

# Hopton CEVC Primary School

## Health, Safety and Welfare Policy



Approved by:

The Resources Committee

The Governing Body of Hopton CEVC Primary School adopted this policy May 2017

Review date:	Reviewed & approved by	Change details
May 2018	Claire Wright (HT)	<ul style="list-style-type: none"> <li>Names changed as appropriate P3</li> <li>Added lockdown to procedures P5 point 11</li> <li>Removed trained School Safe staff. P5 point 13</li> <li>Removed complete section on HT use of Mini bus, previously known as P9 point 25.</li> <li>Added the use of check list for lettings. P9 point 29.</li> </ul>
May 2019	Claire Wright (HT)	<ul style="list-style-type: none"> <li>Edition and names changed P1 &amp; P2</li> <li>Point 13.2 new guidance name added P5</li> <li>Point 13.7 Texting HT added to lone working P5</li> <li>Point 21.7 Wristband added P9</li> <li>Point 23.3 changed to all trips from Spring 2019.</li> </ul>
May 2020	Claire Wright (HT) Diana Round Andrew York	<ul style="list-style-type: none"> <li>Edition and names changed P1 &amp; P2</li> <li>Name change P3</li> <li>Added number of paediatric first aiders P8</li> </ul>
November 2020	Claire Wright (HT) Tony Hood Andrew York	<ul style="list-style-type: none"> <li>Removal of Diana Round from policy</li> </ul>
May 2021	Claire Wright (HT) Tony Hood Andrew York	<ul style="list-style-type: none"> <li>Page 7 point 13.6. Change of name to key holders.</li> <li>Appendix One added re COVID -19</li> </ul>
May 2022	Claire Wright (HT) Health & Safety/ Finance & Personnel Committee	<ul style="list-style-type: none"> <li>Page 2: Statement of intent changed.</li> <li>Page 3: Committee details added/ adult removed</li> <li>Page 6: 9 Term Plan mentions and added to appendix one.</li> </ul>
January 2023	Claire Wright (HT) Health & Safety/ Finance & Personnel Committee	<ul style="list-style-type: none"> <li>Page 8 point 19. Government Emergency Alert details added.</li> </ul>
May 2023	Claire Wright (HT) Resources Committee	<ul style="list-style-type: none"> <li>Name change of committee throughout the document.</li> </ul>
May 2024		<ul style="list-style-type: none"> <li></li> </ul>

*At Hopton CEVC Primary School we live out the words of Jesus in Matthew 19 vs 26 'With God all things are possible'. We raise aspirations and encourage perseverance to reach goals in life and learning*



**Statement of Intent and Commitment–Safety, Health and Wellbeing Hopton CEVC Primary School**

The Governors and Headteacher acknowledge and accept that:

1.Suffolk County Council has the prime responsibility for safety, health and wellbeing, and that the Governing Body and Headteacher have specific responsibilities to manage this at school level. These responsibilities must be laid out in the scheme of delegation for the school, and are covered in general terms in the County Council’s scheme of delegation.

They also have responsibilities to fulfil the duties contained in the scheme of delegation and shall

- support the published policies and aims of the County Council, and
- promote continuous improvement in the health and safety performance, and
- learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.

2.The headteacher, as Local Health and Safety Coordinator,will ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented.

3.The governing body will ensure that the headteacher is supported and assisted in implementing the policy, advice and guidance of Suffolk County Council and will fulfil its own responsibilities for safety, health and wellbeing of all those who may be affected by the way the school is managed.

This duty extends to ensuring that:

- working conditions and environment
- substances used
- equipment provided, and
- working methods adopted

do not impair the well-being of any employee, or any other person including pupils, 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.

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

\_\_\_\_\_ (Chair of Governors)

The Headteacher, as the Local Health and Safety Coordinator for the workplace, also signs the policy.

\_\_\_\_\_ (Headteacher)

DATE THAT THIS POLICY WAS ADOPTED BY THE GOVERNING BODY...../...../.....VERSION  
NUMBER:.....

## ORGANISATION

<b>Task</b>	<b>Name of person responsible</b>	<b>Job title of person responsible</b>
HSW System & Policy review	Gilly McGill	Chair of Resources Committee
Resources Committee	Gilly McGill	Chair of Resources Committee
Communication and information management	Claire Wright	Headteacher
Critical Incident Management	Claire Wright	Headteacher
H&S Training	Claire Wright	Headteacher
Programmed updating training	Terri Baker	Admin Assistant
Personal safety procedures (also School Safe)	Claire Wright	Headteacher
Planned checks Procedures/Premises/Equipment	Gilly McGill	Chair of Resources Committee
Risk assessments for managed moves, EOTAS and excluded pupils	Claire Wright	Headteacher
Infection Control	Claire Wright	Headteacher
Incident reporting/investigation	Claire Wright	Headteacher
Coordination of risk assessment work	Claire Wright	Headteacher
Fire procedures & Lockdown including personal emergency evacuation plans	Claire Wright	Headteacher
Locally organised premises maintenance, repair and improvement	Claire Wright	Headteacher
First Aid (training and equipment)	Claire Wright Maggie Waugh Sarah Grimmer	Headteacher
Vehicle control and pedestrian safety	Claire Wright	Headteacher
Educational visits coordinator (EVC)	Claire Wright	Headteacher
Stress and Wellbeing	Claire Wright	Headteacher
School Minibus	N/A	N/A
Child Protection/ Prevent /Online Co-ordinator	Claire Wright	Headteacher
Supporting pupils with medical needs	Claire Wright	Headteacher
Premises Security	Claire Wright	Headteacher
Contractors on site	Claire Wright	Headteacher
Outside lettings	Claire Wright	Headteacher
Other (specify)	Claire Wright	Headteacher

4. The head teacher has **responsibility** for day-to-day management of health and safety issues and is known as the **Local Health and Safety Coordinator**.

5. 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.

6. 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.

#### **7. HSW Policy Review**

- The school's HSW policy is reviewed and updated no less than annually.
- The review process should incorporate views from the staff.
- Any targets included in the policy document should be reflected in the school's development plan and any other prime strategic documents.
- The school's policy document should be displayed openly and discussed with the staff annually, so that all are aware and may comment on the intentions and plans.

#### **8. Health, Safety and Premises Committee**

- The school has a termly committee meeting including governors that considers health, safety and welfare issues. The group monitor progress regarding any targets identified in the current edition of the school's HSW policy and other information.
- The Terms of Reference for the committee are reviewed annually and cover the functions that the school needs for the HSW system to be effective and complete.
- The proceedings of the meetings are formally recorded and action points brought forward for review.
- The head teacher presents a termly report that includes health and safety to the whole governing body.
- The committee review the school's incident records each term, and for each year, to identify any patterns or other indicators requiring management attention.
- The governors review the content of the Governors' web site (**School Governor Hub**).

#### **9. Communication and Information Management:**

- The headteacher checks for updates to health and safety guidance on Suffolk Headlines, Suffolk Learning and HSE websites.
- The school HSW policy is on the staff room noticeboard and staff can take a printed copy of the policy for later reference if required.
- A copy of the "Health and Safety Law – What you should know poster is in the staffroom.
- Worklife Support information for staff wellbeing is displayed in the staffroom.

#### **10. Critical Incident Management and temporary staffing absences**

- See the school's critical incident policy.
- Arrangements are in place to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind.

#### **11. Health and Safety Induction Training**

- All staff receive appropriate induction training including training that is matched to their specific work and responsibilities. Members of staff who are new to the school, particularly those with management responsibilities, will need a comprehensive induction.

A checklist for use with new employees includes the following:

- Overview of the school's HSW policy and organisational structure.
- Tour of the premises.
- Current health and safety priorities for the school – safety policy targets.
- Communication and relationships with other departments, schools and Suffolk County Council.

- General health and safety advice, including the school's own guidance and that from the LA.
- The use of the Incident Reporting Form for incidents, hazards, work-related injuries and illnesses and fires.
- Where appropriate, curriculum specific guidance.
- For certain staff (headteacher, bursar, business manager, 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.
- Smoking restrictions around the school site.
- Fire evacuation and lockdown emergency procedures.
- Critical Incident procedures.
- The arrangements the school has for managing visitors (accompaniment within the school site, visitor badges, how to react on discovering an unexpected person in school).
- Information on hazards that are specific to the school, and established controls or precautions (for example: a narrow drive shared by pedestrians and vehicles).
- Use of equipment and/or tools including procedure for defect reporting.
- Trained first aid personnel and first-aid facilities – staff expected to undertake first aid duties must be advised that they are expected to deal with casualties including the staff, pupils, visitors to the site and any member of the public that may need assistance whilst on the school grounds.
- 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.
- What to do in an emergency, including fires which start in class.
- Specific issues arising from mobility difficulties or other reasons giving rise to the need for Personal Emergency Evacuation Plans.

## **12. Routine Updating Training**

- Training records are held for each individual member of staff and updated on an ongoing basis.
- Refresher training for all staff on health and safety matters is carried out, including first aid training which is a special case, at least once every three years.

## **13. Personal Safety procedures, SchoolSafe and control of violence**

- All school staff may deal with anyone presenting challenging or threatening behaviour.
- The school follows Suffolk County Council 'Guidance for dealing with persistent or vexatious complaints/harassment model' in case any member of staff experiences verbal abuse or aggressive behaviour.
- The Suffolk County Council publication "Dealing with abuse, threats and violence towards school staff" is on display in the staffroom.
- Visitors and people entering the building are closely monitored. They are asked to sign in at reception and are issued with a badge. If it is the first visit identification checks are carried out. Regular visitors are DBS checked.
- Visitors are clearly directed to use the main entrance to the school.
- The Headteacher, Kate Jones, Ali Rouse and staff that run breakfast club are key holders. The cleaner/caretaker from Vertas is also a key holder. If the school agrees to any other body using keys (such as when leasing the building) then a key holder agreement is signed.
- To ensure the safety of lone workers and outreach staff they are asked to make a family member aware that they are working in the school. They are also required to text the Headteacher informing her on their entrance and exit of the school premises.

## **14. Planned Safety Checks**

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

## **Equipment Premises**

### **14.1 Procedures**

Many procedures are in place and detailed under other headings, the key ones are:

- Termly governor H & S inspections.
- Regular necessary testing/checking of all equipment (detailed below).
- Site inspection.
- Annual audits for fire, H & S and safeguarding.
- Governor check on procedures. A 9 Term Plan is used to ensure all aspects are covered (appendix one)

### **14.2 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. New equipment is added to the schedule for any contractor or inspector.
- The school's water system(s) - hygiene, temperature and Legionnaires' disease checks.
- Catering equipment, including ventilators.
- Ladders, stepladders and mobile scaffold/access equipment.
- Door closers, running gear and catches.
- Lifting gear, winches and hoists, lifts and stays.
- All electrical equipment.
- 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.
- All defects found in hand tools, power tools or any other equipment must be reported immediately to the subject coordinator, who will in turn inform the headteacher. The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until the repair has taken place.
- The county contracts or recommended providers are used.

### **14.3 Premises**

- The whole school site is inspected once a term by the health and safety committee using Suffolk's recommended audit form. The school buys in a company (such as Safety Boss) every two years to complete a comprehensive Health and Safety audit of the school and the school then uses their template the following year to carry this out themselves.
- Our Property Adviser carries out a condition survey review annually.
- The cleaner/caretaker does a visual security and safety check of the whole premises daily.
- The cleaner/caretaker tests the fire alarm system weekly.
- Emergency lighting and fire extinguishers are checked by office staff.

## **15. Infection Control Arrangements in school**

- The school has detailed policies for supporting children with medical needs and the use of intimate care. Thorough guidance on infection control is on the wall in the office and office staff know where to gain further advice.

## **16. Incident Reporting/Investigation**

- An incident reporting system, that meets the local authority's specification, is in place.
- The school's procedure for recording and reporting incidents follows the local authority's advice to ensure that the necessary details are recorded on EVERY incident record before the information is sent to the local authority.
- Staff have been briefed on when and how to use the school's incident reporting system.

- The headteacher, or a designated and competent member of staff checks every incident record before it is submitted to the authority.
- Every incident is subject to investigation as appropriate with a view to preventing recurrence.
- The findings of the investigation are shared with the staff, the authority and other people with a relevant interest.
- The school reviews relevant risk assessments after any incident or near miss.
- The school's Resources Committee periodically reviews the incident history for the school and plans actions to reduce the likelihood of future incidents.

#### **17: Control of Substances Hazardous to Health (COSHH)**

- The only person to handle hazardous substances is the Cleaner/caretaker. Protective clothing is to be worn as outlined on the COSHH chart in the cleaner's cupboard. A list of hazardous substances and their safety features used in the school is kept in the cleaner's cupboard.
- Personal Protective Equipment. The school will provide and maintain all necessary protective personal equipment required to ensure that its activities are carried out safely and without risk to health.
- When using harmful substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.
- No new materials or substances are to be brought into use unless a COSHH assessment has been carried out.

#### **17. Coordination of Risk Assessment Work**

- Risk assessments are required under many circumstances and the school carries them out for:
- Lone working situations, including custodian security checks and locking up
- Educational visits and trips
- Tree maintenance
- Display screen equipment/workstations
- Use of electrical equipment
- Use of ovens
- Use of playground/field/tyre park
- Manual handling
- New and expectant mothers
- Level of supervision in playgrounds and for play equipment
- Working at height
- Supervision of PE
- Supervision of swimming (on or off site)

#### **18. Fire Procedures**

- The school buys in a company (such as Safety Boss) every two years to complete a comprehensive fire risk assessment of the school and the school then uses their template the following year to carry this out themselves.
- The fire risk assessment is reviewed whenever significant changes to the premises or the use of the premises are planned.
- Notices detailing the evacuation procedure and assembly points are placed appropriately around the school, with one in every classroom.
- There is a fire evacuation procedure that details specific responsibilities; this includes supporting particular pupils.
- A personal evacuation plan is created for any person requiring assistance to evacuate the building.
- An evacuation practice (fire drill) is carried out once every half term; this is always done as soon after a new child or member of staff joins as possible.
- All fire extinguishers are examined during 6 monthly maintenance checks and termly by governors.
- All staff are trained 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 are adequately trained in fire extinguisher use to enable them to escape in an emergency.
- The cleaner/caretaker conducts the weekly alarm test. Office staff check emergency lighting monthly.

- 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 monthly by office staff. 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 anchored appropriately.
- Arrangements are in place to ensure no 'hot work' is undertaken in the school without a permit.
- The fire safety arrangements are comprehensively checked with a competent adviser every two years.

## **19. Government Emergency Alert**

- Emergency Alerts is a new service from the UK government. It's expected to launch in 2023.
- Emergency alerts will warn you if there's a danger to life nearby.
- In an emergency, your mobile phone or tablet will receive an alert with advice about how to stay safe.

### **How will the school be notified?**

- Ipad and mobiles will make a siren sound should there be a risk to life. This is done through phone masts and will happen automatically without any previous setup required. The volume of both of these devices across the school mean it will be heard.

### **Steps to taken when notified.**

- HT to check the authenticity of the notification using the [gov.uk/alerts](https://www.gov.uk/alerts) website.
- No adult is to independently act on the Government alert without consultation with the HT.
- HT to follow the advice on the alert screen.
- Depending on the risk to life, a risk management will commence.
- Existing procedures will be put in place until further Government guidance is given as to how to proceed.

## **20. Locally Organised Premises Maintenance, Repair and Improvement**

- The office staff and Resources Committee know the asbestos procedures and have been advised about the asbestos survey report.
- Suffolk County Council's Property Adviser makes any necessary alterations to the asbestos survey report.
- The school ensures that procured services (such as cleaning, catering and grounds maintenance) have service specifications that are adequate and that contractors (or the school's own employees) work to appropriate standards.

## **21. First Aid – Training and equipment**

- The first aid equipment is appropriately located with stocked cupboards in each classroom area and a central stock with portable kits.
- Lone workers are trained to enable them to deal with their own minor first aid needs and have ready access to a first aid kit.
- The school's two paediatric trained first aiders monitor stock levels in first aid kits and replenish as and when necessary with a thorough check at least every half term.
- The headteacher ensures maintenance and replenishment is managed appropriately.
- The procedure for disposal of clinical waste, including incontinence and sanitary waste is appropriate – a company is contracted to collect every 5 weeks.
- Records are kept of who is trained, and when their certificates expire and any new staff are sent on appropriate training.
- There is a first aider stationed in the back classroom every break to deal with any first aid. At lunchtime there are three members of staff outside allowing one to deal with any first aid. Staff are familiar with the accident forms and where they are kept. Parents are informed of any recorded accident and telephoned as soon



as possible if an injury to the head has occurred; the child is also issued with a sticker and wristband to alert other staff.

- Office staff have access to health centre / GP telephone numbers for emergency use for advice if required instead of/as well as the ambulance service.
- First aid arrangements for visits and trips are thought through carefully and included on risk assessments.

## **22. Vehicle Control and Pedestrian Safety**

- Only staff vehicles are permitted to park on site on school days. Routine deliveries are programmed to avoid drop off and pick up times.
- The Village Hall Management Committee allows parents to use their car park at the beginning and end of the school day. This is not managed by the school and the school is not responsible for its use although periodic advice about keeping everyone safe is given.
- Refuse collection vehicles do not present risks to any pedestrians on site as the bins are moved to the edge of the road on collection days.

## **23. Education Visits Coordinator (EVC)**

- The school EVC coordinator is the Headteacher.
- All risk assessments are checked and signed by the coordinator before any visit out of the school grounds is allowed.
- Suffolk Evolve is used for all trips in the school. This became procedure in Spring 2019.

## **24. Stress and Well Being**

- The school takes the well-being of its staff very seriously
- The school buys into Suffolk County Council's well-being scheme.
- Any stress and workload management issues are discussed and recorded during routine performance review/appraisal discussions.
- Staff have access to a free and confidential counselling service, as required by recent legal developments and case law.

## **25. Child Protection Procedures**

- Current Suffolk County Council guidance is followed and supported within the school safeguarding policy.

## **26. Supporting Pupils with Medical Needs**

- Current Suffolk County Council guidelines are followed.
- The school has adopted a suitable policy documenting the arrangements for the administration of medicines and for the management of medicines within the school.
- The Headteacher and office staff monitor and review the school's practice relating to the supporting of student with medical needs.

## **27. Premises Security and visitor safety**

- Current Suffolk County Council guidance is followed.
- 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.

## **28. Contractors on Site**

- The arrival procedure for contractors when they arrive on site is that they should always report to reception and present their identification.
- Contractors are briefed about the school's fire procedures, smoking restrictions, use of mobile phones, local management arrangements, vehicle movement restrictions and asbestos management.
- All school staff (including cleaner/kitchen staff) are informed of areas to avoid for the duration of the work.
- The Headteacher has 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, ensuring the contractor is behaving reasonably safely in respect of his/her own staff, i.e. following common sense safety precautions and avoiding reckless behaviour.

## **29. Lettings**

- Hirers may legitimately request to see the fire risk assessment. They may ask for risk assessments for school use of equipment etc. There is no particular reason why this should not be provided, but the hirer must be aware that they cannot rely on the school's risk assessments for the activities carried out during the letting.
- Fire procedures need to be made clear to any lessee. There is a check list to cover and have signed by lettings.
- Security arrangements need to be made clear to any lessee.
- Information must be provided to inform people who are booking the premises about any necessary health, safety or security information relating to the premises and any equipment that may be used. The school asks the hirer to sign to acknowledge receipt of the information – Also see following bullet point.
- The school enters into a written agreement with the lessee. Coordination is needed in respect of first aid kits and equipment, fire procedure and telephone access etc.

Appendix One

## **Hopton CEVC Primary School**

### **Nine Term Safety, Health and Wellbeing (SHaW) Plan**

**Hopton CEVC Primary School**  
**Nine Term Safety, Health and Wellbeing (SHaW) Plan**



	Term one	Term two	Term three	Term four	Term five	Term six	Term seven	Term eight	Term nine
<b>PLAN</b> (timings for, etc)	A health and safety audit (full every three years)  The year's risk assessments for school trips	Risk assessment review / update	The year to follow's Property Advisor visits	The year's risk assessments for school trips	Risk assessment review / update	The year to follow's Property Advisor visits	A health and safety audit  The year's risk assessments for school trips	Risk assessment review / update	The year to follow's Property Advisor visits  Next term's fire risk assessment
<b>DO</b>	Local Inspections  Fire drill  Lockdown drill  New fire risk assessment (FRA)  H&S report to Governing Body  Log school trips on EVOLVE	Health and Safety Audit (full every three years)  Local inspections  Fire drill  Lockdown drill  Site security (safeguarding) risk assessment  H&S report to Governing Body	Local Inspections  Fire drill  Lockdown drill  Risk assessment review / update  Incident and first aid records review  H&S report to Governing Body	Local inspections  Fire drill  Lockdown drill  H&S report to Governing Body  Log school trips on EVOLVE	Local inspections  Fire drill  Lockdown drill  Site security (safeguarding) risk assessment  H&S report to Governing Body	Local inspections  Fire drill  Lockdown drill  Risk assessment review / update  Incident and first aid records review  H&S report to Governing Body	Local inspections  Fire drill  Lockdown drill  H&S report to Governing Body  Log school trips on EVOLVE	Local inspections  Fire drill  Lockdown drill  Site security (safeguarding) risk assessment  H&S report to Governing Body	Local inspections  Fire drill  Lockdown drill  Risk assessment review / update  Incident and first aid records review  H&S report to Governing Body
<b>CHECK</b>	H&S policy and risk assessment review  H&S training review  Asbestos review with Corporate Property Advisor	Maintenance review with Corporate Property Advisor	Check all actions from the audit have been carried out  Condition survey review with Corporate Property Advisor  School trip and EVC review	H&S policy and risk assessment review  H&S training Review  FRA review  Asbestos review with Corporate Property Advisor  H&S Audit review	Maintenance review with Corporate Property Advisor  Review Health and Safety Audit	Condition survey review with Corporate Property Advisor  School trip and EVC review	H&S policy and risk assessment review  H&S training Review  FRA review  Asbestos review with Corporate Property Advisor  H&S Audit review	Maintenance review with Corporate Property Advisor  Review Health and Safety Audit	Check all actions from the audit have been carried out  School trip and EVC review
<b>ACT</b>	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections

Headteachers Termly Report To Governors - Recommended minimum content

	TOPIC	SUBJECT	NUMBER	ADDITIONAL COMMENTS
1.	Incident reporting	Number of incident report forms completed when a member of staff was the subject		Details of any incidents that have resulted in need for significant follow up, such as incidents which resulted in major injury, Health and Safety Executive or LA investigation, civil claim against school/LA for negligence, revision or writing for the first time of a risk assessment.
		Number of incident report forms completed when student was the subject		
	Schools using the recommended local recording system for minor incidents relating to students	Number of incidents recorded		
2.	Numbers of Inspections	Carried out by/for management (the headteacher, and senior manager with delegated responsibility and/or governing body, health and safety committee, etc.)		Bring urgent or serious items to attention of the governing body, particularly where significant financial implications exist or school policy needs to be amended or extended
		Carried out by/for trade union health and safety representatives		
3.	Health and Safety Committee	Report on proceedings with update on items/actions outstanding		Append minutes of any meetings since headteacher's previous report to the governing body
4.	Health and safety training	Any induction and other health and safety related training undertaken by staff (including, SchoolSafe, first aid, manual handling, subject specific training which included a health and safety element)		This report should include contributions from heads of department or subject coordinators when appropriate
5.	Information received from LA	Codes of practice, LA policy matters, recommended good practice and commendation of national body advice (such as British Standards, Health and Safety Executive guidance, etc.), new preferred suppliers and recommendations about health and safety management.		Outline the arrangements the school has made/is making to implement the advice, particularly where significant expenditure may result.
6.	Updates from external consultants and advisers	Reports on Health & Safety audits, inspections, fire risk assessments, etc.		Ensure that outcomes of discussions result in records being created containing detail of actions planned in response to the consultant's report(s).

