oneSource
Health & Safety Team

School
Health & Safety Policy

Version 10 September 2026

Status of this document

This Policy details the local arrangements for managing health & safety at Parsonage Farm Primary School. It is a subordinate Policy to the London Borough of Havering's Corporate Health & Safety Policy, and should therefore be read in conjunction with this and the Corporate Safety Management System.

Statement of intent

Parsonage Farm Primary School is committed to ensuring high standards of health & safety in all its activities. It aims to not just comply with the minimum health & safety legislative requirements but, the spirit of the law as well. The School values its employees and will endeavour to ensure that their health, safety and welfare, and those of any visitors to the site (including pupils), is protected so far as is reasonably practicable. It recognises the economic and social benefits which are derived from the implementation of an effective health & safety management system. In order to derive these benefits the School's Governing Board and Senior Management Team commit to providing the necessary leadership and resources to implement, maintain and continuously improve the School's safety management system.

Signed Chairman of Governors Mrs Sarah Smart	Signed Headteacher Mr David Seagroatt
Date:	Date:

Safety Management System Objectives

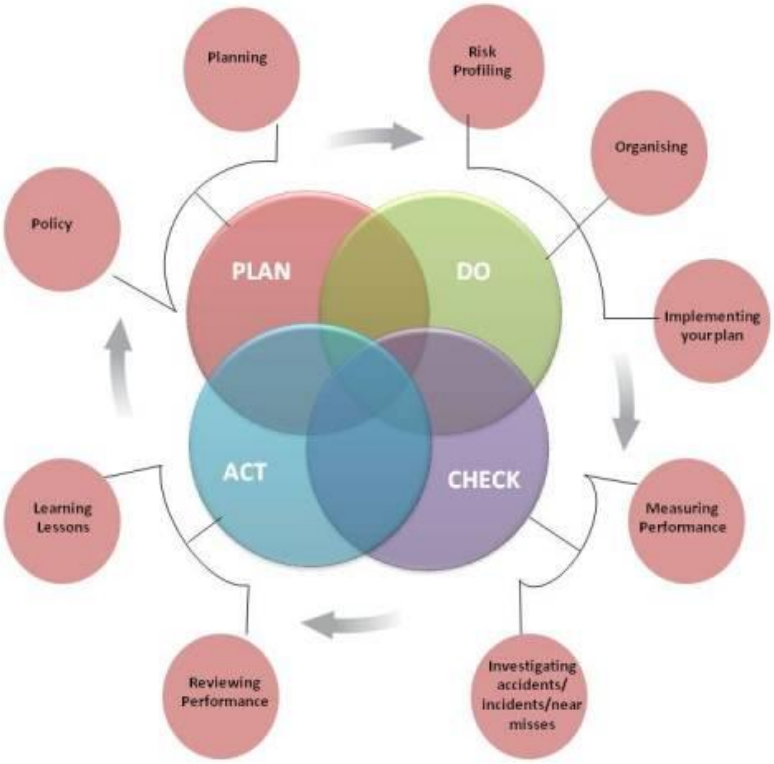
To assist the effective implementation and continual improvement of the School's Safety Management System (SMS) the Governing Board sets SMS Objectives each year. The current SMS Objectives are:

{recommended minimum of 3 maximum of 5]

1. ***TBC***
2. ***TBC***
3. ***TBC***
4. ***TBC***
5. **TBC**

Safety Management System

The School's Safety Management System is based on the HSE's model in HSG 65 "Successful Health & Safety Management".



Organisation

Governing Body

The Governing Body is responsible for ensuring that:

- It considers the health & safety implications of its decisions;
- Adequate resources are allocated to health & safety;
- Overall objectives for the School's Safety Management System are set and reviewed;
- Health & safety standards are maintained by monitoring the School's performance on a termly basis;
- At least one health and safety governor is nominated;
- This Policy is kept up to date by reviewing it annually;
- Individual governors, employees and volunteers are competent to undertake their roles and responsibilities;
- A member of the School's senior leadership team has been given responsibility to for its Allergy Policy's creation, review, maintenance and compliance monitoring

Health & Safety Governors

Health & Safety Governors will:

- Participate in termly workplace inspections of the establishment;
- Monitor the School's health & safety performance (including against its SMS action plan) on behalf of the Governing Body (see the arrangements section for further details on monitoring requirements);
- Present a report to the Governing body each term detailing the findings of their activities.

All Employees

All employees have a legal duty to take care of their own health and safety and the safety of others affected by their acts and omissions, and to co-operate with the School to enable it to carry out its responsibilities. They must not interfere or misuse anything provided to ensure people's health and safety.

They also have a responsibility to report hazards and unsafe practices which they become aware of using the School's hazard reporting system. The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.

It is the responsibility of all employees to comply with the School's Health and Safety Policy and associated arrangements, and to co-operate with the School on its implementation.

Employees must ensure that they are fully aware of their own health & safety responsibilities, these will be detailed in this document and in local/departmental procedures.

Employees must undertake pre-use checks of all equipment and plant before use.

Employees are reminded that failure to comply with health and safety requirements could lead to disciplinary action.

Note for female staff: The School has duties to assess and control the risks to pregnant workers and nursing mothers. In order to be able to fulfil this duty employees need to inform their line manager about their pregnancy at the earliest opportunity. The School recognises that some prospective parents may not wish for information on their pregnancy to become public. The School will endeavour to fulfil these wishes, but will always put the interests of the health of the employee and their unborn child above preventing disclosure.

Duties relating to the inspection and maintenance of plant & equipment (either directly or contract management) are contained in the Maintenance and Inspection matrix at the end of this section.

Headteacher

The Headteacher is responsible for ensuring that:

- The health & safety decisions of the Director of Starting Well are complied with;
- Systems are established and maintained within the School to ensure that health & safety is effectively managed (including where necessary the introduction of health surveillance programmes);
- A Health & Safety Co-ordinator has been appointed;
- Sufficient resources are allocated to enable health and safety to be successfully managed;
- The Corporate Health, Safety and Welfare Policy and this Policy are brought to the attention of all staff and they are aware of their responsibilities under them;
- Staff are provided with access to the OneSource Health & Safety's on-line health and safety management information and that a record of distribution is maintained;
- Health and safety information is communicated to relevant staff;
- Accidents are recorded, reported and investigated using the established procedures;
- There are adequate arrangements in place to enable the School's employees to be consulted on matters affecting their health & safety. Where trade union safety representatives have been appointed that suitable arrangements are made to enable them to be able to undertake their duties;
- Assessments for all risks to health and safety are carried out and the significant findings recorded, with appropriate preventative measures being taken. In particular the headteacher will ensure that adequate arrangements have been made to manage potential emergency situations
- Employees receive appropriate health, safety and welfare information, instructions and training, including details of the Health, Safety and Welfare Policy, fire and other safety procedures, on employment, change of role and on an ongoing basis;
- The School's health and safety performance is monitored (see arrangements section for further details);
- Termly health and safety inspections of the School are carried out. In order to demonstrate senior management commitment to health & safety the headteacher will participate in at least one inspection per year.

Senior Management Team

The Senior Management Team manages the day-to-day operation of the School. It is therefore responsible for ensuring there is a positive health and safety culture within the School. It is also responsible for establishing and maintaining the School's safety management system.

Members of the Team are responsible for deputising for the Headteacher in their absence.

SLT member with responsibility for Allergy Management

The nominated member of SLT is responsible for ensuring that:

- the School has an allergy policy;
- the Policy is kept current, by undertaking annual reviews and making recommendations to SLT as a whole on proposed updates;
- the required competency annual training has been completed by all of the School's staff;

- that staff engaging contractors who will work regularly on the site (e.g. catering, sports coaches & music teachers) ensure that the contractor's staff have received the required annual training;
- a suitable number of auto injectors are available to meet the needs of the School's activities/ages of people on site and a system exists to ensure that the medication remains in date;
- they undertake suitable monitoring of the Allergy Policy's implementation to be able to provide assurance to the School's Governing Body that the School is compliant with DfE's Allergy Safety in Schools guidance.

Key responsibilities of all managers and supervisors

All line managers and supervisors (i.e. anybody who has responsibility, including overseeing or directing, other employees) are responsible for ensuring this Policy, and the arrangements made under it are implemented in their areas of activity. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have the authority to take executive action. Therefore, if they have the authority to make a general decision about some aspect of their work then they are responsible for the health and safety implications of that decision.

Key general management responsibilities include:

(a) Promoting and developing a positive attitude towards health, safety and welfare throughout the School;

(b) Ensuring that they are and remain competent to undertake their role;

(c) Ensuring that work activities under their control are carried out, so far as is reasonably practicable, safely and without risk to health, and that adequate arrangements are made for welfare;

(d) Ensuring risks are assessed, the significant findings recorded, safe systems of work developed and communicated to employees, and appropriate protective and preventive measures implemented;

(e) Ensuring all accidents, near misses and acts of violence and aggressions are investigated and recorded using the School's established systems;

(f) Monitoring the implementation of this Policy and health, safety and welfare arrangements in their area of work to ensure continuous improvement;

(g) Ensuring employees under their control are adequately trained, informed, instructed and supervised;

(h) Making suitable arrangements for consultation with employees and employee safety representatives;

(i) Ensuring that only contractors who have been assessed for their health and safety competence are appointed to carry out work on the School's behalf, and that co-ordination and co-operation with contractors takes place in order that risks to School employees, pupils, contractor's employees and others are minimised;

(j) Reporting health and safety issues which they cannot resolve to the School's Health & Safety Co-ordinator.

It is important that managers and supervisors understand the extent of their responsibilities, and that, the higher up the line management structure they are, the greater their responsibility will be.

Some managers within the School have additional responsibilities to the general duties and these are described below.

Health & Safety Co-ordinator

The main purpose of this role is to champion and monitor the implementation of the School's Health & Safety Policy on behalf of the Headteacher. They are therefore responsible for:

a) Establishing central record keeping systems for the School, for key documents such as risk assessments, safe systems of work and emergency procedures;
b) Preparing health and safety monitoring reports for the School's Governing Body on behalf of the Headteacher;
c) Reporting deficiencies, failures, or lack of co-operation with the School's safety management system to the Headteacher where they are unable to achieve resolution themselves.
d) Liaising with the Schools' Health & Safety Team. Including the adoption and distribution of corporate policy and guidance within the School.

Site Manager/School Keeper/Caretaker

Is responsible for ensuring the health and safety of the site, in particular they are responsible for:

- Ensuring that all fire exits are clear from obstruction and unlocked prior to the building being occupied;
- Undertaking the weekly test of the fire alarm system;
- Undertaking the weekly test of the emergency lighting system;
- Undertaking the weekly test of the magnetic door release mechanisms;
- Checking the hazard reporting book at least daily, rectifying those issues within their authority and notifying the Health & Safety Co-ordinator of any unresolved issues;
- Undertaking termly inspections of the communal areas of the School to identify hazards;
- Liaising with lettees to ensure that they are aware of evacuation procedures and routes, hazard and accident reporting procedures;
- Liaising with contractors to ensure that they are aware of relevant School procedures, including but not limited to fire, hazard & accident reporting and asbestos control.

Heads of Department

Heads of Departments are responsible for implementing the Health and Safety Policy within their Department.

In particular, Heads of Department will need to ensure that:

- A copy of risk assessments relevant to the Department is maintained.
- Equipment within the Department is maintained in a safe condition. To achieve this the Head of Department will ensure that the equipment is subject to regular inspections by competent staff and a maintenance programme is in place.
- Termly inspections are undertaken to identify hazards and unsafe acts and omissions within the Department, and that an action plan is produced to ensure that any issues identified are resolved;
- Employees receive appropriate health and safety information, instruction and training, including Departmental safety procedures on appointment, change of role and regularly;
- Records are maintained of the Department's health & safety activities:

Teachers

The health, safety and welfare of students in classroom, laboratories and workshops is the responsibility of the class teacher. These rules also apply to student teachers who must be made aware of their responsibilities by a professional tutor.

A class teacher is expected to:

- Know the emergency procedures in respect of fire and first-aid and the special health and safety measures to be adopted in his/her own teaching areas and to ensure that they are applied;
- Be aware of, and follow, health and safety guidance;
- Exercise effective supervision of students and ensure that they know of the general emergency procedures in respect of fire and first-aid and the special safety measures of the teaching area;
- Give clear instructions and warnings as often as necessary **(notices, posters, hand-outs are not enough)**;
- Ensure that students' coats, bags, cases etc, are safely stowed away;
- Integrate all relevant aspects of health, safety and welfare into the teaching process and if necessary give special lessons on health, safety and welfare;
- Follow safe working procedures personally;
- Ensure protective clothing, guards, special safe working procedures etc. are used when necessary;

Make recommendations on health, safety and welfare matters to the head of subject or team leader.

Technicians

Technicians are responsible for:

- Undertaking termly inspections and maintenance of hand-tools, apparatus, personal protective and testing energy supply outlets/taps/sockets in the teaching and preparation areas in accordance with departmental checklists;
- Ensuring that hazardous substances are stored appropriately;
- Ensuring preparation and practical teaching areas are kept tidy.

Educational Visits Co-ordinator

The EVC is responsible for ensuring that all trips and visits are approved in accordance with the Borough's Policy and School's Educational Visits Policy and that the visit leader is competent and has completed a suitable and sufficient risk assessment which includes "Plan Bs".

Educational Visit Leaders

Educational Visit Leaders are responsible for ensuring that a suitable and sufficient event specific risk assessment (ESRA) has been completed and its findings communicated to the team of support staff and volunteers before leading taking a trip out. They must ensure that copies of the ESRA and appropriate Standard Procedures are taken on the trip and are complied with.

Mid-day Assistants

Mid-day assistants must ensure that they know the role which they must play in the event of an emergency evacuation and the procedure for first aid during the lunch period.

Playground Supervisors (teachers/TA's/LSA's/MDA's on playground duty)

Playground supervisors must know where they are required to observe from and the area they are to cover. If covering a specific piece of equipment they must know its operating rules.

SENCO

SENCOs must ensure that the School has an overarching behavioural management risk assessment and individual risk assessments, student profiles and behavioural plans *(Havering 5Ps approach)* are in place for all students with known episodes/behaviours.

Competent Advice

The Schools utilises the oneSource Health & Safety Team as its source of competent health and safety advice.

Maintenance and Inspection Matrix					
Plant/Equipment/Service	**Maintenance/ Inspection type**	**Frequency**	**Scheduled for (month)**	**Current Contractor/ in-house**	**Responsible person** (task performance or contract management)
Air Conditioning	Maintenance	Annually		N/A	N/A
Air receivers >250bar/litres	Inspection	Annually		N/A	N/A
Asbestos Monitoring	Check	Variable		In-house	Site Manager/SBM
Autoclaves	Inspection	Annually		N/A	N/A
Automatic Doors	Inspection	Annually		N/A	N/A
	Occupier Safety Check	Weekly		N/A	N/A
Boiler	Maintenance	Annually		South Park Heating	Site Manager/SBM
	Inspection	Annually		South Park Heating	Site Manager/SBM
Boiler Expansion Vessels	Inspection	Annually		South Park Heating	Site Manager/SBM
Carbon Monoxide Detector	Test	Weekly		In-house	Site Manager
Changing Tables (adjustable)	Inspection & Maintenance	6 months		In-house	Site Manager
Chemical store mechanical ventilation	Inspection/ Function Test	Termly		N/A	N/A
Clinical waste disposal	Waste collection & disposal	Dependent on risk assessment		N/A	Site Manager/School Keeper
Defibrillator	Function check	Weekly		In-house	Site Manager
	Pad replacement	Dependent on model			Site Manager
Dining table & seating (combined units)	Inspection	Annual		In-house	Site Manager/School Keeper
D&T plant/equipment	Safe condition	Annually		N/A	N/A
	Maintenance	Annually		N/A	N/A
Electrical (mains wiring)	Inspection	5 Yearly		Local Authority	SBM
Electrical (PAT)	Inspection	variable		AGG	Site Manager/SBM
Emergency evacuation chairs	Inspection	Annually		N/A	N/A
	Visual Check	Monthly		N/A	N/A
Entrance Barrier/gates (powered and manual)	Inspection (powered)	Annually		Premier Gate Automation	SBM

	Visual check	Termly		In-house	Site Manager
Extraction systems (dust)	Inspection	Annually		N/A	N/A
Extraction Systems (heat processes)	Inspection	Annually		N/A	N/A
Extraction Systems (Kitchens)	Maintenance	Quarterly		Local Authority	Catering
Extraction Systems (fume cupboards)	Inspection	Annually		N/A	N/A
Emergency Communication Systems (EVC & radio)	Function check	weekly		N/A	SBM
Emergency Lighting	Visual check	Daily		In-house	Site Manager
	Test	Monthly		In-house	Site Manager
	Inspection/battery test	Yearly		Fisk Fire	SBM
Emergency stops (gas/electrical/hydraulic)	Function test	Termly		In-house	Site Manager
Fall arrest systems	Inspection & Maintenance	Annually		Fall X	SBM
Fall Protection guard rails/ access ladders etc.	Visual Inspection	Annually		In-house	Site Manager
Fencing	Visual check	Termly		In-house	Site Manager
Fire Alarm , detectors and door release (including independent door release devices)	Test	All in 13 week period		In-house	Site Manager/School Keeper
	Inspection	Quarterly		Fisk Fire	SBM
First Aid Supply checks	Visual Inspection	Termly		In-house	Office
Flame-out/ Flame Supervision Devices	Function test	Termly		In-house	Site Manager
Free-standing structures (lighting posts, basketball posts, gazeebos etc.)	Inspection	Annually		Sport Safe	SBM
Independent fire door release devices	Battery change	Annually		In-house	Site Manager/School Keeper
Fire Doors	Inspection	Annually		In-house	Site Manager/School Keeper
	Visual Check	Monthly		In-house	Site Manager/School Keeper
Fire escape staircases/ladders	Inspection	5 years after		Local Authority	SBM

(external)		installation/ every 3 years thereafter			
	Visual check	Annually		In-house	Site Manager
Fire Extinguishers	Inspection	Annually		Fisk Fire	SBM
	Visual Check	Monthly		In-house	Site Manager/School Keeper
Fire evacuation chairs/devices	Visual Check/track rotation	Monthly		N/A	N/A
	Inspection	Annually		N/A	N/A
Fire evacuation doors	Visual Check	Monthly		In-house	Site Manager/School Keeper
Fire Shutters	Maintenance	Annually		N/A	N/A
	Inspection	6 months		N/A	N/A
Gas appliances	Inspection	Annually		South Park	SBM
Gas pipework – gas tightness	Inspection	5 yearly		South Park	SBM
Gas pipework – condition	Visual check	Annually		South Park	SBM
Glazing Safety Film	Visual Inspection	Termly		In-house	SBM
Grounds Maintenance Equipment (hand-held powered)	Maintenance	Annually		In-house	Site Manager
Grounds Maintenance Equipment (tractors/ride on mowers)	Check	Before use		Manor Oaks	SBM
	Maintenance	Annually		Manor Oaks	SBM
	Inspection	Annually		Manor Oaks	SBM
Handling equipment (including book & lunch trollies)	Visual Inspection	Annually		In-house	Site Manager
Heating System	Maintenance	Annually		South Park	Site Manager
Hinge guards (aka “finger guards”)	Visual Check	Termly		In-house	Site Manager
Hoists (engine)	Inspection & Maintenance	Annually		N/A	N/A
Hoists & Slings (patient)	Inspection & Maintenance	6 months		N/A	N/A
Interlocks	Function Test	Termly		In-house	Site Manager
Intruder Alarm	Maintenance	Annually		Colt Security	Site Manager
Kiln	Inspection	Annually		N/A	N/A
Ladders/step ladders	Inspection	Annually		N/A	Site Manager

Lifts/stairlifts	Inspection	6 months		N/A	N/A
Lifts (goods)	Inspection	12 months		N/A	N/A
Lightning conductors	Inspection	Annually		Site Manager	Local Authority
Medicines	Visual Check	½ termly		In-house	Inclusion Officer
MEWP	Inspection & Maintenance	6 monthly		N/A	N/A
Minibuses	Check	Before use		In-house	N/A
	Inspection (MOT)	Annually		N/A	N/A
	Maintenance	Annually or as per manufacturer's schedule if shorter		N/A	N/A
Panic alarms (security & emergency summons)	Test	Weekly		N/A	Site Manager & School Keeper
Personal Protective Equipment	Check			In-house	Site Manager
PH/Free Chlorine	Test	3 times per day		In-house	N/A
PE equipment (including recreational posts)	Inspection	Annually		Sportsafe	SBM
Play Equipment	Inspection	Annually		Sportsafe	SBM
	Visual check	Weekly		In-house	Site Manager & School Keeper
Pug Mill	Inspection	Annually		N/A	N/A
Radiation Sources	Inspection	Annually		N/A	N/A
Rigging units (lighting/flying)	Inspection	Annual (6 monthly if flying people)		N/A	N/A
Safety chains (cookers/luminaires)	Visual Check	Termly		N/A	Site Manager
Seating (tiered)	Inspection & Maintenance (folding types)	Annual		In-house	School Keeper
Shutter door systems (non-fire)	Inspection	Annually		N/A	N/A
Sprinkler systems	Inspection/Maintenance	Annually		N/A	N/A
	Test	Monthly		N/A	N/A
Staging/rostra	Visual Check	Annual		In-house	Site Manager
Steam engines	Inspection	Annually		N/A	N/A
Tower Scaffolds	Inspection	Annually		N/A	N/A
	After assembly	Before use & every 7		In-house	N/A

	inspection	days			
Tie-in bolts	Inspection	Annually		Fall X	SBM
Tractors and other powered vehicles	Check	Before use		In-house	N/A
	Maintenance	Annually or as per manufacturer's schedule if shorter		N/A	N/A
	MOT	Annually if used on public highway		N/A	N/A
Trees (Zone 1)	Inspection	Annually		Manor Oaks	SBM
Water Systems (descaling)	Maintenance	Quarterly		South Park	Site Manager
Water Systems (infrequent use)	Flushing	Weekly		In-house	School Keeper
Water Systems (hot & cold)	Inspection/Maintenance/ sampling	6 monthly/Annually		South Park	SBM
Water Systems (temperature)	Test	Monthly		South Park	SBM
Water Systems - thermostatic mixing valves	Maintenance	6 monthly		South Park	SBM
Workplace Inspections	Visual Inspection	Termly		In-house	SBM

Arrangements

This Section details the arrangements which the School has in place for managing health & safety. In most cases it will signpost to other documents/procedures. The School utilises the oneSource Health and Safety Team's "Health and Safety Manual". This is an on-line resource which details how various tasks should be undertaken. The Manual forms part of the School's arrangements to manage health and safety. The Health & Safety Manual's login details can be obtained from the School's Health & Safety Co-ordinator.

Document Control

The School has implemented a system of document control to ensure that the most up to date versions of documents are accessed by staff. The School uses a system of dates to identify documents. Copies of finalised documents are stored electronically either on the staff area of the network or Google Drive dependent on the document. Monitoring of the implementation of the School's document control system is undertaken by the Headteacher annually.

Risk assessments

The School has produced a detailed risk assessment methodology document. The following is a brief overview of the School's processes. It has assessed the risks relating to its operations using a hazard register to ensure that all activities have been managed appropriately to the level of risk they pose. Where significant risks have been identified these and the necessary control measures have been recorded on individual risk assessments. The Health & Safety Co-ordinator maintains a central record of all risk assessments. Copies of appropriate risk assessments are held by all departments/subject leads. For some risks the School has adopted the control measures outlined in the oneSource's Health and Safety Manual.

Line managers are responsible for ensuring that their staff are aware of, and understand the findings of the risk assessments relating to their work.

Before new activities are undertaken or when an existing activity is changed the manager in overall control of the activity/subject lead will ensure that a new or revised risk assessment is produced. Guidance on completing risk assessments is contained in the Management Systems section of the Health & Safety Manual and risk assessment form templates are available in the Supporting Documents Section.

Risk assessments will be reviewed at least annually.

Fire

The School has undertaken a fire risk assessment the findings of which have resulted in the development of systems to mitigate and control the risk. Fire action notices containing the actions required in the event of a fire are sited around the School. The Fire Register which contains the assessment and details on the management of the various control measures is located in the SBM's Office.

Hazard and unsafe acts & omissions reporting

Hazards are things with the potential to cause harm, such as torn carpets, damaged electrical sockets etc. Unsafe acts and omissions are when people undertake tasks in an unsafe manner regardless of the reasons for their behaviour. All hazards and unsafe acts and omissions must be reported. The hazard reporting book/form is located in the pigeon hole cabinet - front office.

Accident & near miss reporting

A near-miss is incident which could have resulted in injury or loss, if the circumstances were different (for example if a school keeper was working on a tower scaffold and dropped a tool, but luckily it did not actually cause any injury or damage or the wrong pupil was administered another child's/inappropriate medication and fortunately did not suffer any ill effects).

All accidents and near misses must be reported. Minor injuries to pupils are recorded in bump books. All other accidents are to be reported to the front office who will record the incident using the Authority's on-line accident reporting system.

Communication

The School communicates information on health & safety to its employees using the following methods:

Emails
Headteachers Governors Report
As part of the induction process;
Team meetings/Departmental/Staff meetings;
Staff circulars/newsletter;
Staff notice boards
1:1s

Consultation on health & safety matters

The London Borough of Havering operates the Schools' Health and Safety Performance Group. This Group which includes representatives from the school management teams and appropriate trade unions discusses policy and other issues at a corporate level.

The School consults its staff regarding issues affecting their health and safety through, staff meetings/team or department meetings/ School Safety Committee. Staff can also raise concerns via the Health & Safety Co-ordinator.

First aid

The School has assessed its needs in relation to first aid (including mental health) to ensure there is adequate provision at all times the School is occupied. A first aider can be contacted through the school office.

Contractor management

The School will not use contractors unless they have been properly vetted (including health & safety). Contractors are required to sign in at Reception via the Invenrty system. All contractors will be shown the asbestos register entries for the area they will be working in and be required to sign a declaration that they are aware of the asbestos' location and will not disturb it. The SBM is responsible to monitoring contractors on the School site.

Employee competence

The School will ensure that employees are competent to perform their duties from a health & safety perspective. The School utilises competency matrices which list the knowledge, training, experience and attitudes necessary for any given role. Staff are developed so that they can meet these criteria.

Key roles in the School have to attend health & safety training organised by the Borough***. This is mandatory for Havering community schools***

Course Title	Role	Refresher Period	Source
IOSH Managing Safely	Headteacher Health & Safety Co-ordinator	IOSH Managing Safely Refresher course – every 3 years (set by IOSH)	Any IOSH approved training provider. e-learning versions available via HES portal
Risk Assessment	Anyone undertaking risk assessments who has not already completed IOSH MS	Every 5 years	oneSource Health & Safety via HES portal
Accident Reporting & Near misses e-learning	Approvers & those nominated to undertake stage 1 data entry	Every 5 years	oneSource Health & Safety via HES portal
Educational Visits Co-ordinator e-learning	Headteacher EVC	Every 5 years	oneSource Health & Safety via HES portal
Educational Visit Leader e-learning	EVC Trip Leaders	Every 5 years	oneSource Health & Safety via HES portal
H&S Awareness for Governors e-learning	Chairman Health & Safety Governors	Every 5 years	oneSource Health & Safety via HES portal
Asbestos Awareness	Headteacher Site Manager Site Staff	Every 5 years	oneSource Health & Safety via HES portal
Legionella Awareness	Headteacher Site Manager Site Staff	Every 5 years	oneSource Health & Safety via HES portal
Fire Marshal (including extinguishers)	Nominated staff	Every 5 years	oneSource Health & Safety via HES portal

Stress

The School recognises the detrimental effects which stress can cause. It has therefore implemented a strategy to control the work-related element as far as is reasonably practicable. Any employee who believes that they are suffering from stress should either speak to their line manager or the Headteacher. Employees may also contact Health Assured which provides a confidential advisory/counselling service to the School's employees.

Monitoring of health & safety

Overall Performance

A termly report is provided to the Governing Board which includes the following monitoring data:

- Number of accidents*;
- Number of near-miss reports*;
- Number of incidences of work-related ill health*;
- Number of hazards reported/rectified;
- Outcomes from fire drills;
- Progress with the School's SMS objectives.

* Data relating to allergen or medication should be reported separately in the report so it is clearly visible.

Each year the following are also reported:

- Number of risk assessments identified as being required;
- Number of risk assessments completed;
- Number of risk assessments reviewed;
- Percentage of risk assessments which are deemed current (completed or reviewed in previous 12 months);
- Percentage of required maintenance activities and inspections completed;
- Training against needs analysis;
- Summary of health surveillance findings.

Systems' Functional Monitoring

The Governing Board must verify that the School has adequate monitoring arrangements in place to ensure that all of the School's safe systems of work, procedures and policies are delivering their desired outcomes. To achieve this members of the Board will:

- require the School's monitoring activities to be recorded in a schedule;
- allocate appropriate review periods for each system, procedure & policy by the Board;
- be actively involved in monitoring tasks.

Guidance on systems monitoring can be found in the Health & Safety Manual.

Security

The School has completed a review of its security arrangements using oneSource's Security Preparedness Checklist. Following the review the school is developing a series of procedures to assist in the management of various security scenarios, with support from the LA.

Staff are reminded that the maintenance of the School's security is the responsibility of all staff. They should therefore:

- always wear their school lanyard;
- follow protocols for entering and exiting the site;
- follow protocols for securing rooms and equipment /materials;
- challenge anyone who they do not recognise (can I help you?);
- report anything which is suspicious or unusual to Headteacher or SLT

Lone Working

Lone working occurs when you are not in direct visual/speaking range of another member of the School's staff (e.g. site manager in the boiler house, welfare officer visiting student's home or headteacher working during weekend on site). The lack of other school staff in close proximity means that the lone worker is at greater risk of harm if they suffer illness, accident or assault because of the delayed first aid response time.

The School has assessed the risks posed by lone working and has introduced the following controls: Approved lone workers have been included in a check-in system which ensures at least hourly contact is maintained.

Should a task an employee is considering undertaking involve lone working and they are not already included in the controls above they must discuss this with their line manager before proceeding with the task.