



Telford & Wrekin  
Co-operative Council

Protect, care and invest  
to create a better borough

# Corporate Health & Safety Policy

**Telford and Wrekin Council**

September 2024

# High Ercall Primary School

## Adopting LA Corporate Health and Safety Policy



# HEALTH & SAFETY POLICY 24-25

Policy- Document Status			
<b>New Policy</b>	<b>Policy update</b> 1 <sup>st</sup> September 24	<b>Named Responsibility</b>	Sarah Roberts
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# Health & Safety Policy

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## Section 1: Policy Statement

It is the policy of High Ercall Primary School to safeguard the health, safety and welfare of its employees and all persons likely to be affected by its undertakings. The School accepts the aims and provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations and aims to comply with all other relevant statutory obligations. The successful management of health and safety contributes to the overall performance and objectives of the council.

The School Governors and Headteacher is committed to;

- Developing a positive health and safety culture with the commitment and participation of all employees
- Assessing the risks to the health and safety of its employees and anyone else who may be affected by its undertakings to eliminate or control all hazards / risks, as far as is reasonably practicable
- Making arrangements using the 'Plan-Do-Check-Act' approach for the effective planning, organisation, control, monitoring and review of the preventive and protective measures identified as being necessary following the risk assessments
- Providing safe plant, equipment, systems of work, information, training and supervision as is necessary to safeguard the health, safety and wellbeing of all employees and those who may be affected by our work activities
- Establishing arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, so far as is reasonably practicable
- Providing and maintaining a working environment for employees that is safe, without risks to health, and adequate as regards facilities and arrangements for welfare at work, so far as is reasonably practicable
- Consulting with trade unions and other workforce representatives on health and safety issues to ensure that everyone is informed, involved and engaged in health and safety
- Providing and promoting positive policies regarding health, safety and welfare concerns at work to include access to occupational health and staff wellbeing support services
- Providing a robust audit and review process designed to measure safety performance and compliance with the Council's policies, procedures and related safety guidance documents

As the Chair of Governors of High Ercall Primary School, I along with the Head teacher are committed to the health, safety and well-being of all our employees, pupils, visitors and contractors.

This policy will be reviewed every twelve months and will be updated as necessary.

*J Meredith*

..... **Chair of Governors**  
**Date:** .....

*S Roberts*

..... **Head teacher**  
**Date:** .....

This policy will be reviewed every twelve months and be updated as necessary.

The Corporate Health and Safety Policy provides a framework to ensure Telford & Wrekin Council proactively creates and maintains a safe and healthy working environment for all employees and those who may be affected by the Council's activities.

All Employees must co-operate fully with the measures the Council takes to fulfil the requirements of this policy.

## Section 2; Organisation and Responsibilities

### KEY PERSONNEL WITH HEALTH AND SAFETY RESPONSIBILITIES

#### **Health, Safety and Welfare Advice and Training**

Internal Health & Safety	01952 383627
Health and Safety Advisor for Schools – Donna Irish	01952 381817
Internal Health and Safety Training	01952 383627
Resilience Manager – Alan Boyd	01952 381932

#### **Fire Control/Emergency Evacuation**

Fire Safety Officer (Shropshire Fire & Rescue Service)	01743 260200
Fire Risk Assessments (biT Team)	01952 380934

Nominated Premise Fire/Emergency Co-ordinator: Sarah Roberts

Deputy Fire/Emergency Co-ordinator: Gemma Lingham

Fire Marshals: Sarah Roberts, Gemma Lingham, Jemma Wallace, Sally Jordan, Leanne Carvell-Shepherd, Rachel Preston (all attended fire marshal training – booked Jan 25)

#### **Reporting and Recording of Incidents & Accidents**

Persons nominated for overseeing the recording and notification of accidents, near misses, violent incidents, diseases and dangerous occurrences: Sarah Roberts

#### **First Aid**

Certificated First Aiders: Laura Young, Wendy Gater

Paediatric First Aiders: Alison Clinton, Vikki Jones, Paul Meredith, Jenny Aston, Sanny Patel, , Charlotte Adams, Celia Johnson

**Educational Visits Co-ordinator (EVC):** Gemma Lingham

**Asbestos and Legionnaires Coordinator:** Sarah Roberts

**Portable Electrical Appliance Testing Nominated Co-ordinator:** Claire Machin

**Control of Substances Hazardous to Health Assessment Co-ordinator (COSHH)**

Celia Johnson / Claire Machin

## **Organisation and Responsibilities**

The Organisation and Responsibilities section of the School Health and Safety Policy provides a framework to ensure the School proactively creates and maintains a safe and healthy working environment for all employees and those who may be affected by the School's activities.

All Employees must co-operate fully with the measures the School takes to fulfil the requirements of this policy.

### **Board of Governors**

The Board of Governors, along with the Senior Management Team form the body corporate for the School and have the collective and individual responsibility for planning, resourcing and overseeing the School's activities, the provision of its services and the conduct of its undertaking.

The School Governors have a responsibility to conduct their business and make decisions in conformity with health and safety legislation and the School's own policies. Governors must ensure that the decisions they make take account of health and safety issues and that sufficient resources are allocated for this purpose.

School Governors will therefore:

- Consider health, safety and welfare issues as part of their decision making process.
- Use the advice provided by the Senior Management Team to help in their decision making process to ensure the health and safety of all persons likely to be affected by these decisions.
- Formally scrutinise and adopt the School's Health and Safety Policy.
- Appoint a Lead Governor with specific health and safety responsibilities from within the board.

The Board of Governors are responsible for carrying out specific functions both individually and collectively.

**Mark Parton** is the lead governor responsible for health and safety issues and governance arrangements for health and safety lie with that governor.

The Lead Governor responsible for Health and Safety actively monitors and promotes health, safety and wellbeing across the School raising matters with Senior Management and relevant Committees as necessary.

The governors are not in day-to-day control of health and safety at the school, but they need to satisfy themselves that risks are considered as part of their decision-making process and are sensibly managed.

### **The Chair of Governors**

The Chair of Governors has ultimate responsibility for all health and safety issues within the School and will provide effective leadership and direction for the implementation of this Policy. The Chair can also be the Lead Governor for Health and Safety, with the agreement of the Board.

**The Chair of Governors** (aided by the Senior Management Team), will as far as reasonably practicable, ensure;

- The provision of suitable competence and expertise to effectively deliver and implement this policy
- Adequate provision of suitable staffing levels, working conditions and environments
- Adequate provision and maintenance of suitable equipment and resources
- That School employees are appropriately informed and trained about health, safety and welfare
- That a robust audit process is in place to measure and review policy compliance and effectiveness
- That a Governor is appointed to lead on health and safety matters
- The Chair of Governors will chair meetings of the School Resources Committee (which includes all matters relating to Health and Safety), will oversee the development of the School's Health and Safety Strategy and promote and support the activities of the Senior Management Team.

The **Lead Governor for Health & Safety** is responsible for health and safety and governance arrangements and will keep the Chair of Governors briefed on any significant safety matters arising outside of the Committee and elsewhere within the School.

**The Head teacher and the Senior Management Team** will provide effective leadership and direction to ensure the policy is implemented and will as far as reasonably practicable, ensure;

- The information contained within this policy is effectively communicated throughout the school
- That the personnel that they manage, have the necessary competence and resources to fulfil their health and safety responsibilities.
- That arrangements are in place for the on-going assessment of risks within the school that meets the requirements of the School Health and Safety Policy.
- That arrangements are in place for implementing the control measures which follow-on from the risk assessments within the school.
- That staff and others involved in the delivery of the school's services are provided with relevant information and training on the use of equipment, substances and machinery relevant to their role.
- That they and all levels of staff are appropriately represented on the Resources Committee.



**The Head teacher**

The Head teacher has overall responsibility for the day-to-day operational management of health and safety within the school. They must have sufficient competence (or assistance from competent colleagues) to enable them to ensure that Telford & Wrekin's standards for health and safety are maintained in their establishments.

**Head teachers will;**

- Be responsible for the day to day, implementation of the Health and Safety Policy and will liaise with the Governors to ensure full compliance with all of its requirements.
- Keep themselves and their employees up to date with all relevant health and safety information and consult with or seek advice, guidance and support from the Internal Health and Safety Team.
- Facilitate the necessary health and safety training for staff, in order for them to Undertake their work safely.
- Appoint key personnel to take responsibility for operational health, safety and welfare issues (see page 4)
- Periodically review the policy and make amendments to it whenever necessary.
- monitor the safety performance and take such steps as may be necessary to improve performance
- Ensure that all employees have access to a copy of the school's health and safety policy and are aware of their responsibilities.
- Ensure that effective channels of communication and consultation with staff and safety representatives are maintained.
- Ensure that suitable and sufficient risk assessments are carried out in respect of the health and safety of all persons that are affected by the school's activities; and that such risks are controlled by effective and proportionate means. Also that the assessments are recorded and highlight any employees, pupils or other individuals identified as being especially at risk.
- Promote a positive culture and an interest in health and safety matters throughout the school
- Ensure that appropriate staff liaise with subject advisers and health and safety officer/coordinator on health and safety matters.
- Make recommendations for improvement and present an annual report on Health and Safety to the Governing Body.
- Ensure all relevant accidents/incidents are reported via the appropriate channels (i.e. MyView), that they are thoroughly investigated, reported to the relevant enforcing authority, where necessary and that appropriate remedial actions are taken to help prevent a recurrence.
- Be responsible for dealing with visits from the Health and Safety Executive and other enforcing agencies.
- Ensure that competent persons are appointed to test and maintain the utilities, facilities, plant and equipment within their buildings / areas of control, as appropriate (gas, electrical, water systems, etc.)
- Ensure service and maintenance records are maintained for all relevant services, facilities, plant and equipment within their buildings / areas of control.
- Be responsible for ensuring that the Fire Risk Assessment has been completed and is reviewed at least annually.
- Ensure that suitable and appropriate fire safety and emergency arrangements are in place in respect of the buildings & premises, pupils & employees that they manage and / or are responsible for.
- Be responsible for ensuring that the Asbestos Survey Report is reviewed on receipt from the 'biT Team' and an Asbestos Management Plan is in place and reviewed annually.

- Be responsible for ensuring that there is liaison with key partners that have an interest in the building, on matters of health and safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning, etc.
- Be responsible for ensuring that health and safety repairs and necessary emergency work required to ensure the health and safety of staff, pupils and others are undertaken.
- Be responsible for ensuring that works plans, schedules and other data are maintained, in respect of the maintenance and building alterations of the school in so far as they affect health and safety.

**The School Health and Safety Co-ordinator (in this school it is the Headteacher with support from SBM and School Administrator);**

- Will encourage a positive approach to accident prevention and the health and safety of staff, pupils and others on the school premises and affected by school activities
- Will ensure that they understand current school policies and procedures affecting health, safety and welfare of staff, pupils and others.
- Will carry out investigations as deemed necessary, periodically inspect the premises and activities in order to determine whether the policies and procedures are being complied with and whether adequate standards of health, safety and welfare are being achieved
- Will ensure that effective measures are in place to deal with and prevent emergencies, this includes the organisation of periodic fire drills and all necessary checks to safety equipment (Fire Extinguishers, First Aid Kits, Electrical Equipment etc) working with the School Administrator/Business Manager
- Will ensure that all staff regularly check the electrical leads and plugs of the equipment they use. A system to report any defects e.g. a defects book must be set up so that defective equipment can be taken out of use and repaired by a competent person. The Cleaner in charge will be responsible for checking electrical items of cleaning equipment
- Will liaise with and seek advice, guidance and support from external Health and Safety Advisers (e.g. the Council's Internal Health and Safety Adviser, Enforcement Authorities, Health and Safety Executive and Environmental Health Officers, The Fire Prevention Officer, etc.) as and when necessary.
- Will identify health and safety repairs and put into operation as necessary emergency work required to ensure the health and safety of staff, pupils and others.
- Will maintain records of works plans, schedules and other data relating to the maintenance and building alterations in so far as they affect health and safety issues.
- Will liaise with key partners, as required on health and safety matters relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning.
- Will ensure that vehicles belonging to the school are serviced and maintained in a safe condition.

**Teaching Staff**

- Will take reasonable care of their own health and safety and that of the pupils and others who may be affected by what they do;
- Will co-operate with school management on matters of health and safety and will not interfere with or misuse anything provided in the interest of health and safety;
- Will observe the additional safety precautions needed if they teach in laboratories, workshops or other potentially hazardous areas and be aware of specific guidelines and specialist publications from bodies such as the CLEAPPS, DATA, the Association of Science Education and AFPE ( Association of Physical Education)
- Will promptly report all accidents, dangerous occurrences and potentially dangerous practices and situations to Management\Health and Safety Coordinator etc. as appropriate.

### **All Employees of the School**

Must at all relevant times, to minimise the risk of injury to themselves, other colleagues, customers or partners of the School;

- Comply with the measures specified in this policy and other relevant risk control measures, procedures and guidance, produced by the School, whilst at work.
- Conduct themselves in an appropriate manner so that they, and/or others are not put at risk by their activities, actions or failings.
- Co-operate with the Head teacher, managers and supervisors, on all matters affecting health, safety and wellbeing at work.
- Make full and proper use, in accordance with the user instructions and the training provided, of any plant, machinery or equipment that is made available to them; and to not misuse such equipment.
- Only use plant, machinery and equipment for which they have been authorised, have been fully instructed as to its safe use and have received suitable training. Where appropriate, employees must ensure that plant, machinery and equipment is suitably guarded during use.
- Attend relevant training courses as requested by management and adhere to the techniques and practices specified within any training provided.
- Wear / use the necessary protective clothing and/or safety equipment (including PPE) as specified for their role / work.
- Report hazards, defects or potential risks affecting the health safety or welfare of themselves or others, which they cannot eliminate or control themselves to their supervisor or manager immediately.
- Report all accidents and incidents (ie. near miss, violence, abuse, racial and hate related) occurring in their area of work including cases of work related ill health to their manager/supervisor immediately, following the correct reporting process. Employees may be involved in the investigation and any remedial actions required arising from this process.
- If at any time, employees are involved in any activity that feels unsafe or they feel at risk, they should stop the activity and raise their concerns with their line manager.

### **Trainees, Apprentices and Volunteers**

The School recognises its responsibilities both as sponsor and managing agent to all its Trainees, Apprentices and Volunteers (and similar groups that may be affected). Such groups will be afforded the same health and safety status, and adopt the same duties and responsibilities as that of an “Employee” and are required to be made aware of and adhere to the requirements of the School’s Health and Safety Policy.

### **Young persons and work experience students**

All Young Persons and Work Experience Students have the same health and safety status and responsibilities as an employee and are required to be made aware of and adhere to the requirements of the School’s Health and Safety Policy. The potential vulnerability of such persons requires that they will be subject to greater levels of supervision than standard employees and may also be subject to additional controls depending upon the findings of the risk assessment process.

### **Visitors and the Public**

Appropriate action must be taken to ensure that visitors are made aware of risks relevant to their visit, at the specific site they are attending. All visitors must be accompanied within areas of the School which are identified as non-public areas. These persons should not be allowed to access

areas which may place them or others at significant risk. The School will conduct its undertakings in such a way as to ensure that visitors and members of the public are not endangered by its work activities.

### **Disciplinary Procedures**

**The Health and Safety at Work etc. Act 1974** states that, *“No person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.”*

Disciplinary action may be initiated against any employee who knowingly violates or fails to implement the School’s safety policies, procedures or guidance, or who fails to use any personal protective equipment or other safety devices or equipment, when required, that is specifically provided for their protection.

Breaches of the health and safety policy, procedures and arrangements will be dealt with under the Schools Disciplinary Procedures. It must be understood that such breaches may also expose the individual committing the breach and / or the School to criminal prosecution.

### **Local Authority role:**

#### **Internal Health and Safety Advisors**

The council’s internal health and safety advisors will;

- Lead on the development of policy, procedures, guidance and supporting materials relating to health and safety within the Council’s workplaces and affecting the Councils service delivery functions.
- Support and promote the development of initiatives and strategies to help improve health and safety practice and / or reduce injuries at work.
- As the subject matter experts, work closely with the Policy and Development Team, and the Human Resources team to help develop and deliver a core range of health and safety training programmes for employees.
- Monitor the implementation and effectiveness of such policies, procedures, guidance and training, initiatives by undertaking periodic compliance auditing and reporting on findings.
- Bring to the Council’s attention any new or changed legislation or guidance which may affect the way things are done or need to be done.
- Provide operational health and safety advice to all departments and service areas of the Council.
- Manage the Council’s health and safety audit programme and report to line management and the Corporate Health and Safety Committee on safety performance and standards.
- Keep themselves up to date with changes to legislation, standards or new practices, which may affect the activities of Telford & Wrekin Council. Seek opportunities to maintain and or improve their knowledge and skills in order to meet the needs of the Council.

#### **Human Resources will: -**

- Promote and maintain the highest degree of physical, mental, and social wellbeing for all employees.
- Encourage a culture where managers take an active interest in the health and wellbeing of their staff.

- Advise and inform managers, employees and trainees on all aspects of employee health and wellbeing to protect staff from factors adverse to their health.
- Attend meetings on employee health and wellbeing issues in an advisory capacity.
- Advise on employee health and wellbeing training for staff at all levels.
- Liaise with the Internal Health & Safety and Occupational Health Service regarding health and wellbeing matters.

### **Occupational Health provision**

Occupational health provision will;

- Provide medical advice, from pre-employment, through to retirement, to both managers and employees to enable them to work in a way that does not endanger their (or anyone else's) health. Medical details remain strictly confidential throughout and will not be divulged to anyone without informed consent.
- Provide support and referrals for treatment, where appropriate, for Council employees who experience work related health issues and provide medical input into health and safety policies to promote improved standards of health and wellbeing.
- Assist in the placing and maintaining of employees in occupational environments suitable to their physiological needs, e.g., the adaptation of work to the worker.

### **Building Innovation Telford (biT Team)**

The Council's 'biT Team' are a specialist service area that holds specific responsibilities for supporting the management of several key health and safety risks associated with the Council's buildings and premises portfolio. These key risk areas include; ensuring compliance with the Construction, Design and Management Regulations, the management of contractors, fire safety, asbestos management, water management, gas and electrical testing, amongst other building management functions.

The biT team will provide the above services for all Telford & Wrekin core buildings and 'supported service delivery areas' that are an established recipient of, or that opt to 'buy-in' to biT's services.

The biT Team will also advise those service areas that choose not to 'buy-in', to biT's services, on how and from whom they may obtain assistance in complying with their legal obligations associated with such building management functions.

### **Health and Safety Representatives**

Health and safety representatives are usually trade union representatives.

They attend the quarterly 'Corporate Health and Safety Committee', where they represent the views of employees (regardless of whether they are union members or not).

Health and safety representatives will be consulted in good time about health and safety issues.

Amongst their functions they have the right to;

- Carry out regular inspections of the workplace
- Investigate accidents and incidents, and,
- Examine health and safety documents

A full list of trade union health and safety representatives and details of their functions can be found on Telford & Wrekin Council's Health & Safety SharePoint site under '[Functions of Trade Union Health and Safety Representatives](#)'.

## Section 3; Arrangements for Health and Safety

In order to promote a health and safety culture that aims to produce high standards and continuous improvement, Telford & Wrekin Council has put in place the following health and safety arrangements.

This document provides a summary of the council's most significant health and safety arrangements but is not an exhaustive list. More comprehensive and detailed coverage of the Council's health and safety arrangements can be found on Telford & Wrekin Council's Health & Safety SharePoint site.

### **Governance and the School Resources Committee – which includes all matters linked to Health and Safety**

The principles of good governance are integrity, openness and accountability.

These principles describe the systems and processes whereby the Chair of Governors, the Lead Governor for Health and Safety and the Head teacher, as Senior Management Team, fulfil their collective responsibilities and provide the foundation for securing the health and safety of the School's pupils, employees and others affected by its activities.

The Senior Management team will meet for regular updates on health & safety performance, to determine if the School's health and safety policy, strategy and action plans are being achieved and if necessary ensure that any outstanding issues are being prioritised and addressed via a risk based approach.

### **Communication, Consultation and Co-operation on Health and Safety**

High quality communication is an integral part of effective health, safety and wellbeing management.

High Ercall Primary School will consult with recognised trade union and other employee representatives on matters affecting health and safety via the safety forums and meetings outlined below.

### **Resources Committee**

The Resources Committee is the principal forum for health and safety matters at the School. The committee oversees health and safety management within the School and is the formal mechanism for consultation with employee representatives (including the trade unions, where applicable) on health and safety matters. It will monitor performance and consider proposals on school health and safety policy and strategy.

### **Membership of the Resources Committee**

- Membership – the membership of this committee will be: **a minimum of six**
- Committees are free to determine their own quorum, but as a minimum this must be **not less than four governor members of the committee.**

- Except for any ex officio members, members will be appointed annually at the autumn term meeting of the governing body.
- Should a vacancy arise, a successor will be appointed by the governing body at the next meeting and members so appointed will serve until the next annual review.
- The committee, when necessary, can call upon any governor, who is not otherwise ineligible, to fill any gaps in the normal membership.

### **Meetings**

The Committee will meet at least 3 times a year to fulfil its responsibilities and to meet any prescribed deadlines.

Meetings of the committee shall be called by the Clerk to the Committee and seven days' notice will be given with an explanation of the purpose of the meeting.

**The Terms of Reference for this committee are available on the website in the Governance section.**

### **Health and Safety Management**

The Council's Health and Safety Policy Arrangements are based on the **'Plan-Do-Check-Act'** approach for the effective planning, organisation, control, monitoring and review of its safety management processes. As a school, we adopt the same process.

#### **PLAN - Planning for Health and Safety – the Health and Safety Strategy**

Planning is key to ensuring that every health and safety measure we put in place within the School is appropriate, is properly considered and will work in practice.

#### **As part of our health and safety planning, High Ercall Primary School will:**

- Work alongside the Local Authority Health and Safety Team, through our principal forum – the Resources Committee. This committee will liaise with the Headteacher and SLT who will follow policy and procedure, and monitor performance and outcomes.
- Ensure that clear lines of responsibility are detailed within our policies and procedures and that these are effectively communicated to all duty holders
- Ensure that all risks within the organisation are identified and suitably assessed
- Establish effective preventive and protective measures as identified as necessary following the risk assessment process and prioritise those needed to tackle the most significant risks firstly
- Set clearly defined safe operating standards to be achieved and communicate these through the provision of training, policies, procedures and guidance documents to all relevant personnel

#### **DO - Implementing the Plan and putting the Strategy into practice**

Having planned and set our strategy, completed our risk assessments and identified the issues that could cause harm, we need to implement our preventive and protective measures to manage the risk.

We will consult and engage with as many employees and their representatives as appropriate before deciding on the most suitable measures needed to manage the risks and then put them in place.

This engagement will help drive the safety culture by developing positive attitudes and behaviours.

**As part of the implementation process, it is critical that;**

- The right tools and equipment are selected to support the preventive and protective measures
- Everyone involved in the work is competent, well trained and instructed, to carry out the tasks safely
- Where necessary, those involved in the work are supervised to make sure the measures are followed.

**CHECK – Auditing and Reviewing Performance against the Safety Strategy**

**Measurement of Health and Safety Performance**

Having implemented our health and safety strategy we need to measure our performance to check and make sure that what was planned and implemented is actually working in practice.

In order to substantiate that health and safety standards are actually being achieved, the Council measures safety performance against pre-determined plans and objectives, so that areas where the standards are not being met are identified and can be the subject of remedial action.

Key performance indicators used by the Council for reviewing health and safety performance include:

**Active monitoring systems:**

- The systematic examination of premises, plant and equipment at pre-defined intervals
- Examining health surveillance and exposure monitoring records to check the effectiveness of health control methods and to detect early signs of harm to health
- Auditing of all service areas for compliance with agreed health and safety standards

**Reactive monitoring systems:**

- The investigation of accidents & incidents including near misses and work-related ill-health to establish both root cause and the development of incident trends
- Identifying where health and safety standards are not being met, by monitoring for failures in the systems - such as damage to equipment, property, etc.
- Analysis of all collected data to identify common features or trends and initiate improvements
- Benchmarking of our performance against similar local authorities.

Reviewing health and safety should be a continuous process undertaken at all levels within the Council on a day-to-day basis.

**It will include actions by supervisors/managers:**

- To remedy process, equipment or system failures which they identify in the course of operations



- To remedy unsafe employee performance and practices identified by active and reactive monitoring
- To respond to the results of audits, both completed by self-assessment and the health and safety team.

### **Auditing**

The council relies upon its 'health and safety management audit' processes to check that our policies, systems and processes are effective and relevant to each of the Council's Service Areas. The Internal Health and Safety Team will manage the Council's health and safety audit programme, reporting back to senior management and the Corporate Health and Safety Committee on the safety performance and standards within each specific service area.

We use audits to improve our understanding of, and ability to manage risk, by;

- Checking levels of compliance with our key health and safety performance indicators, including specific policies, procedures and guidance documents.
- Assessment of the achievement or progress towards specific objectives and plans
- Identification of areas where the health and safety system is failing or absent
- Identifying non-conforming working practices or changes in operations across the organisation
- Checking for areas where performance can be improved
- Reviewing accident, assault, ill health and incident data, which analyses both the immediate and underlying, causes, trends and common features
- Checking that appropriate management arrangements and workplace precautions are in place
- Ensuring the ongoing safety and maintenance of Council buildings and workplaces by the annual completion of Building Management and Safety Checklists

### **ACT - Acting on the findings of the Performance Review**

Having measured our performance and checked what was working well and more importantly, what was not working so well; we need to act effectively to improve our safety performance.

Some of the ways we do this within Telford & Wrekin Council are by;

- The Health and Safety school team communicating audit findings to The Governing Body
- Escalating any actions to the Resources Committee, where appropriate, to ensure effective completion
- Implementing remedial measures identified as necessary following accident / incident investigation and/or audit to prevent / reduce the likelihood of a recurrence
- Ensuring employees are kept informed of audit performance and remedial actions taken following audit deficiencies
- Reviewing training needs based on lessons learned to improve the provision of information, instruction and training to employees
- Ensuring that health and safety policies, procedures and guidance documents are regularly reviewed and updated as appropriate, so that they remain effective

Through the identification of issues and the implementation of necessary corrective actions, continuous improvement can be achieved.

### **Governance and Audit**

The principles of good governance are integrity, openness and accountability.

## **Risk Assessment**

Risk assessment is the main tool that Telford & Wrekin Council relies upon to identify and control the risks arising from our work that could potentially harm employees, customers, pupils, service users and anyone else affected by the operations of the Council.

The Council's line Managers have the responsibility for ensuring that all significant risks, arising from their service activities are properly assessed, to identify;

- Any hazards which have the potential to cause harm
- Who is likely to be harmed (employees, contractors, public etc.)
- How likely it is that the harm will occur

From the above the manager will do all that is reasonably practicable to protect people from harm by looking at the control measures already in place and then asking if the hazard can be removed altogether, or if not how the risk can be controlled e.g. trying a less risky option, organising the work differently to reduce exposure to the hazard and / or by providing PPE.

Managers should always consult employees, and others where appropriate, when completing the risk assessment process. Employees carrying out the work, generally know best as to what the risks are and should play a part in ensuring that the assessments are carried out robustly and that the precautions and preventive measures that we put in place, work effectively in practice. Employees must be made aware of the significant findings of the assessment and the control measures put in place to protect them.

All the significant risks to employees and those affected by the Council's undertakings will be recorded and control measures put in place to enable all employees to operate in a safe manner.

A full range of risk assessment templates and supporting documents are available from the health and safety SharePoint site to guide and assist managers with the risk assessment process.

Managers are responsible for ensuring that they undertake the risk assessments and review them at least annually or more frequently as required.

Any employee that writes, reviews or process checks risk assessments must be competent to do so and training is a must for those involved in the risk assessment process and can be booked via Ollie.

## **Communication, Consultation and Co-operation on Health and Safety**

High quality communication is an integral part of effective health, safety and wellbeing management.

Telford & Wrekin Council will consult with recognised trade union and other employee representatives on matters affecting health and safety via the safety forums and meetings outlined below.

Such communication and consultation will take place in good time, where practicable and be in accordance with the Council's established employee consultation processes and procedures.

### **General Health and Safety Communication Channels**

In addition to the School's Governance structure, additional communication channels will be provided and/or already exist, for the exchange of health and safety knowledge and information through the day-to-day supervisory channels.

These channels include, for example:

- Issuing and exchange of risk assessments, safe systems of work, safety policies, guidance documents
- Publication of policies, procedures and guidance documents
- Safety communications between teams on shared sites (Building User Groups, etc.)
- Making health and safety a standing agenda item at Team meetings
- Holding health and safety briefings
- Delivering toolbox talks
- Issuing safety alerts and raising the profile of key health and safety topics in staff news
- The provision of line management / supervision, and,
- 'On the job' training

Information available to all staff via the Health & Safety SharePoint site

## **Local Health and Safety Arrangements**

### **Accident & Incident Reporting and Recording**

All accidents, incidents (including near-miss, violence and/or abuse related) which occur on Council premises or arising from our activities must be reported, using the correct reporting process. Such incidents must be reported by the employee on MyView so that details can be retained for future reference.

A range of manual forms (for accident, violent incident, near miss etc.) will be made available for the use of personnel who, for whatever reason do not have access to a computer. The line manager of such individuals must upload the manual form to MyView, once the incident is notified to them.

Line managers will receive email notifications whenever an incident is entered onto MyView and are responsible for reviewing and authorising such reports, as necessary.

Where such an incident results in a 'specified injury, incident or occurrence' as described in the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR), the Council's line managers hold the responsibility for reporting such incidents or occurrences to the relevant authorities.

All RIDDOR reportable incidents involving the Council's employees or others affected by the Council's work activities, must be reported to the Health & Safety Executive within a proscribed timescale.

Line Managers must notify the Internal Health and Safety Team, whenever an incident is deemed to be reportable under RIDDOR so they can support the process. This must happen prior to reporting to the HSE.

Managers or their nominated representative, have a responsibility to carry out a robust investigation following an incident and where appropriate to take reasonable action to prevent reoccurrence.

Employees are actively encouraged to report all safety concerns to their line manager and anyone can report a Health & Safety concern via the "Report it Button" on the council's health and safety SharePoint site.

### **Reviewing accidents**

An analysis of the accident reports and near-misses will be undertaken at intervals and considered by both school management and the Governors' Committee with Health and Safety Responsibilities, for consideration of further action.

**Staff must be aware of the following:**

- Parents are advised of incidents in writing by means of a note where deemed necessary. Details of the injury, time and date must be included.
- All head injuries require a phone call to a parent to advise.
- Information about children's allergies are readily accessible to staff and supply teachers on the register sheet.

### **Asbestos**

Staff will be made aware of the areas in the school where there is known to be asbestos. This is to ensure they understand how it is being managed and what to do in the event that they notice that it is becoming damaged.

Staff will be made aware that they must not disturb areas where there is known asbestos. If there are any concerns they must contact the Head teacher and/or Site Manager, immediately.

The Asbestos Survey is kept in reception and will be brought to the attention of all contractors whose work will or could disturb the fabric of the building. The school specific Asbestos Management plan is located in the front of the survey.

### **Fire Prevention and Control**

Service delivery managers, group managers, head teachers, team leaders, and anyone else with line management responsibilities, are responsible for ensuring the suitability of all fire safety arrangements relating to the premises in which they operate and/or which affect the employees that they manage.

Building managers and those with a building management responsibility are required to ensure that a "responsible person" is nominated to manage fire safety issues within every Council owned / operational building/location and unoccupied commercial building. The 'responsible person' may be the line manager themselves, or another suitably competent individual. In Council operational buildings it is usually the Facilities Management Team who will fulfil this 'responsible person' role, but it is the line / building manager's responsibility to confirm this is the case and nominate an alternative responsible person wherever the FM Team do not fulfil the role.

In premises not owned by the Council, the occupier, owner or landlord will be the responsible person.

### **The Building Manager and Responsible Person are jointly responsible for implementing suitable fire safety arrangements, which will include;**

- Fire / smoke detection
- Means for raising the alarm
- Evacuation, including '*personal emergency evacuation plans*' for those staff that may need assistance
- Firefighting appliances
- Providing fire safety instruction and information to employees
- Putting in place a regular inspection regime of their buildings / equipment
- Ensuring that a **Fire Risk Assessment** is carried out.

**Building Innovation Telford (biT)** will arrange the fire risk assessments for our school.

Issues arising from the fire risk assessment must be acted upon as appropriate, including ensuring that effective communication takes place with employees, building tenants and users on fire safety matters.

The assessment must be kept readily available for inspection by auditors and enforcement agencies.

The Shropshire Fire and Rescue Service will audit fire risk assessments and emergency arrangements as required and have enforcement powers should they feel it necessary to use them.

### **Employee's responsibilities for fire safety**

- To learn the emergency evacuation procedure on the employees first day, during induction
- Talk to their line manager if they feel they need assistance to safely evacuate a building
- Discuss with their line manager whether they are responsible for evacuating others in an emergency
- Find out where their nearest fire alarm call point is and where the fire extinguishers are
- Employees that are hybrid working must make themselves familiar with the fire safety arrangements for the building they are working in.
- Where Fire Marshals are appointed, find out who they are and where they are located
- Complete the online Fire Awareness training module on the Ollie training management system
- Understand the role of an Emergency Evacuation assistant during an evacuation

**Fire drills** take place at least termly. Details are recorded and notes made of any problems which needing remedying.

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all persons from the building to the safe places indicated on the fire procedures notices. The building should NOT then be re-entered until it has been confirmed that it is safe to do so.
- The Fire Brigade will be summoned by: Sarah Roberts or in their absence by Gemma Lingham
- Fire wardens will sweep their designated areas and report to the 'Person in Charge'
- All attendance registers will be properly marked for the morning and afternoon sessions. Members of the teaching staff will take their registers with them on evacuating the premises.
- A roll call will be taken when all have reached the place of safety.
- All visitors/contractors report their presence on site to reception and sign the 'Visitors' book and ensure they are familiar with the fire precautions. Reception staff must remind visitors to read the emergency arrangements.
- In the event that anyone by reason of any sort of disability or special need on the premises would be unable to evacuate the building without assistance a Personal Emergency Evacuation Plan will be drawn up, agreed with them if possible and implemented.
- Staff or others taking after school clubs must ensure they are familiar with the fire precautions.
- All access routes will be maintained in a safe condition and be free from obstructions. So far as reasonably practicable any hole, slope, uneven or slippery surface which is likely to cause a person to slip, trip or fall preventing them getting out of the building safely will be repaired.
- Drills to practice evacuation of the playground and field will take place annually

### **Medical Emergencies**

If urgent medical aid is needed an ambulance should be called immediately by dialling 999.

Provide details of the exact location and send someone to direct the paramedics to the casualty if necessary.

First aid treatment should be provided to the casualty whilst waiting for the paramedics to arrive.

### **First Aid**

The school will ensure that first aid can be rendered to staff and pupils, should they be injured or become ill. A 'first aid needs' risk assessment has been undertaken to ensure the provision is suitable for the school at all times including out of normal working hours and on visits and journeys.

If immediate medical assistance is thought to be necessary, parents will be contacted. However, should the parent(s) be unavailable medical assistance will be sought by the school and the child will be accompanied to the doctor or hospital by a member of staff.

The school seeks to ensure that at least two members of staff have received training on an approved first aid course and two other members of staff have the additional paediatric training.

### **First Aid at Work training: Wendy Gater, Laura Young**

The full First Aid at Work training course consists of at least 18 hours of learning (not including breaks), over a minimum period of three days.

On completion of training, whether a full FAW course or a FAW requalification course, successful candidates should have satisfactorily demonstrated competence in all of the subject areas and be able to:

- Administer first aid to a casualty with:
- Injuries to bones, muscles and joints, including suspected spinal injuries;
- Chest injuries;
- Burns and scalds;
- Eye injuries;
- Sudden poisoning;
- Anaphylactic shock;
- Recognise the presence of major illness and provide appropriate first aid (including heart attack, stroke, epilepsy, asthma, diabetes).

This training must be renewed every three years by means of a two day re-qualification course.

### **Paediatric first aid: Wendy Gater, Laura Young**

The two-day paediatric first aid course focuses on emergency scenarios that face those looking after young children and infants, including day nurseries, private nursery schools, pre-schools, before and after school clubs for children in the early years age group, childminders and carers of children at home.

The paediatric first aid course must meet the Ofsted Early Years and Childcare Register requirements.

This training must be renewed every three years by means of a one day re-qualification course.

The training can be arranged by Telford and Wrekin Council. Copies of the First Aider's certificates are displayed in the MP1 room for the First Aid at work. List of all first aiders all at strategic points around school. Alternatively see page 4 for names of all the First Aiders within the school.

### **First Aid Facilities**

- The first aid boxes are placed in clearly identified and accessible locations: KS1 practical area / Rainbow room / Classrooms 3, 4 & 5 / Staffroom / Office / Community Room / Kitchenette / Breakfast room – Kitchen.
- Each first aid box contains a list of required first aid items and sufficient quantities of suitable first aid material and nothing else. Contents of the box will be replenished as soon as possible after use in order to ensure there is always adequate supply of all materials. Additional supplies are available from the first aid cupboard in the staffroom. The administrators are responsible for ensuring these are replenished as soon as possible after use.
- Disposable plastic gloves will be provided in the first aid box which will be properly stored and checked regularly to ensure that they remain in good condition.
- Notices are posted in prominent positions throughout the school giving locations of first aid equipment and the names of the first aiders.

### **Recording First Aid Treatment**

Records of treatment provided will be made in the accident/Incident book for pupils/students. If the incident was work related then this will be reported and recorded using the electronic MyView system and a copy kept securely in case of follow up investigation or claim. See page 12 for further information on accident/incident reporting.

### **Administration of Medicines**

Trained staff: Wendy Gater, Laura Young, Vikki Jones, Alison Clinton

First Aid does not include administering medicines to children. Staff will require additional training and consent to administer medicines e.g. insulin, use of an epi-pen etc. This will only be after full consultation with the parents and the school nurse.

Staff can be with the child as the child administers their own medicine. Any member of staff witnessing the child taking their medicine must sign a form to confirm this. Where ever possible two members of staff will be present especially when having to administer the medication.

Medicines are kept in the locked cupboard in MP1 room, if required to be refrigerated can be found stored in the fridge located: staffroom or Rainbow room. Further advice can be found in the Medication in Schools Guidance found in the School Knowledge Hub SharePoint system.

Parents/Guardians will need to fill in a consent form asking for medicine to be stored in the school. Parents/Guardians must be made aware they will be responsible for making sure the medicine is kept within date.

### **School Security**

#### **Safeguarding**

Safeguarding procedures will be monitored and reviewed at least annually by the School Health and Safety committee.



- Doors are locked at the same time each day in the morning at 9am and after school at 6pm. After which time access to school is restricted. After school clubs use the Victorian Building
- The school office team monitor those that come to the door at reception before deciding who to let into the building.
- All visitors sign in and out and wear badges of identification or a visitor's badge.
- The main doors have good locking mechanisms.
- Intruder alarms are installed.
- All teaching, extended schools and administration staff have a set of keys to access the school at any time. They can also activate the school's electronic security system. The School Administrator has a full inventory of key holders and keys that have been allocated.
- Blinds or curtains have been installed in all classrooms and corridors for security, the classroom blinds or curtains are closed at the end of each school day.

The head teacher / deputy head teacher and cleaner are responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc. are secured. All staff have responsibilities for ensuring their classroom windows are shut and lights and computers are switched off at the end of the day.

### **Security - Responding to call outs**

The following are the school's nominated representatives who will respond in the event of an out-of-hours call out: Sarah Roberts, Gemma Lingham

The school have assessed the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised. All nominated staff have been trained in how to deal with violence and aggression and will be supported if an incident occurs.

### **Security - Lone Worker attendance**

If anyone has to attend to a call out on their own, procedures must be in place so that the individual on site keeps in contact with someone on arrival at site, at regular intervals whilst on site, when leaving site and on arriving safely at home. If the lone worker fails to make contact within the agreed time further steps to establish their whereabouts will be needed. Also see page 17 Lone Working.

No employee will enter a building alone unless there is an urgent and important need to do so before assistance arrives. No employee is expected to enter a building where it is believed there is a significant risk.

A copy of the detailed procedures introduced to control these risks will be kept in the School Risk Assessments.

Following any event the risk assessment will be reviewed and further control measures implemented where appropriate.

### **Training in Health and safety**

Providing relevant health and safety training as is necessary to protect the health and safety of our employees is a key policy commitment of the School. All employees regardless of their status, must be provided with sufficient training, knowledge and skills to enable them to carry out their work safely and with the minimum of risk to themselves and / or anyone else.

One of the core competencies for Head teachers and managers is health and safety and all Head teachers and managers will be assessed on this and encouraged to improve their skills and knowledge.

Relevant members of the Board of Governors, along with the Head Teacher and other Managers as appropriate will attend periodic health and safety training sessions as arranged by Telford & Wrekin's Internal Health and Safety Team. This will help ensure that the School Management Team is kept abreast of their safety obligations and how to implement them.

It is particularly important that managers ensure new employees are given an induction, ideally within the first week of their employment or as soon as is reasonably practicable. This induction must include essential health and safety related matters, including their responsibilities as identified in this policy; other basic information such as first aid, fire safety and the reporting of hazards and incidents.

Job specific training should follow which introduces local policies, processes and procedures. Further specialist training should take place where additional skills are required; this will include refresher training where these skills are not frequently used or where the risks have potential to change.

Attendance on all health and safety courses must be recorded on the Ollie training management system.

For any Health and Safety Training needs contact the Internal Health and Safety Team.

Training and development within Telford & Wrekin Council is co-ordinated through the Organisational Delivery & Development Team, who will liaise with the Internal Health and Safety Team to ensure that health and safety training is provided covering relevant health and safety subject areas in good time and on an on-going basis. Training courses will take account of the Council's health and safety priorities, risk factors, legal requirements and other specific training needs identified.

The health and safety training needs of employees, managers and directors will be the subject of periodic reviews, with all teams and service areas contributing their own training plans to ODD on, at least an annual basis.

Attendance on all health and safety courses must be recorded on the Ollie training management system.

### **Wellbeing of Employees**

Many of us spend a great deal of our time at work, therefore our health and wellbeing in the workplace is as important as it is outside of the workplace, after all, how you are feeling does not automatically stop the moment you step foot into work! The Council's Health and Well-Being Service engages and inspires individuals to improve their physical, mental and social wellbeing. The tools included in our support employees in maintaining good wellbeing at work, with a proactive and preventative approach to wellbeing including self-care, support, developing resilience and therapy."

### **Wellbeing - Employee Assistance Programme**

The Council's Employee Assistance Programme (EAP) provides employees with access to a dedicated online health hub to support their health and wellbeing. The Hub [Wellbeing \(sharepoint.com\)](#) contains a wealth of information and resources including webinars, wellbeing fact sheets, videos, articles, self-help programmes, interactive tools and educational resources to help with life's challenges.

The service operates a 24 hour, 7 days a week confidential telephone support line too and this can be used for advice or to access **counselling support 0800 783 2808**. Counselling support is also available for all adult family members living in the household. As part of this programme employees are entitled to up to 6 sessions of counselling to provide immediate support until other counselling support is available if required through the NHS (National Health Service) for example.

The health hub can be accessed by visiting [healthassuredeap](#), or by downloading the 'My Healthy Advantage' app on Google Play/the App Store

We will apply our legal duty to protect employees' health, safety and welfare by understanding the signs of drug and alcohol misuse (or abuse). A policy is in place to deal with drug and alcohol-related problems, manage the health and safety risks in the workplace and support our employees.

### **Working at Height**

Working at height, can be very high risk and persons do not need to be very far off the ground for these risks to be realised. An assessment must be made of the risks from such work, and those risks should be designed out (by avoiding work at height) wherever possible. Relevant staff, particularly site managers/caretakers, whose role may periodically require them to use ladders must have completed ladder safety training if using a ladder cannot be replaced by safer means, as part of the risk assessment process.

Where work at height cannot be avoided the equipment used for such work must be appropriate and suitable for the job, and must be regularly inspected and well maintained. **The use of chairs / desks and other equipment (that is not specifically designed for work at height) as a means of gaining access for such work is strictly prohibited within the school.**

### **Sources of support, information and guidance on Health and Safety**

Telford & Wrekin Council employees are encouraged to try and resolve health and / or safety issues for themselves in the first instance, providing it is safe to do so; **Sort it or report it!**

Anyone can report a Health & Safety concern via the school office or the Hedteacher.

Where employees are unable to deal with a problem directly, they are encouraged to contact the person responsible for the issue and / or that has the necessary authority to resolve it.

Often this will be the employee's line manager or head teacher and, in any case, should the employee be uncertain of whom to go to, they should always report the matter to their line manager in the first instance.

If the line manager is unable to answer the query or the employee would feel more comfortable talking to someone independently, they should contact:

The Internal health and safety team [H&S\\_Helpdesk@telford.gov.uk](mailto:H&S_Helpdesk@telford.gov.uk) and/ or their trade union health and safety representative.

**List of associated policies, procedures and guidance documents**

Detailed guidance and policies can be found in the Health and Safety pages of the intranet. Schools' specific guidance and policies can be found on the Education Health and Safety SharePoint site.

**The subject areas that are covered by policies, procedures and guidance documents contained on the health, safety pages of the intranet, and on the school SharePoint site will include, but are not limited to;**

<p>Accident and incident reporting System</p> <p>Asbestos</p> <p>Building Management and Safety Checklists</p> <p>CDM (Construction, Design and Management) Policy</p> <p>Consultation with Employees</p> <p>Contractor Management</p> <p>Display Screen Equipment (DSE) and Workstations</p> <p>Driving for Work</p> <p>Electrical safety including portable and fixed equipment</p> <p>Event Safety</p> <p>Fire Precautions and other evacuation procedures</p> <p>First Aid and Medical Attention</p> <p>Hazardous Substances (COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH))</p> <p>Health and Safety Law</p> <p>Health and Safety Strategy</p> <p>Hybrid working</p> <p>Legionella Bacteria and Water Safety</p> <p>Lone Working and Lone Workers</p> <p>Management Competence Checklist</p>	<p>Manual Handling</p> <p>Manual Handling of People</p> <p>Medical Device Alerts</p> <p>New and expectant mothers</p> <p>Noise at Work</p> <p>Personal Safety Policy</p> <p>Personal Emergency Evacuation Plan</p> <p>Play Equipment</p> <p>Protective Clothing and Equipment</p> <p>Personal Safety Risk Register (PSP)</p> <p>Risk Assessments</p> <p>Site Security</p> <p>Safety Representatives and Safety Committees</p> <p>Safety Training</p> <p>Smoking</p> <p>Staysafe – lone worker system</p> <p>Stress Management</p> <p>Thermal Comfort</p> <p>Training</p> <p>Work Equipment</p> <p>Working at Height</p> <p>Young Persons</p>
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Further useful information and advice can be found on the HSE website <https://www.hse.gov.uk> and the web sites of the recognised trade unions.

### **Policy Review**

This policy will be reviewed, and shared with The Governing Body, at least annually by the School Senior Management team and updated, modified and/or amended as necessary to ensure the ongoing health and safety and welfare of School employees, pupils and visitors.

The school will make arrangements to carry out a systematic and regular programme of monitoring and review of:

- All risk assessments
- All accident and incident reports
- All advisory reports received
- All termly audit reports (where appropriate)
- The annual audit report
- Progress on health and safety and fire action plans, policy and procedure updates
- Other health and safety related matters and events arising throughout the school year.

The Head teacher and the Health and Safety Committee will be responsible for reviewing and amending this policy in conjunction with the Annual Health and Safety Self-Monitoring Checklist and Fire Risk Assessment which is required by Telford & Wrekin Council.

