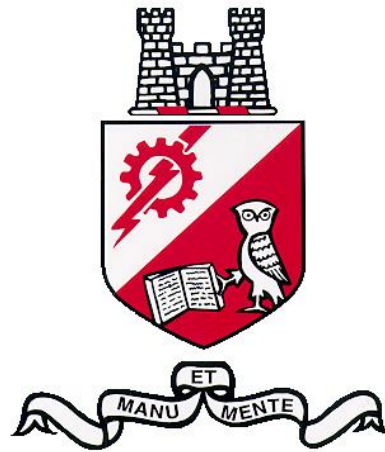


WEST HATCH HIGH SCHOOL



THE BEST THAT I CAN BE

Health, Safety and Wellbeing Policy

Policy reviewed: December 2023

Signed:
Headteacher

A handwritten signature in black ink, appearing to be 'A. Harris', is written over the text 'Signed: Headteacher'.

Ratified by Governing Body in December 2023

Signed:
Chair of Governors
Adrian Harris

A handwritten signature in blue ink, 'Adrian Harris', is written over the text 'Signed: Chair of Governors Adrian Harris'.

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1 Statement of Intent

The Governing Body is committed to ensuring that high standards of health, safety and wellbeing are provided and maintained in order that there is a safe and healthy working environment for all staff, students and visitors.

The Governing Body recognises that health, safety and wellbeing is a management responsibility of equal importance to service delivery and needs to be considered an integral part of the School provision.

This policy reflects our commitment to ensuring that Health and Safety is paramount to the School and that effective management of Health and Safety actively contributes to our success. The safety of both students and employees should underpin the whole culture and ethos of the School.

Managers and employees at all levels are expected to embrace this commitment by ensuring high standards of health, safety and wellbeing in their area of responsibility as outlined in this policy and associated standards.

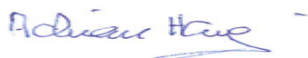
This policy sets out the key responsibilities of the Governing Body, Headteacher, Managers, all employees and other key staff.

It also outlines how health and safety is organised within the School and signposts all employees to the detailed arrangements for implementing the policy through risk assessments and standards.

All employees have responsibilities under the Health and Safety at Work Act, and any breach of these could lead to prosecution of the School and/or individual employees. Failure to comply with the health and safety standards could also result in disciplinary action.

This statement, policy and arrangements was approved by the Governing Body:

Signed:
(Chair of Governors)



Date: December 2023

2. Responsibilities - All employees

All employees are responsible for:

Control

- Looking after their own safety and the safety of others affected by their work.

Co-operation

- Co-operating with the School, by following safe working practices and carrying out their health and safety responsibilities as detailed in the School's policies, risk assessments and health and safety standards.

Communication

- Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.

Competence

- Taking part in any health and safety training and development identified as necessary by the Headteacher or their Line Manager.

Planning and Implementation

- Using work equipment provided correctly, in accordance with instructions or training.
- Ensuring that if they organise projects or activities involving pupils or other non employees, risks are assessed as part of the planning stage and control measures implemented.

Monitoring

- Reporting health and safety incidents, in accordance with the School's health and safety Incident Reporting Procedure.

Safety Education

- All employees are responsible for contributing to the safety education of pupils through the formal and informal curriculum.
- All teachers and support staff are responsible for the effective supervision and safety of pupils under their care. This includes ensuring that pupils follow health and safety instructions.

3. Responsibilities - All managers and supervisors

All employees with management and supervisory responsibilities are responsible for the implementation of the Health, Safety and Wellbeing Policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

Their responsibilities include:

Control

- Ensuring the Health, Safety and Wellbeing Policy is implemented in their area of responsibility.
- Ensuring managers under their control carry out their health and safety responsibilities.

Co-operation

- Identifying opportunities to improve the health, safety and wellbeing within the School, and promoting risk awareness and the development of safe behaviours.

Communication and Consultation

- Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views.

Competence and Capability

- Ensuring the health and safety competence and capability of employees under their control.

Planning and Implementation

- Ensuring relevant health and safety standards and risk assessments are implemented in their area of control.
- Ensuring, in their area of control, risk assessments are carried out, recorded and the control measures implemented.
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).

Monitoring and Review

- Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the School's requirements.
- Reviewing the effectiveness of health and safety standards at controlling risks and feeding back areas of concern to their line manager, Headteacher or Governing Body.
- Ensuring health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager.

4. Responsibilities - Headteacher

Control

- Ensuring there are appropriate arrangements in the school for implementing the School's Health, Safety and Wellbeing Policy, and ensuring that the Policy and arrangements are effectively communicated and implemented.

Co-operation

- Ensuring systems are in place for consultation with all employees and that Trade Union appointed safety representatives can carry out their functions.
- Demonstrating health and safety leadership by ensuring health and safety is given equal importance to service delivery.
- Ensuring there are appropriate arrangements in place for co-operation and co-ordination with other users of the school site and that, where necessary joint health and safety arrangements are recorded and agreed.

Communication

- Ensuring appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers and pupils.
- Ensuring that health and safety standards accessed via the schools Infolink are made available to relevant employees.

Competence and Capability

- Ensuring that all employees are competent and have the capability to carry out their role/function.

Planning and Implementation

- Ensuring the School's health and safety standards (available via the schools Infolink) are implemented.
- Ensuring there are arrangements in place for managing risks arising from the school's activities or premises, which are not covered by standards available on the Schools Infolink.

Monitoring and Review

- Ensuring systems are in place for monitoring and reviewing health and safety in the school.
- Ensuring there are health and safety monitoring arrangements in place and that actions arising from monitoring results are carried out.
- Regularly monitoring by the Health and Safety Wellbeing Committee and the link Governor reports back concerns to the Governing Body.

Premises Management

- Ensuring there are arrangements in place for the management of the premises on a day to day basis.
- Ensuring premises management tasks are delegated to a suitably competent site manager or co-ordinator, or a competent property consultant. (See Appendix 5)

5. Responsibilities - School Health and Safety Co-ordinator

The School Compliance Officer, Mrs Chittock has been appointed as the Health and Safety Co-ordinator for the School and is responsible for:

Control

- Establishing arrangements for the effective co-ordination of health and safety throughout the School.
- Supporting the Headteacher, Heads of Departments and coordinators in co-ordinating the development, review and revision of the School's health and safety policy, standards and risk assessments.

Co-operation

- Setting up arrangements for consulting with employees on health and safety (e.g. through health, safety and wellbeing committee meetings or team meetings).

Communication

- Setting up arrangements for the effective communication of health, safety and wellbeing information relevant to all staff, visitors, contractors, volunteers, pupils etc.
- Ensuring health and safety concerns raised by employees are brought to the attention of the appropriate senior manager.
- Ensuring that the Headteacher / school leadership team is kept informed of health and safety issues by including them on the agenda of management group meetings.

Competence

- Co-ordinating the identification of health and safety training and development needs to meet the requirements of the School's health and safety policies, standards and risk assessments.
- Ensuring that records of health and safety training and development are maintained by the school

Planning and Implementation

- Supporting the establishment of adequate arrangements for:
 - First aid
 - Fire and emergency evacuation
 - Reporting of health and safety incidents, hazards and concerns
 - Other day-to-day health and safety procedures as needed.

Monitoring

- Co-ordinating arrangements for monitoring of health and safety standards within the school.

Premises Management

- Overseeing the management of premises related health and safety risks to employees and other premises users or visitors.
- Co-ordinating and ensuring compliance with premises related standards and assessments.

6. Responsibilities - Governing Body

The Governing Body as the employer is responsible for Health and Safety and therefore ensuring compliance with relevant legislation. This includes legal duties as controllers of the premises.

Governor's duties include:

Control:

- Taking reasonable steps, to make sure that the school buildings, grounds, equipment and materials are safe and do not put the health, safety and welfare of persons at risk whilst they are on the premises.
- Ensuring that appropriate arrangements are in place to comply with statutory requirements.
- Ensure that statutory requirements are taken into account in determining the allocation of resources.

Competence and Capability:

- Ensuring that the policies and procedures for recruitment, induction, staff development, performance management and capability used by the school include health and safety competence and capability.
- Ensuring that the Headteacher has an appropriate workload, in support of a reasonable work/life balance, having regard to his/her health and welfare.
- Having regard to their own competence and capability before offering advice or undertaking work that may affect the health and safety of school activities.

Planning and Implementation:

- Ensuring that anyone appointed to undertake construction and maintenance work on the school premises is competent to do so and that any construction work is carried out in accordance with the Construction, Design and Management (CDM) Regulations.
- Ensuring that a property consultant is used to assist with the appointment of a competent CDM co-ordinator before any notifiable construction or demolition work is undertaken on the site. (NB: This is to ensure construction work is carried out in accordance with the requirements of the Construction, Design and Management (CDM) Regulations. Notifiable projects are those likely to last more than 30 days or involve more than 500 person days of construction work).

Monitoring:

- Taking an active part in monitoring health and safety standards in the school, through the Link Governor for Health and Safety Committee. The Link Governor will report back to the Governing Body on any concerns or incidents.

7. Responsibilities for School Visits

The School undertakes educational visits and has appointed the Assistant Headteacher, Mr Pearson as an Educational Visits Co-ordinator (EVC) who has:

- sufficient and relevant experience in running visits;
- the competence to train and monitor others; and
- the authority to agree or not to agree to visits.

Where the school has any part in organising events, trips or activities beyond the school gate it recognises that it has a responsibility. The school's pastoral responsibilities cannot be delegated to other external providers.

The School has developed a policy on visits beyond the school gate which includes:

- Emergency, accident and critical incidents planning.
- Supervision and staffing including competence, safeguarding and training. All those involved in any supervision for the school are subject to this policy.
- The visits system, including the school approach to planning, informing, signing off and supporting visits.

The EVC responsibilities are:

Control

- Developing and implementing a school procedure for the training, support, planning, monitoring and approval of school visits.
- Supporting the headteacher and governors as required with information, visits approval and other decisions.

Competence and Capability

- Ensuring training of visit leaders to plan and carry out visits. This will involve training on areas such as visit planning, group management, use of external providers, pre-visits risk management, safeguarding as well as identifying and organising specific training e.g. first aid. This must involve training on the school visits policy, and must be updated as necessary.
- Assessing the competence of leaders and other adults proposed for a visit. This will commonly be done with reference to training, experience of the person, practical observation, accreditations from an awarding body as well as the EVC's opinion.
- Ensuring that DBS disclosures and safeguarding measures are in place.
- Ensuring their own competence is maintained through regular refresher training.
- Ensuring thorough understanding of the roles and responsibilities of the Governors, Headteachers, visit leaders, employees and volunteers in relation to educational visits and the school's educational visits policy.
- Managing training of all those connected with visits, including having a deputy trained to take over as EVC in case of absence.
- Understanding when visits can be signed off by the EVC on "everyday risk" and when further advice is necessary.

Planning and Implementation

- Working with group leaders to obtain the consent or refusal of parents and to provide full details of the visit beforehand so that parents can consent or refuse consent on a fully informed basis.
- Ensuring visits are planned with reference to the Schools inclusion practice and any SEN professionals.
- Overseeing the organisation (e.g. preparation, roles, providers, activity, and travel) as well as the risk management on each school visit.
- Overseeing the emergency arrangements and ensuring there is an experienced emergency contact for each visit.

Monitoring and Review

- Monitoring all aspects of the planning of visits to ensure they meet the Schools requirements.
- Monitoring staff undertaking visits, and monitoring the visits themselves, as necessary.
- Submitting electronically within the timeframes set out by ECC, residential, overseas and adventurous visits to the County Educational Visits Adviser for agreement providing sufficient information on the risk management of the visit.
- Understanding when it is necessary to seek clearance for some visits from the Governing Body. This is likely to be when a visit is first proposed, before a financial commitment is made and for specific types of visits e.g. overseas expeditions.
- Keeping records of individual visit plans (a legal document), as well as reference material for the school, in addition to keeping records e.g. reports of health and safety incidents.
- Reviewing systems and, on occasion, monitoring practice.

Access to Further Advice on Educational Visits

- The School has access to specialist advice on Educational Visits from the ECC Education Visits Team.
- This includes access to advice via phone and e-mails, access to the Educational Visits Website and access to the online risk assessment forms.
- Contact details are contained in Appendix 2.

8. Competent Health and Safety Advice

The Corporate Health and Safety Team provides a professional health and safety advisory service to schools. The service provides dedicated health and safety support as well as access to health and safety policies, procedures, guidance and templates via Essex Schools Infolink.

What does the service include?

The health and safety service includes:

- A support desk offering advice and information on health & safety matters.
- Access to the secure health & safety area which contains policies, procedures, guidance, templates and forms.
- Updates on new legislation, HSE guidance and other health & safety news.
- Access to the online Health & Safety monitoring which goes live every November.

9. Health Protection

The East of England Health Protection Team (HPT) which is part of Public Health England (PHE) gives advice on communicable diseases and infection control in schools. In the first instance schools should refer to the PHE general guidance "Infection control in schools and other childcare settings (these documents are available on the health and safety pages of the Schools Infolink under "Pupil Related Issues" - Communicable Diseases and Infection Control.) If further assistance is required contact the school nurse at you local NHS clinic.

East of England Health Protection Team Contact Details 0300 303 8537 option 1 or email East of EnglandHPT@phe.gov.uk

10. General Arrangements for Health and Safety

The detailed arrangements for implementing this Policy are contained within health and safety standards, generic risk assessments and guidance on the health and safety pages of the Schools Infolink.

A brief summary of arrangements for managing health and safety is given below:

11. Local Arrangements within Schools

Local arrangements have been implemented in the school covering:

- Employee health and safety competence and capability.
- Failures to comply with health and safety requirements through performance management and disciplinary processes.
- Fire and emergency evacuation (including fire risk assessment).
- First aid.
- Communication and consultation of health and safety.
- Reporting of health and safety incidents, hazards and concerns.
- Requirements to carry out risk assessments including for Stress, VDU's, Violence, Lone working, Manual handling, Educational visits, One off events and projects, Curriculum activities and any other areas / activities where it has been identified that there are significant risks.
- Managing the risks to Young People on Work Experience Placements and risks to Pregnant Workers.
- Control of asbestos (including asbestos management plan) and legionella.
- Working at height.
- Statutory inspection and maintenance of work equipment, plant and service.
- Control of (health and safety vetting and monitoring) contractors.
- Monitoring compliance with and reviewing effectiveness of health and safety assessments and procedures.

12. Health and Safety Competence and Capability

Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

The School considers health and safety competence requirements as an integral part of:

- Recruitment and Selection
- Employees changing role
- Induction
- Temporary employees, agency workers and volunteers
- Performance management
- Procedures when employees fail to perform on health and safety.

Performance management: The School follows a nationally set performance management review system that is focused on improving teacher practice and pupil achievement. Health and safety is considered as part of the performance management process and where appropriate health and safety objectives are included.

In respect of the Headteacher, account is taken of the results of health and safety monitoring, Ofsted reports and self-evaluation forms (SEFs). Where these show areas that need development, health and safety is included as a specific objective under Leadership.

Reference should be made to Headteacher, manager and employee responsibilities in this policy document.

Training (legal requirement): There is a legal requirement to take account of an employees health and safety capabilities when giving them tasks. More specifically there is a requirement to provide employees with adequate health and safety training on recruitment and on being exposed to new risks (for instance due to a change of job role).

The School ensures that employees are given access to training and development appropriate to their role and risks they are exposed to.

The Schools keeps a record of Health & Safety training undertaken by employees.

13. Communication

It is recognised that good communication systems are essential to ensure that everyone knows:

- about the health and safety arrangements within the Schools;
- about the risks associated with their work;
- what they need to do to protect themselves and others from harm; and
- how they can contribute to a safe school, by raising health and safety concerns.

The School ensures that health & safety information is communicated through the following ways:

- School's Gateway system
- School website
- Staff Bulletin
- Team meetings including School Leadership Team meetings
- Staff notice boards
- Reception area display stands and notices
- Health & Safety Committee meetings minutes

14. Health and Safety Consultation

Employees need to be involved in health and safety decisions that affect them and the risk assessment process. Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions. The law requires that employees must be consulted before implementing changes that may affect their health and safety and with regard to risk assessments that cover their work activities.

Consultation within the School takes place through the following methods:

- In the first instance all employees can raise health & safety concerns directly with their line manager.
- All employees also have the right to raise health & safety concerns with a trade union appointed health & safety representative, who can take the matter up on their behalf.
- Ensuring health & safety is on the agenda at team meetings. Issues are then dealt with or referred up.
- The School has set up a Health, Safety & Wellbeing Committee. This includes employees / TU appointed H&S representatives and management representation. The committee meets at least termly and has a constitution/terms of reference outlining the aim, work and decision making processes of the committee.

Trade Union Safety Representatives are employees, appointed by the trade union they belong to, to represent employees on health and safety. They can assist any employee who has a health and safety concern (not just those belonging to their Union). If the school has a union appointed safety representative, their details should be brought to the attention of employees by their inclusion in the Health and Safety arrangements notice.

15. Health and Safety Standards (Status)

How we do things safely is detailed in the health and safety standards, generic risk assessments and guidance on the Health and Safety pages of the Schools Infolink. It is important that managers and employees follow these, as they are the way the School ensures it is meeting its legal obligations for health and safety. Your contract of employment (Conditions of Service) requires that you co-operate with the School by complying with its standards for health and safety. Failure to do so can result in disciplinary action. It may also expose the School, or individuals within the school to the risk of prosecution.

The School has arranged for employees to be able to access these standards through the following process:

All requests for access to Essex Infolink should be made via the Health and Safety Co-ordinator who will arrange for the creation of a user profile and password, together with access to the relevant parts of the site

16. Health and Safety Risk Assessments

Risk Assessment is a legal requirement. The health and safety standards, generic risk assessments and guidance were prepared following an assessment of the likely risks in the area to which they relate and in general form the basis of most routine risk assessments. However, as generic assessments they have limitations and it is the responsibility of Headteachers and all managers to ensure assessments are modified and extended to take account of local circumstances, or separate risk assessments produced for activities where one does not exist if there is a significant risk.

For all managers this includes:

- Ensuring controls detailed in standards and generic risk assessments are implemented in their area of control;

- Ensuring specific risk assessments are undertaken (e.g.: VDU, Stress, Manual Handling, curriculum activities) in their area of control;
- Undertaking risk assessments relating to hazards to which directly managed staff are exposed (this will include stress risk assessments).
- Ensuring risk assessments are carried out as part of the planning of new projects or initiatives that may have health and safety implications.

17. Health, Safety and Wellbeing Monitoring

The School has established the following systems to discharge its responsibility for health safety and wellbeing monitoring in the establishment.

- **Health and Safety Incident Investigation:** The School has an internal system for reporting incidents. The incident numbers and details are reviewed by the Schools Senior Management. A summary report is also presented to the Health and Safety and Wellbeing Committee and the reported to the Governing Body termly. Serious incidents are reviewed by a senior member of staff and the findings reported to the Governing Body.
- **Other Monitoring:** There are systems in place within the school which ensure that the following monitoring is also carried out:
 - Termly inspections of the premises (all curriculum / work areas and general areas).
 - Monitoring of contractor operations under the School's control.
 - Routine checks on equipment and electrical, gas, mechanical and other services.
 - Hazard reporting system which is reviewed at least termly by Senior Managers to assess the types of issues being identified and whether they are being dealt with effectively.
 - The Headteacher hold staff wellbeing meetings on a termly basis.

18. Health and Safety Performance Reporting and Review

The Health Safety and Wellbeing Committee regularly review the health and safety performance of the school and this is reported termly to the Headteacher and the Governing Body. This includes information and statistics on:

- School health and safety inspections, monitoring checks and incident investigations.
- Health and safety investigations and inspections carried out by enforcing bodies (e.g. HSE, Fire and Rescue Service, Environmental Health).
- Any surveys carried out by the school, which provides data that relates to employee health, safety and wellbeing.

19. Consequences of Non-Compliance with the Schools Health and Safety Policies and Standards

It is a requirement for all employees to fulfil their responsibilities as outlined in this policy. Where there is a failure to comply with the Policy, whether observed in routine activities or through established health & safety monitoring systems, an appropriate response is

required to hold managers and employees to account and remedy the failure. A number of options are available depending on the severity of the circumstances:

- As part of the normal line management process
- Through performance reviews
- For serious breaches, through disciplinary action. If sufficiently serious, this could include dismissal for gross misconduct.

The Schools HR policies give full details on disciplinary and misconduct procedures.

20. Review and Revision

The Governing Body will ensure that this Health, Safety and Wellbeing Policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

Appendix 1: Health and Safety Local Arrangements Notice

| | |
|---|--|
| School: | West Hatch High School |
| Headteacher: | Daniel Leonard |
| School Health and Safety Coordinator: | Louise Chittock |
| Educational visits co-ordinator: | Darren Pearson |
| Link Governor: | Stephen Phillips |
| TU Health and Safety Representative / Employee Representative: | None |
| Report health and safety incidents to: | Louise Chittock/Caretakers |
| Report hazards to: | caretakers@westhatch.net For urgent items contact Louise Chittock or any member of SLT or Caretaker – radios or mobile from Front Office |
| Person(s) responsible for undertaking H&S inspections: | Daniel Leonard/Louise Chittock |
| Person responsible for co-ordinating fire evacuation arrangements: | Rob Tester/ Louise Chittock |
| Fire Marshals: | <p>Science/Geography - Head of Science and Head of Geography</p> <p>T Block - 1st floor – Pastoral Manager for Safeguarding</p> <p>Ground floor – Head of RM</p> <p>Assembly Hall & Library - Teachers using the Hall and Librarian</p> <p>C Block - Head of Computing – top floor Head of Media/IT Manager – 2nd floor Head of Maths – 1st floor and ground</p> <p>Teachers in C1 to C4 responsible for directing students out of the C block rather than down the link way.</p> <p>SLT in J block offices to support.</p> <p>Gym, Pool & Changing Rooms - A. Sinfield</p> <p>J block (including J1 and J2) - LSU staff</p> <p>Languages (F) block - Head of MFL</p> <p>Sports Hall - Head of PE</p> <p>Drama/History Block - Head of History/Drama</p> <p>Music Block - Head of Music</p> <p>Business Block - Head of Business</p> |

| | |
|--|---|
| | <p>English Block - Head of English</p> <p>Staff room and toilets/offices - V. Schaefer</p> |
| Fire assembly point(s): | <p>Sports courts (netball and basketball) – at back of school</p> <p>Sixth Form and any Exam candidates – Yr.7 playground at side of Music</p> <p>Staff Assembly point on hard standing outside Sports Hall</p> |
| Day and time of weekly fire alarm tests | Saturday AM |
| First aiders / appointed persons: | <p>First Aid at Work Certificate:</p> <p>E Anderson Office</p> <p>Y Johnstone Office</p> <p>L Joy Finance</p> <p>A Thomas First Aid Officer</p> <p>S Young Office</p> <p>C Kay Drama</p> <p>Emergency First Aid at Work Certificate:</p> <p>I Muscatt Office</p> <p>P Baines DT</p> <p>L Taylor Technology</p> <p>L Pearce PE/LSA</p> <p>B Mimmagh Science Technician</p> <p>M Connolly Technician</p> <p>S Campbell-Singh Science Technician</p> <p>K Young Geography</p> <p>L Elliot History</p> <p>B Tindides PE</p> <p>C Hoy PE</p> <p>J Orton PE/HOY</p> <p>A D'Silva PE</p> <p>N Luxmore PE</p> <p>Caretakers (Emergency First Aid):</p> <p>Charles Naven</p> <p>Deniz Mustafa</p> <p>Paul Still</p> <p>Craig Pitman</p> <p>Outdoor First Aid:</p> <p>C Huggins PE</p> <p>J Howell PE</p> |
| Where to find: | Location: |
| Incident / Accident report forms | Front Office – reportable via online Evolve system |
| Health and Safety Standards and Information relevant to school / curriculum area | The School subscribes to ECC Corporate H&S. Standards and guidance which are on the health & safety pages of the Schools Infolink. |

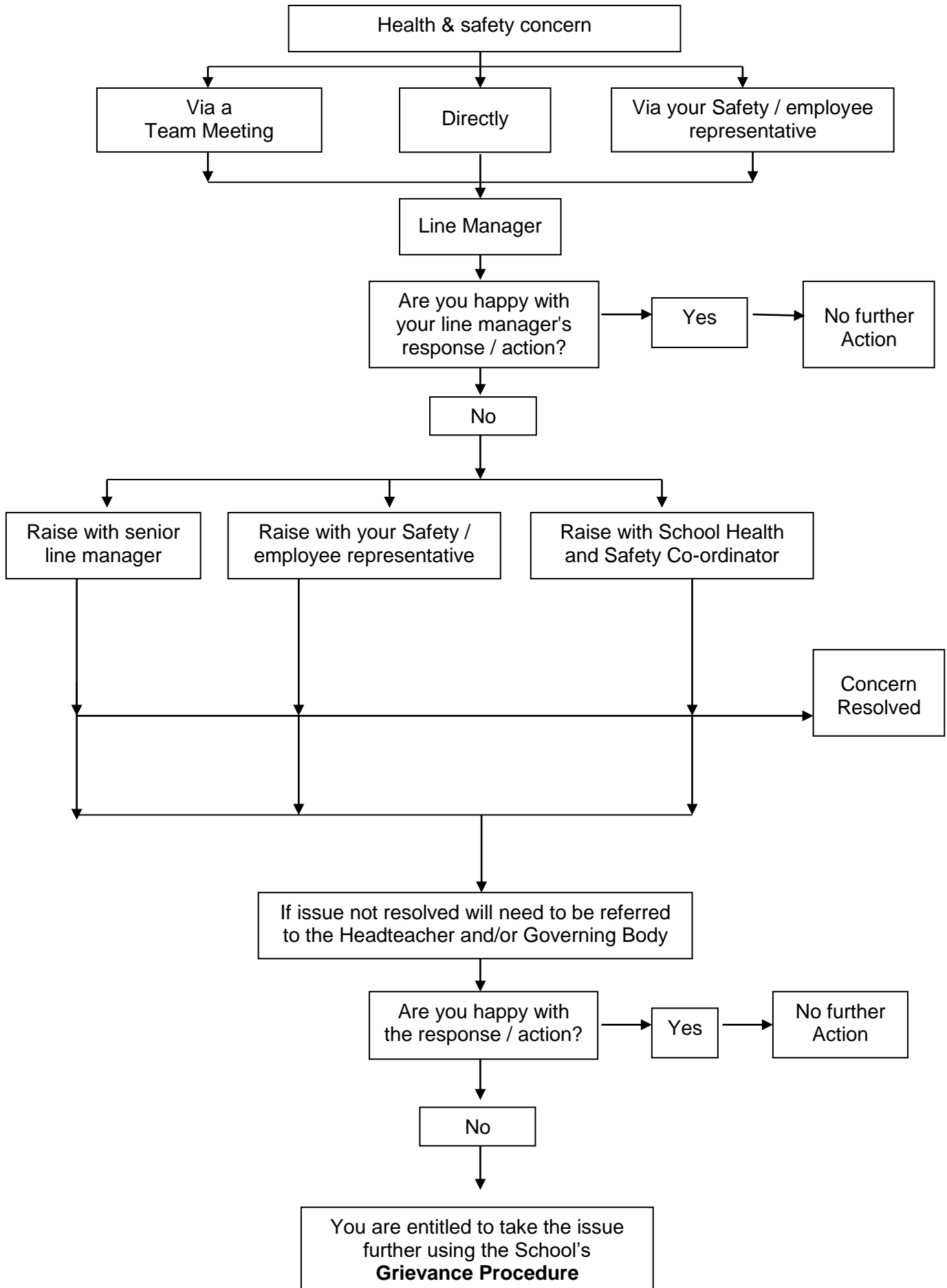
| | |
|-----------------------------|---|
| Location of First Aid Boxes | Medical Room Front Office Maths/Drama Block English Block Science Block Technology Block (T1, T2, T4 and T6) Minibuses Swimming Pool |
|-----------------------------|---|

Appendix 2: Getting help on health and safety

| ECC Contacts | Name(s) | Contact No. / email |
|--|--|---|
| ECC Corporate Health & Safety Team | H&S Support Desk | Tel: 0333 013 9818 hs@essex.gov.uk |
| School Meals | School Meals Helpline: | Tel: 01245 356218 E-mail: school.meals@essex.gov.uk |
| Asbestos / legionella / contractor management advice | Refer to property handbook | Infrastructure and Delivery Team Tel: 0333 013 3402 |
| County Educational Visits Adviser EVOLVE | Educational Visits Team | advice@evolveadvice.co.uk |
| ECC Counselling Service (Confidential service) | | This will be arranged through the school's HR Manager. |
| EES for School | Training | enquiries@EESforschools.org |
| Other contacts | | |
| School's Property Consultant | Andy Lyons Senior Building Surveyor Finetrack Property Consultants Ltd. Tel: 01245 357882 Andy.lyons@finetrack.co.uk | |
| School's food safety advisor | Jill Taylor Senior School Meals Support Manager LBA Safety 01376 339829 07790471691 www.lbasafety.co.uk | |
| Occupational health advice and Employee Well Being | Innovate Healthcare Ground Floor, Dale House Tiviot Dale, Stockport SK1 1TA Office No: 0161 480 5512 | |
| School nurse | Via Aileen Thomas | |
| UKHSA East of England Health | Suite 1 First Floor Nexus, Harlow Innovation Park, London Road, | |

| | |
|--|--|
| <p>Protection Team (Infection control advice):</p> | <p>Harlow, CM17 9LX EastofEnglandHPT@phe.gov.uk Phone: 0300 303 8537 option 1</p> |
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Appendix 3: How to raise a health & safety concern



Appendix 4: Occupational Health Advice

The school has subscribed to the Council's Occupational Health Service.

The School has access to a competent occupational health service which offers the following:

- Pre-employment health screening and advice on reasonable adjustments to enable employment of applicants with disabilities and health conditions;
- Support in the prevention of work related absence through advising on health related risk assessment;
- Statutory health surveillance (for exposure to noise, vibration, hazardous dusts and substances);
- Advice at the early stages of occupational ill health, thereby reducing the risk of an absence becoming long term or recurring;
- Support where employees are sick, examination and advice on whether return to work is appropriate and, if so, what adjustments may be needed;
- Advice for employees and possible recommendation for further specialist advice/treatment;
- A second opinion on a GP report and liaising with the GP on any differences of opinion;
- Assessing the employee's eligibility for ill health retirement or disability benefits.

Counselling

The School's Occupational Health Service provides a counselling service which is available to all school staff following a management referral.

Wellbeing

The school also has in place its own Well Being Charter which is reviewed annually and can be found below and is also displayed in the HR Manager's office.

Time

No emails between 7pm and 7am during the week, and no emails at all during the weekends and the school holidays. Parents contacted by the Headteacher if they email staff outside of these times.

Additional CPD day provided for marking PPE assessments.

Marking and feedback expectations are reasonable and sustainable.

Maximum of three data drops per year group annually.

Banked cover allows staff to be flexible when attending personal events during school time.

Centralised detentions so that staff work a minimal time after school.

No meeting weeks in the calendar.

Calendar adapted to give a day off when most staff absence happens on average per year.

Professional Development

Increased Department time to support them focussing on the aspects that are important to their team and sharing good practice.

Directed time to support staff who are teaching non-specialist subjects.

Five-year progression plan for new staff to map out the experiences they want during the early stages of their career.

A range of development opportunities and additional leadership training offered annually.

All NQT's are provided with a mentor, who receive time in their timetable to support their mentee.

We have a thriving Women in Leadership group which also supports

School Priorities

Virtual briefings to enable staff to access this information at the time that suits them.

Staff Voice groups meet with Staff Governors every 6 weeks to discuss issues and concerns.

Staff wellbeing group to be created to support development and wellbeing opportunities in school.

Annual opportunities to feedback to SLT through 360 review processes. The Headteacher meets Union Representatives Termly, consults and listens to any concerns raised.

Reducing change - The Senior Team are committed to keeping things simple and focussing on the *main things*. They commit to resisting fads and reducing change.

The Headteacher is flexible where possible to support staff with the conflicting needs of work and family life.

The school make change for the benefit of students and staff, not for OFSTED.

West Hatch Wellbeing and Workload Charter



Culture and Ethos

We do not complete routine formal lesson observations of staff; instead senior and middle leaders spend time around the school focussing on typicality and students attitude to learning.

We do not prescribe how teachers teach but support them in basing practice on best educational research through high quality CPD.

We do not want staff giving up their family time during school holidays to help students revise. Instead we have option revision days to prepare students to revise and not re-teach content.

We employ a full time school counsellor for staff to access. The Headteacher is available between 8am and 8:20am every day to meet with staff to discuss their wellbeing.

The Headteacher supports staff requests to work part time where possible enabling staff to have a better work life balance.

Appendix 5: Additional Section on Premises Management

Where major building or maintenance/improvement works are being carried out, schools **must** appoint a property consultant. Major work is work defined as notifiable under the Construction Design and Management Regulations. Notifiable projects are those likely to last more than 30 days or involve more than 500 person days of construction work.

Schools are also strongly advised to use property consultants to provide professional advice in connection with all maintenance and building work.

Premises Management

The School manages its property and premises in-house. The Governing Body and Headteacher have overall responsibility but have delegated general premises management tasks to the Head Caretaker who has received appropriate training.

The school also has access to standards on general property issues and compliance through the Health & Safety pages on the Schools Infolink

Where major building or maintenance/improvement works are being carried out, the School appoints a property consultant who provides specialist advice on premises related issues including:

- Management of day-to-day repairs.
- Statutory and best practice testing and inspection of services.
- Prioritisation of projects.
- Health and safety issues relating to buildings and construction work
- Regulations, standards and statutory approvals

Details of the School's Consultant are listed in Appendix 1