the Senior Management Team

The senior management team will support the Headteacher with the overall management of health and safety in the school. This will include:

- Providing leadership by ensuring health and safety is considered as part of every decision;
- Considering the health and safety impact of any new initiatives;
- Informing the Headteacher of any health and safety issues that affect the school;
- Agreeing strategic health and safety initiatives;
- Monitoring the overall implementation of the schools health and safety policy in their areas of control and agreeing the annual health and safety report.

Responsibilities of the Health and Safety Co-ordinator:

Responsible to the Headteacher for:

- Ensuring that a fire risk assessment is completed for the school and that it is implemented and reviewed annually;
- Attending appropriate Health and Safety Training Courses including IOSH
- Managing Safely and Fire Risk Assessor Training to enable him/her to discharge his/her duties effectively;
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the County Council's and School's Health and Safety Procedures;
- Ensuring that Health and Safety Handbook for Schools (provided electronically),
- Fire Log, Asbestos Log and Legionella Log are kept up to date;
- Ensuring that the Health and Safety Notice Board is kept up to date;
- Ensuring that the correct accident, incident and near miss reporting procedures are followed and that where appropriate accidents are investigated;
- Arranging termly health and safety inspections and ensuring follow up action is completed and that completed reports are sent to the Health and Safety Team;
- Ensuring appropriate procedures for authorisation of school visits is followed;
- Participating in any Health and Safety Audits arranged by the County Council;
- Providing health and safety induction training for all staff;
- Providing basic fire awareness training for all staff at least every 2 years;
- Keeping staff health and safety training records up to date;
- Ensuring that all statutory inspections are completed and records kept;
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness and that records are kept;
- Monitoring contractors on site and ensuring they consult the asbestos log before starting work.

Other Managers including Heads of Subject Departments/Subject Coordinators and Managers of Non-Teaching Staff

Managers are responsible for implementing this policy in the area of their control.

This includes:

- Ensuring staff meet their health and safety responsibilities;
- Consulting with staff on matters affecting their health and safety;
- Communicating health and safety information to staff;
- Assessing staff competence and ensuring appropriate training and development;
- Ensuring school wide health and safety standards, school health and safety codes of practice and procedures are implemented;
- Ensuring risk assessments, including those relating to directly managed staff, are carried out and implemented;
- Ensuring safe working procedures and codes of practice and procedures are developed for activities under their control;

Implementing health and safety monitoring arrangements within their area of responsibility, such as:

- Incident reporting and investigation;
- Statutory inspection of equipment as appropriate;
- Termly health and safety inspections;

The school's annual monitoring checklist;

- Checking compliance with job risk assessments and reviewing health and safety performance in staff appraisals/performance management reviews;

- Reporting any health and safety issues which cannot be resolved to the Headteacher or Health and Safety Co-ordinator to the Governing Body and the County Council.

Heads of Subject Departments have the following specific Health and Safety Responsibilities:

- The day to day management of health and safety within their department in accordance with the health and safety policy;
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least annually);
- Carrying out regular health and safety monitoring inspections of the department and making reports to the Headteacher where appropriate;
- Ensuring follow up and remedial action is taken following health and safety inspections;
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department;
- Passing on health and safety information received to the appropriate people;
- Acting on health and safety reports from above and below in the school hierarchy.

Responsibilities of all staff

All staff employed at the establishment have responsibility to:

- take reasonable care for the health and safety of themselves and others when undertaking their work, for example;
- check classrooms/work areas are safe;
- check equipment is safe before use;
- ensure safe working procedures are followed;
- follow lone working guidelines as necessary
- co-operate with the Local Authority, School Governors and Headteacher on all matters relating to health and safety by complying with the Health and Safety Policy;
- not intentionally or recklessly interfering with or misusing any equipment or fittings provided in the interests of health safety and welfare;
- report immediately to their Headteacher/Line Manager any serious or immediate danger;
- report to their Headteacher/Line Manager any shortcomings in the arrangements for health and safety;
- ensure that they only use equipment or machinery which they are competent to use or have been trained to use;
- participate in health and safety inspections and the health and safety committee where appropriate.

Safety Representatives

- Safety representatives do not have responsibilities under this policy; however they do have functions as laid down in the Safety Representatives and Safety Committees Regulations.

Premises Committee

- The Terms of Reference adequately cover the functions that the school needs for the SHAW system to be effective and complete.

- The Headteacher provides half termly premises reports written by the governor responsible for premises along with updates on security, safety boss reports and other premises inspections. These are shared with all governors on the Governor hub. These cover health, safety and welfare issues. Committee members monitor progress regarding any targets identified. Governors respond with comments and questions which are minuted at the Finance, Premises and Personnel committee meeting 6 times a year or at the termly full governing body meeting.

- The head teacher presents a yearly report for health and safety (Health and Safety audit) to the whole governing body and provides termly updates on the actions identified. Health and safety is also included in Head's Report to Governors.
- The committee reviews the school's incident records for each term, recorded on CPOMs or accident book/First aid logs, and for each year, to identify any patterns or other indicators requiring management attention.

Communication and Information Management:

- There is a procedure for the routine checking of the HSE website for updates to the health and safety pages by the school's administrators; Leah Goddard and Cat Bond
- The school has a clear system to ensure relevant health and safety information is passed on to the relevant people within the school. Administrators know who is responsible for different subject areas and pass out information accordingly.
- The school Health and Safety policy is made available to staff and is displayed in the staff room, discussed with all new staff, as part of induction and brought to meetings of teachers, teaching assistants, admin staff and play leaders and then together with other relevant information.
- There is a noticeboard in the staffroom which has general Health and Safety information that staff can refer to at any time. When the Health and Safety policy is reviewed, it is shared with all staff via Google Drive and staff email Head/Health and Safety Coordinator to say they have read and understood the policy. The premises staff are given a hard copy to read and respond to.

Critical Incident Management and temporary staffing absences

The school has an outbreak management plan (COVID), critical incident plan and a business continuity plan to ensure schools are best prepared for major incidents.

- The county's guidelines are followed and staff are aware of the advice.
- The school makes reliable arrangements to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs, safeguarding and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind.

Health and Safety Induction Training

All staff receive an appropriate induction training including training that is matched to their specific work and responsibilities.

- Overview of the school's health and safety policy and organisational structure
- Tour of the premises
- Current health and safety priorities for the school including current COVID guidelines
- Communication and relationships with other departments, schools and Suffolk County Council.
- General health and safety advice, including the schools' own guidance and that from the LA and HSE
- The use of the incident reporting forms for incidents, hazards, work-related injuries and illnesses and fires.
- Where appropriate, curriculum specific guidance
- For certain staff (head teacher, finance, admin staff, caretaker, etc) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available.

- Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment
- Lone working
- Smoking restrictions
- Fire evacuation and emergency procedures
- Introduction to recognised unions and the local representatives
- Employee problems and concerns - specific duties and responsibilities for the management of staff welfare
- Grievance procedures (as they relate to health & safety)-see separate whistle blowing and complaints policies
- Information on hazards that are specific to the school, and established controls or precautions
- Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets
- Use and care of PPE (personal protective equipment) especially in the light of COVID 19
- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Risk assessments (for example, arrangements for visits and trips)
- Physical examinations relating to statutory maintenance requirements e.g. electrical equipment
- Trained first aid personnel and first-aid facilities
- Fire extinguishers and blankets – location and use
- Access to well-being advice, counselling and other staff support schemes
- Security
- Restricted areas and equipment
- One-on-one instruction and supervision of young and inexperienced workers (and work experience students)
- Manual lifting and handling – general advice and risk assessment
- Safe stacking of materials
- Safety procedures for machines, including design technology equipment
- General housekeeping and maintenance of access.
- What to do in an emergency, including fires which start in class

Routine Updating Training

- Training is logged by school administrators and National College.
- Refresher training for staff on Health and Safety matters is planned as appropriate
- Records are maintained for all Health and Safety training attended by staff.

Personal Safety procedures, School Safe and control of violence

- Those staff, who may deal with children presenting challenging or threatening behaviour have been trained by Bellscroft to use physical intervention strategies (see separate policy).
- The school has a written procedure advising how staff should deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse). There is a clear policy on reporting and investigating such incidents to the Headteacher.

- Visitors and people entering the building are monitored. They should sign in at reception and are issued with a badge.
- Visitors are clearly directed to use the main entrance to the school. Signs are clear and visible from the outside of the building and from the car park.
- A list of key holders is kept and the relevant authorities are promptly advised of changes to the list.
- The school has considered particular arrangements that may be needed to ensure the safety of lone workers. Such staff include the caretaker/cleaners or such person deputising in their absence. Procedures are in place to monitor lone working by pre-agreed intervals of regular contact between the worker and supervisor. Lone working time must be kept to a minimum wherever possible.
- The school does not allow lone working of other members of staff. If staff wish to enter the school premises during school holiday time, they must do so by contacting the caretaker and arranging a mutually convenient time. In this instance, there must always be more than 1 member of staff on school site at any one time. This is to ensure the health and safety of all employees.

Planned Safety Checks

These can be broken down into 3 separate groups as follows:

Procedures

Equipment

Premises

Procedures

- The caretaker carries out a visual check of outdoor play areas and equipment each day.
- Governors carry out a termly health and safety audit with the caretaker.
- The Chair of Governors monitors Health and Safety issues and ensures these are followed up.

Equipment

All equipment (not otherwise covered under other headings) is subjected to a **formal, appropriate, programmed** and **recorded** maintenance check. For example:

- All indoor and outdoor sports and play equipment
- Water system(s)- hygiene, temperature and legionnaires disease checks
- Gas/Heating systems checks
- Mechanical equipment used in design technology
- Catering equipment, including ventilators
- Ladders, stepladders and mobile scaffold/access equipment
- Door closures, running gear and catches
- Electrical equipment is checked regularly through annual PAT testing.
- The audit checklist is from The Key
- The Suffolk County Council advice is followed and we work with Nina Bickerton to ensure our policy is compliant.
- The staff are aware (and reminded periodically) to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use.

It is convenient to group electrical equipment on the basis of the risk, which then can lead to the development of a system in which the more vulnerable equipment is checked more often and more thoroughly. Low risk equipment, such as that which is not often moved and safer by design (e.g. double insulated) may not need to be tested more than once a year.

Premises

- The whole school site is inspected at least once a half term by Governors. Inspections involving Property Advisers, condition survey reviews and other 'walk-round' visits may form **part** of the school's arrangements for checking the school, but inspections should take activities into account as well as the structure of the buildings, etc.
- Visual checks on certain items are carried out daily. For instance, fire exits and routes, fire and/or security alarm systems. **Such checks are essential to ensure that safety critical facilities operate as planned every day.**

Incident Reporting, Recording and Investigation

- The Incident Report form and associated guidance booklet is in use in the school.
- The necessary details are recorded on EVERY Incident Report Form however, there is no longer a requirement to send to the area office but this is still logged on school records. These details include the school's ID (4 figure DfES code) number, the nature of incident and other descriptive codes.
- The head teacher, or a designated and competent member of staff, signs, checks every Incident Report form before it is filed.
- Every incident is subject to investigation as appropriate with a view to preventing recurrence. The school reviews relevant risk assessments after any incident or near miss.
- The school's health and safety committee periodically reviews the incident history for the school and plan actions to reduce the likelihood of future incidents.

Asbestos

At Elveden Academy, we have an Asbestos log and 2 named asbestos authorised officers (BW and CB). We have completed the DFE Asbestos Management Assurance Process and closely monitor the asbestos in school through annual inspections.

The Asbestos report details where the asbestos is and the level of risk it poses.

All contractors are made aware of this if working in these areas and must sign the asbestos management log to state that they have read and understood the reports and information. They also must produce the permission to work document if working in this area. All staff are clear on where this is within school and documentation has been shared.

Legionella

There is a procedure in place to mitigate the risk of Legionella through regular external inspections (once a term) as Elveden Academy's water supply comes via a local pump and is not on mains water. This is carried out by Elveden Estate as the landlords. This involves water testing of samples and these records are kept in the school office and results communicated to staff.

First Aid – Training and equipment

- The First aid equipment is appropriately located in each classroom and there are First aid kits in the lunch hall and these are allocated to play leaders during lunchtimes. First aid kits are also taken on all visits and to the Multi Use Games Area (off site).
- Stock levels for first aid are monitored by the Medical lead and ordered via the school office.

- The procedure for disposal of clinical waste, including incontinence and sanitary waste is contracted to PHS.
- First aid records are kept of who is trained and when their certificates expires so that these are always in date. This list is displayed in the staffroom and on the first aid cupboard.
- Minor injuries are reported in the first aid logs and an accident slip is completed for parents and the log is signed on handover. More serious accidents are logged in the accident book and reported to the governing body. Accidents are monitored by governors and these are detailed in the Head teachers report to governors as appropriate.
- The schools have staff who are paediatric first aid trained.

Coordination of Risk Assessment Work

Risk assessments may be required under many circumstances e.g. site risk assessments available in staffroom, but in general they will only need to be completed in schools when published guidance or recommended practice is not followed, is not completely relevant to the activity considered, or does not exist. An overview of the school premises and activities may assist with the general risk assessment and indicate the areas for more detailed risk assessment and control work. For some hazards, (including those which require major expenditure) longer term planning may be necessary for adequate risk control measures to be implemented. At Elveden Academy, we have individual site risk assessments for different areas and a risk assessment register detailing what risk assessments are in place, who is responsible for writing these and their review date.

Examples could be:

- the school may have limited space for pedestrian and vehicle access, creating a serious incident risk.
- the school grounds are used outside normal school hours by local youths – they may leave litter, bottles, or more dangerous articles such as needles and other paraphernalia
- The school field may be partly bounded by a natural hazard such as a thorny hedge or water filled ditch.
- The playground may be used as a car park or waiting area by parents and/or buses. Damage caused by the heavy usage may make the surface unsuitable for sports and play

[The following are examples of risk assessments that are likely to be required due to the need for specific locally arranged precautions:](#)

- First aid arrangements, (numbers of trained staff, level of training and equipment)
- Lone working situations, i.e. custodian security checks and locking up
- In some cases, new students, those returning after a previous exclusion or students transferring from other schools may present challenging behaviour for which the school will need to prepare. A specific risk assessment may be required to assist with identifying measures the school should take to assist staff to cope.
 - Staff stress and well-being
 - Educational visits
 - Tree maintenance
 - Display screen equipment/workstations
 - Manual handling
 - New and expectant mothers
 - Level of supervision in playgrounds and for play equipment
 - Working at height
 - Hinge protectors for doors
 - Clinical waste
 - Swimming pool supervision
 - School fetes, drama productions etc.

- Pedestrian safety where vehicles may be moving

Fire Procedures

- A fire risk assessment has been completed by Safety Boss. This can be incorporated into the general risk assessment mentioned in the preceding section.
- The fire risk assessment is reviewed whenever significant changes to the premises or the use of the premises are planned and, in any event, at least annually.
- Notices detailing the evacuation procedure and assembly points are placed around the school, with one in every classroom.

Arrangements have been made for people who may need assistance for example, disabled/wheel chair users to evacuate the building(s) in an emergency. A personal evacuation plan is required for any person requiring assistance to evacuate the building. This has training implications for any support staff or carers and arrangements. Training in the use of an EVAC chair (where provided) and practice must be provided so that all are confident and competent in its use. Information about the EVAC Chair can be obtained from <http://www.paraid.co.uk/>

- An evacuation practice is carried out once per term, as a minimum.
 - All fire extinguishers are examined during annual maintenance checks.
 - All staff have training in the use of fire-fighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire.
 - All staff have fire warden training and are adequately trained in using a fire extinguisher to enable them and their team to escape in an emergency. Training is updated bi- annually.
- The caretaker conducts the weekly alarm test or other tests (such as the emergency lighting checks and any automated fire brigade notification systems.)
- The details of the alarm and other tests, evacuation drills and fire precautions training are recorded in a suitable log book.
 - Routine checks are undertaken of all fire exits and doors. The frequency of checks depends on circumstances, but should not be less than twice a term and generally need not be more than weekly. However, if public events are being held (plays, parents' evenings etc) fire exit route doors should be checked specifically for such events. **Records are kept in a fire precautions log book.**
 - Wheelie bins are located away from the school building so that they cannot be used to set fires close to the school building.
 - Arrangements are in place to ensure no 'hot work' is undertaken in the school without a permit

The fire safety arrangements are checked with the safety consultant regularly.

Locally Organised Premises Maintenance, Repair and Improvement

- Procedures are in place to ensure the Landlord's permission procedure is followed.
- The relevant staff (Heads, admin, caretaker,) and H&S governor know about the Asbestos Management Plan and where the asbestos is located.
- Schools that procure services (such as cleaning, catering and grounds maintenance) must ensure that service specifications are adequate and that contractors (or the school's own employees) work to appropriate standards. Risk assessments and safe systems of work must be comprehensive and subject to periodic specialist audit. Examples of less common risks that must be controlled are noise, vibration, hazardous substances and pesticides.
- Site risk assessments for individual areas are in place and reviewed bi-annually or sooner if needed.

Premises Security and visitor safety

- The school has undertaken a security audit and developed a Security Policy.
- The police have visited the school to assess security and provided a report on future actions which have been included in future building work.
- Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site.

Contractors on Site

- Contractors always report to reception and must follow signing in guidance, DBS and letter of authorities.
- All contractors are briefed about the school's fire procedures, smoking restrictions, local management arrangements, vehicle movement restrictions, safeguarding procedures and asbestos log etc.
- Contractors who make deliveries to the school are asked to avoid the start and end of the school day.
- **All** school staff (including caretaker/cleaner) who may be on site earlier or later than other staff for short periods of time) are informed of areas to avoid for the duration of the work. Formal records of information given and when are recommended.
- The caretaker has been given responsibility for monitoring the contractor's safety performance in order to prevent danger to people other than the contractor's staff. This includes checking the contractor's site is adequately fenced, materials are stored reasonably safely, etc.

Vehicle Control and Pedestrian Safety

- Only staff and delivery vehicles are permitted to enter and/or park on site – Routine deliveries are properly programmed and controlled.
- There is a staff car park and space at the front of the building.
- Vehicle movements are restricted during 8.30am-9am and 3.30pm -4pm
- Refuse collection vehicles do not present risks to any pedestrians (staff, pupils, parents etc.) on site.
- Elveden Academy has a separate parking management plan which has been drafted in consultation with Elveden Estate to manage parental parking at the beginning and end of the school day.

Education Visits Coordinator (EVC)

- The schools use EVOLVE to plan and risk assess visits.
- The current county council advice is being followed.
- The Head teacher is the school's nominated coordinator.
- The school has adopted a policy which follows the model provided by the county council.
- Medical needs are managed as part of our risk assessment for school trips.

Mental Health, Stress at Work and Well Being

- The school has taken positive action to manage stress and well-being issues and buys into the schools choice wellbeing scheme and Duradiamond medical support.
- The school has a mental health first aider – Zoe Maguire
- The school carries out regular wellbeing surveys and acts on outcomes by working alongside staff.
- The school actively seeks to cut workload and staff are encouraged to suggest how this can be achieved and the Head Teacher records steps taken and the impact of actions.
- Stress and workload management issues are discussed and recorded as necessary. Free and confidential counselling service numbers are displayed in the staff room.
- We buy into the Employer Assistance Programme for support.

Child Protection Procedures including safeguarding

- The current county council guidance is followed and supported by a specific school policy. – [Child protection and safeguarding policy](#)

Supporting Pupils with Medical Needs

- The policy is revised regularly to reflect changes, documenting the arrangements for the administration of medicines and for the management of medicines within the school.
- The head teacher has delegated to the named Medical Lead, (Ali Mathers) tasks of monitoring and reviewing the school's practice relating to the supporting of student with medical needs (see separate policy).

Whilst this is not an exhaustive list, it is intended to be reasonably comprehensive. It will subject to revision as new topics arise.

Appendix 1

The Three Term Plan

The three Term Plan is a concept devised by the previous Suffolk County Council's Health and Safety Advisor for CYP, Nick Wilding. This highly useful and very practical document was designed to help schools plan and practise their health and safety management throughout a three-year period, based on best practice and legislation.

Schools have found this document valuable, and over the years it has been reviewed and amended after helpful feedback from school staff. This is a further updated version, and it is hoped that it will be as useful as the previous ones. It now incorporates new pointers and advice in line with current SCC practice.

How to use The Three Term Plan:

Each column in the grid represents a half term within the school year. Within each column are a number of health and safety topics and duties which need to be fulfilled within that half term.

