

# WEST HATCH HIGH SCHOOL



THE BEST THAT I CAN BE

## Health, Safety and Wellbeing Policy

Policy reviewed: December 2025

Signed: Headteacher

Ratified by Governing Body in December 2025

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 were approved by the Governing Body:

## 2 Responsibilities

### 2.1 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:

- 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 considered in determining the allocation of resources.
- 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 their 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.
- 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 working days **and** have more than 20 workers working at the same time at any point on the project **or** exceed 500 person days).
- Taking an active part in monitoring health and safety standards in the school, by requiring the Health and Safety Committee to provide regular reports on health and safety performance to the Governing Body. Such reports should provide information on action taken in response to outcomes of:
  - 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). Other serious incidents investigated by the Headteacher or other member of staff.
  - Any surveys carried out by the school, which provides data that relates to employee health, safety, and wellbeing (e.g., Outcomes from Education Support Partnership Programme if used).

## **2.2 Headteacher**

Headteachers responsibilities include:

- Ensuring there are appropriate arrangements for implementing the school's Health, Safety and Wellbeing Policy.
- Ensuring that the Policy and arrangements are effectively communicated.
- 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.
- Ensuring appropriate arrangements are in place for communication of health and safety to all employees, agency workers, contractors, visitors, volunteers, and pupils.
- Ensuring that all employees are competent and have the capability to carry out their role/function.
- Ensuring records of health and safety training are maintained by the school.
- Ensuring that health and safety standards accessed via the schools Infolink are made available to relevant employees.
- 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 School's Infolink.
- Ensuring that risk assessments relating to hazards to which directly managed employees are exposed are carried out, recorded and control measures implemented.
- Ensuring that managers who they directly line manage carry out their health and safety responsibilities.
- Ensuring systems are in place for monitoring and reviewing health and safety in the school and any actions arising from this are implemented.
- Ensuring there is system in place for reporting and investigating accidents / incidents and that all employees are aware of it.
- 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.
- Ensuring that if they are not the school's named Educational Visits Co-ordinator, they appoint a member of the Schools Senior Management Team to undertake the role (and ensure they given training and time to undertake the role).

## **2.3 School Health and Safety Co-ordinator**

The School Compliance Officer has been appointed as the School Health & Safety Co-ordinator and will:

- Establish arrangements for the effective co-ordination of health and safety throughout the school.
- Support the Headteacher in co-ordinating the development, review, and revision of the school's health and safety standards.

- Set up arrangements for consulting with employees on health and safety (e.g., through health, safety and wellbeing committee meetings or team meetings).
- Set up arrangements for the effective communication of health, safety, and wellbeing information relevant to the school.
- Ensure health and safety concerns raised by employees are brought to the attention of the appropriate senior manager.
- Ensure that the Headteacher / school senior management team is kept informed of health and safety issues by including them on the agenda of management group meetings.
- Co-ordinate the identification of health and safety training and development needs to meet the requirements of the School's Policies and Standards.
- Ensure records of health and safety training and development undertaken by employees is kept on record in the school.
- Support the establishment of adequate arrangements for:
  - First aid.
  - Fire and emergency evacuation.
  - Reporting of health and safety incidents, hazards, and concerns.
- Oversee the management of premises related health and safety risks to employees and other premises users or visitors.
- Co-ordinate and ensure compliance with premises related standards and assessments.
- Co-ordinate arrangements for monitoring of health and safety standards within the school.

## **2.4 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 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:

- 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.
- Identifying opportunities to improve the health, safety, and wellbeing within the School, and promoting risk awareness and the development of safe behaviours.
- Ensuring all relevant health and safety information is communicated effectively to the correct employees and take account of their views.
- Ensuring the health and safety competence and capability of employees under their control (identifying any training needs as part of performance management).
- 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).

- 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.
- Ensuring health and safety monitoring is undertaken in their area of control, in accordance with the School's requirements.

## 2.5 All employees

All employees are responsible for:

- Looking after their own safety, and the safety of others, affected by their work.
- 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.
- Reporting to their line manager any hazards they identify and any inadequacies in health and safety procedures.
- Taking part in any health and safety training and development identified as necessary by the Headteacher or their Line Manager.
- 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.
- Reporting health and safety incidents, in accordance with the school's health and safety Incident Reporting Procedure.

And, with respect to 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.

## 2.6 School Visits

The school undertakes educational visits and has appointed the Assistant Headteacher who is a senior member of staff as the 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.

#### Educational Visits Professional Advice:

- The school has access to specialist advice on Educational Visits from the ECC Educational Visits Team (contact details in Appendix 2).
- This includes access to advice via phone and e-mail, access to the Educational Visits Website (EVOLVE) and access to the online risk assessment forms.

#### The school EVC will:

- Ensure they have attended EVC Training (and refresher training at least every 3 years);
- Ensure that establishment managers, visit leaders, assisting staff, voluntary helpers and all staff involved in Learning Outside the Classroom (LOtC), off-site activities and visits have had access to training / instruction at an appropriate level to ensure that the School's guidance and establishment procedures are properly understood and followed. This will involve training on visit planning, group management, use of external providers, pre-visits risk management and safeguarding.
- Organise the training of Visit Leaders and Assistant Leaders (including voluntary helpers).
- Ensure that Leaders and Assistant Leaders are competent to carry out the tasks they are assigned.
- Ensure that activities and visits are led by competent and confident leaders. The Visit Leader needs to be both accountable and competent. Being accountable implies being an employee and thus part of a chain of specified roles and responsibilities. Being competent requires that the leader can demonstrate the ability to operate to current standards of recognised good practice.
- Manage training of all those connected with visits, including having a deputy trained to take over as EVC in case of absence.
- Understand where visits can be signed off by the EVC on "everyday risk" and when further advice is necessary.
- Ensure they understand Learning Outside the Classroom (LOtC), off-site activities and visits can support a wide range of outcomes for children and young people and raise achievement.
- Ensure that LOtC, off-site activities and visits meet guidance requirements.
- Ensure the 'Educational Visits Statement' available from the EVOLVE website is implemented.
- Ensure that a school specific visits policy has been developed using the template / guidance on EVOLVE and that the policy has been uploaded on the Establishment section on EVOLVE.
- Ensure that DBS checks are in place as required.
- Ensure that the establishment policy provides sufficient guidance to Visit Leaders about information for parents and parental consent;
- Support the headteacher and governors as required with information, visit approvals and other decisions.
- Check that there is a 24/7 emergency contact(s) with the base for each visit and that emergency arrangements are in place.
- Ensure they keep up to date with EVC update processes through EVOLVE and EVC Revalidation courses as recommended or required.
- Ensure that there is an establishment procedure for recording "incidents / accidents / near misses", including any resulting learning points and action.

- Ensure that where the accompanying staff includes someone with a close relationship to a group member, there are adequate safeguards to ensure that this will not compromise group management.
- Ensure that medical and first aid issues are addressed.
- Ensure that emergency arrangements are in place including emergency contact access to all relevant records, including medical and next of kin information for all members of the party, including staff.
- Undertake monitoring of Visit Leader planning and sample monitoring of visits.
- Ensure that individual activities and visits are reviewed and evaluated and that this process includes reporting of accidents and incidents, (including under the Reporting Injuries, Diseases and Dangerous Occurrences Regulations [RIDDOR] where necessary).
- Ensure that policies and procedures are reviewed on a regular basis. A review should follow any serious incident or systems failure. Risk management documentation must be updated if necessary.
- Submit electronically within the timeframes set out by the Educational Visits Team, residential, overseas, and adventurous visits to the County Educational Visits Adviser for comment providing sufficient information on the risk management of the visit. (Only if the school accessing the Councils EVC Advisory Service)
- Understand 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.
- Keep 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 (the school has access to and uses EVOLVE to keep records).

## 2.7 Contractors and Visitors

- Visitors to the school, including contractors, clients, service providers and members of the public must comply with the school's health and safety procedures and requirements.
- All contractors and visitors must be made aware of the site-specific arrangements and emergency procedures and are the responsibility of the member of staff being visited.

## 3. Competent Health and Safety Advice

The school purchases the Essex County Council Health and Safety Service as providers of competent health and safety advice, to assist the school with discharging its responsibilities.

The ECC Health & Safety Service includes:

- Access to standards, generic risk assessments and guidance through the Health & Safety pages of the Essex Infolink. (These standards are based on legislation, industry standards and best practice and produced by competent health & safety advisers).
- Access to a telephone and e-mail support desk for queries.
- Further support, such as audits and site visits charged at an hourly rate.

## **4. Occupational Health**

### **4.1 Occupational Health Advice**

The school has subscribed to Essex County Council Occupational Health Service. The service includes;

- 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.

### **4.2 Counselling**

The school has access to the Council's Occupational Health Service and as part of this has ensured that staff also have access to the counselling service.

Counselling Service: Telephone 0333 013 3267 / E-mail [counselling@essex.gov.uk](mailto:counselling@essex.gov.uk)  
Further information on Schools Infolink – Staff Support / Occupational Health

### **4.3 Wellbeing**

The school undertake occupational stress risk assessments through use of the guidance and forms available on the Occupational Stress pages of the Essex Infolink. (Health and Safety Area). We also have a wellbeing charter which can be found at Appendix 4.

## **5. Educational Visits**

The school has bought in to Essex County Council Educational Visits Service. This gives the school professional advice on health and safety standards for all educational visits, including Adventurous, Residential and Overseas visits involving children and young people.

ECC Educational Visits Service has adopted the OEAP National Guidance for the Management of outdoor learning, off-site visits and Learning Outside the Classroom. See [www.oeapng.info](http://www.oeapng.info) – documents 3.4g Headteacher / Managers and 3.3b Check List.

As part of the subscription to the Educational Visits Support Service the school has access to the [EVOLVE](#) online submission system and associated resources.

Educational Visits Support Service: E-mail: [educational.visits@junipereducation.org](mailto:educational.visits@junipereducation.org)

## **6 Catering**

The school manages and delivers its own in-house catering service and therefore has access to competent food safety advice.

The school's competent Food Safety Adviser is Jill Taylor, Senior School Meals Support Manager.

School Meals Support Service: [school.meals@essex.gov.uk](mailto:school.meals@essex.gov.uk)

## **7 Health Protection**

The Essex Health Protection Team (HPT), which is part of Public Health England (PHE), provides advice on communicable diseases and infection control in schools. In the first instance, schools should refer to Essex HPT's guidance – 'Communicable Diseases in Schools or PHE general guidance 'Infection control in schools and other childcare settings'. (These documents are available on the health & safety pages of Essex Infolink).

Further assistance may be available from the school nurse at a local NHS clinic or through contact with HPT directly.

Essex Health Protection Team: [EastofEnglandHPT@phe.gov.uk](mailto:EastofEnglandHPT@phe.gov.uk) 0300 303 8537 option 1

## **8 Property Consultants**

Where major building or maintenance / improvement works are being carried out the school will appoint a property consultant. Major work is defined as notifiable under the Construction Design and Management Regulations. Notifiable projects are those likely to last more than 30 working days **and** have more than 20 workers working at the same time at any point on the project **or** exceed 500 person days.

The school also buys in to a property consultant Andy Lyons to provide professional advice in connection with all maintenance and general building work. The consultant provides advice on:

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

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

## **9 Management of Radioactive Sources**

The school science department holds radioactive sources and therefore the Governing Body is deemed to be a 'radiation employer'.

As a 'radiation employer' it is necessary to consult with and appoint where necessary a *Radiation Protection Adviser (RPA)*. The Criteria of Competence for RPA's is set by the Health & Safety Executive.

The Schools RPA is RPA Plus, through CLEAPSS, (The School subscribes to CLEAPSS).

The School is required by CLEAPSS to appoint a Radiation Protection Officer to act as a link between the school and the RPA / CLEAPSS on radiation matters.

ECC Corporate Health & Safety Team has been appointed as the Schools RPO. ECC Corporate Health & Safety as the Schools RPO will:

- Keep central records of the sources held by the school;
- Keep records of who the School RPS's is;
- Ensure RPS's are informed of any information or guidance on managing radioactive sources;
- Undertake a visit to the school from time to time to monitor practice and procedures (check records are accurate, sources appropriately stored, source use log kept, leak checks carried out and general source management).

The Science Department adheres to the CLEAPSS Guide L93 – Managing Ionising Radiations and Radioactive Substances in Schools, etc.

In accordance with Guide L93, the School has appointed a member of the Science Teaching staff as Radiation Protection Supervisor (Schools) (RPS's) who has the relevant qualifications / competence as outlined in L93 to undertake the role.

The name of the Schools RPS's are Mr Calpaldi and Miss Wallis.

The roles and responsibilities of the Schools Radiation Protection Supervisor (Schools) are contained in Section 7.1 of L93 (November 2016).

RPS(s)'s specific duties include:

- Informing the Schools RPO when any new sources are acquired;
- Consulting with the Schools RPO on the disposal or the transfer of sources to another establishment;
- Informing the Schools RPO when any sources have been disposed of or transferred.
- Informing the Schools RPO if the establishment appoints a new RPS(s);
- Providing information on sources held when requested to do so by the Schools RPO;
- Informing the Schools RPO of any incidents involving the establishment's sources, e.g. spill, leak or loss.

The contact details for the Schools RPO are:

- Essex County Council Corporate Health & Safety Team, County Hall, Chelmsford, CM1 1QH
- Telephone: 0333 013 9818
- E-mail: [hs@essex.gov.uk](mailto:hs@essex.gov.uk)

## **10 Health and Safety Arrangements**

### **10.1 General Arrangements**

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. The standards are on a secure part of the Infolink which the school has access to as it buys into the ECC Corporate Health & Safety Service.

School staff who are not able to access the health and safety pages on the Infolink with their login should contact the school's Health & Safety Co-Ordinator to obtain any guidance they need or to arrange for access to the health and safety pages.

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

### **10.2 Local Arrangements within the School**

Local arrangements have been implemented in the school covering:

- Employee health and safety competence and capability.
- Failure 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.
- Key Contacts Information Sheet circulated to the Site Team and SLT.
- 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.

### **10.3 Health and Safety Standards (Status)**

How we do things safely is detailed in the health and safety standards, policies, generic risk assessments and guidance on the Health and Safety pages of the Essex 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 requesting 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.

## 10.4 Health and Safety Risk Assessments

Risk Assessment is a legal requirement. The ECC 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 the Headteacher 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.

## 11 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.

For non-academic staff health & safety is considered as part of the performance management process.

**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.

Training and development can be delivered in a variety of ways. In some case formal training will be needed. In other cases, it can be achieved through coaching by another member of staff or reading relevant health and safety standards.

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

## **12 Communication**

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

- about the health and safety arrangements within the school;
- 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 Teams 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

## **13 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 regarding 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.
- 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 and management representation. The committee meets at least termly and has a term of reference outlining the aim, work and decision making processes of the committee.

## 14 Health and Safety Monitoring and Auditing

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

- **Audits:** The School will ensure it carries out at regular intervals health & safety audits of the establishment.
- **Internal Monitoring:** The school ensures that the online health and safety electronic internal monitoring checklists available annually through the Health & Safety pages of Essex Infolink are completed. The submission of these automatically generates actions plans which are reported to the Health and Safety Committee who feedback to the Governing Body.
- **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 Committee and feedback to the Governing Body termly. Serious incidents are reviewed by a senior member of staff and the findings reported to the Governing Body. The school uses Evolve to log incidents.
- **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.

## 15 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.

## 16 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 School's HR policies give full details on disciplinary and misconduct procedures.

## **17 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

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

	<p><b>Business Block</b> - Head of Business</p> <p><b>English Block</b> - Head of English</p> <p><b>Staff room and toilets/offices</b> – Director of Finance &amp; Operations</p>
<b>Fire assembly point(s):</b>	<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>
<b>Day and time of weekly fire alarm tests</b>	Saturday AM
<b>First aiders / appointed persons:</b>	<p><b>First Aid at Work Certificate:</b></p> <p>A Thomas                      First Aid Officer</p> <p>Y Johnstone                    Office</p> <p>S Young                         Office</p> <p>C Kay                             Drama</p> <p>J Mason                         Office</p> <p>E Anderson                    Office</p> <p>A Harding                        Office</p> <p><b>Emergency First Aid at Work Certificate:</b></p> <p>L Elliot                         History</p> <p>P Baines                         DT</p> <p>L Taylor                         Technology</p> <p>A D'Silva                        PE</p> <p>M Titus                         Pastoral</p> <p>R Wallis                         Science Technician</p> <p>L Pearce                         PE/LSA</p> <p>C Reid                            PE</p> <p>M Bolashodun                 Pastoral</p> <p>A Fell                             Food Technology</p> <p>C Hoy                             PE</p> <p>C Stitchman                    Catering</p> <p>B Tindides                      PE</p> <p>C Huskisson                    Drama</p> <p>A Afzal                         Science Technician</p> <p>M Connolly                     Technician</p> <p>K Young                         Geography</p> <p>S Harman                        Geography</p> <p>D Cranwell                     Science</p> <p>J Parmar                        Science</p> <p>M Lord                         Music</p> <p>M Capaldi                       Science</p> <p><b>Caretakers (Emergency First Aid):</b></p> <p>Charles Naven</p> <p>Onaldo Peixoto Dos Santos</p> <p>Deniz Mustafa</p> <p>Paul Still</p> <p>Craig Pitman</p> <p><b>Outdoor First Aid:</b></p> <p>C Huggins                      PE</p> <p>J Howell                        PE</p>

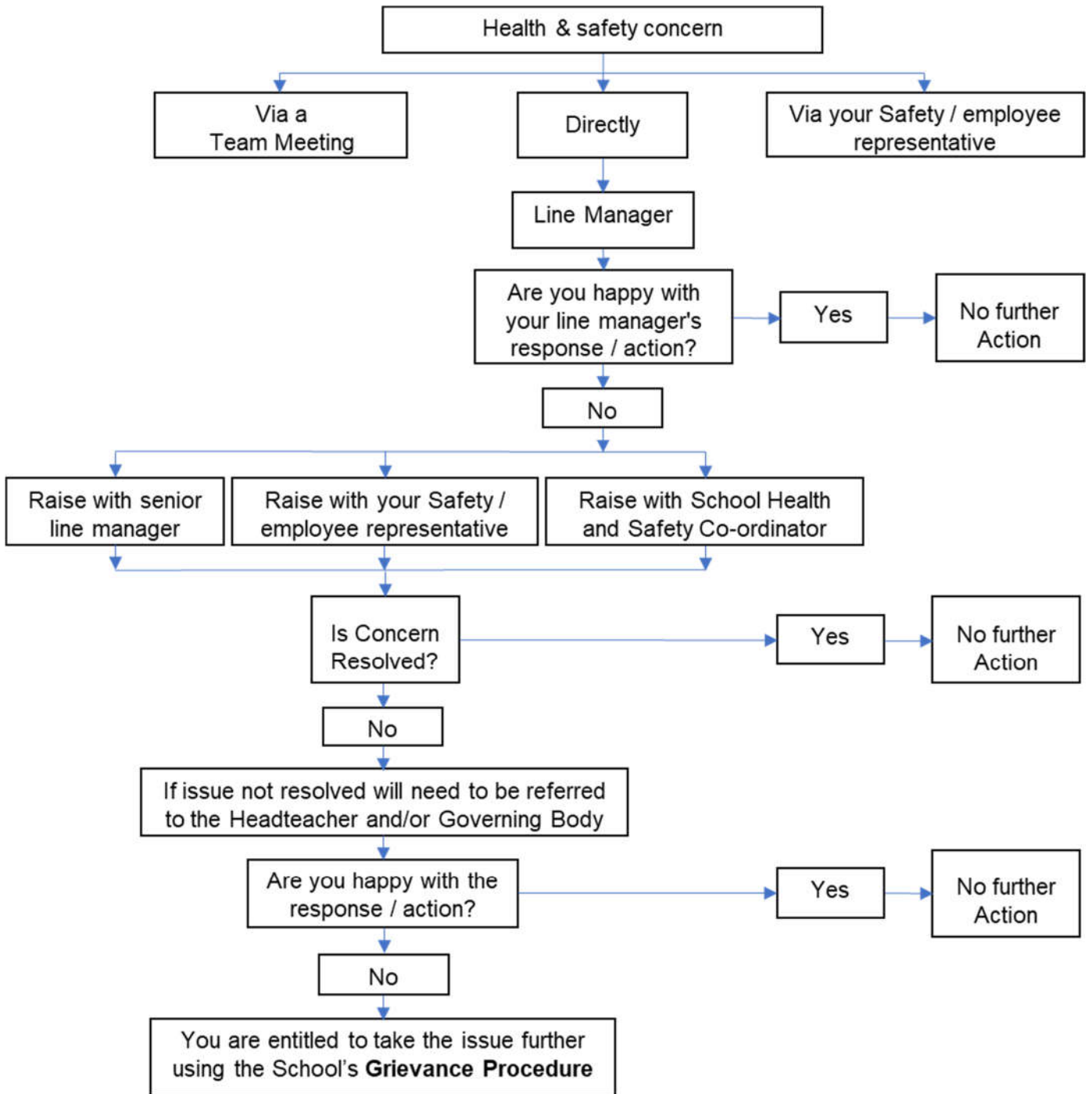
<b>Where to find:</b>	<b>Location:</b>
Accident / Incident report forms	Front Office – reportable via online Evolve system
Hazard book	The school subscribes to ECC Corporate H&S. Standards and guidance which are on the health & safety pages of the Schools Infolink.
Health and Safety Standards and Information 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 school's Infolink.
Members of staff who have health and safety access on the School's Infolink.	School Health and Safety Coordinator Caretakers Head of DT Head Science Technician
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 <a href="mailto:hs@essex.gov.uk">hs@essex.gov.uk</a>
School Meals	School Meals Helpline:	E-mail: <a href="mailto:school.meals@essex.gov.uk">school.meals@essex.gov.uk</a>
Asbestos / legionella / contractor management advice	Refer to property handbook	Infrastructure and Delivery Team Tel: 0333 013 3402
County Educational Visits Adviser	Educational Visits Team	<a href="mailto:advice@evolveadvice.co.uk">advice@evolveadvice.co.uk</a>
ECC Counselling Service (Confidential service)		This will be arranged through the school's HR Manager.
Juniper	Training	<a href="mailto:training@junipereducation.org">training@junipereducation.org</a>
Critical Incidents (support and guidance for dealing with critical incident)	Schools Communications	Tel: 0333 013 9880 E-mail: <a href="mailto:schoolscommunication@essex.gov.uk">schoolscommunication@essex.gov.uk</a>

Other contacts	
School's Property Consultant	Andy Lyons Senior Building Surveyor Finetrack Property Consultants Ltd. Tel: 01245 357882 <a href="mailto:Andy.lyons@finetrack.co.uk">Andy.lyons@finetrack.co.uk</a>
School's food safety advisor	Jill Taylor Senior School Meals Support Manager LBA Safety 01376339829/07790471691   <a href="http://www.lbasafety.co.uk">www.lbasafety.co.uk</a>
Occupational health advice	Innovate Healthcare Ground Floor, Dale House Tiviot Dale, Stockport SK1 1TA  Office No: 0161 480 5512
School nurse	Jenna – via Aileen Thomas in the main office
East of England Health Protection Team (Infection control advice):	0300 303 8537 Option 1 <a href="mailto:EastofEnglandHPT@phe.gov.uk">EastofEnglandHPT@phe.gov.uk</a>

**Appendix 3: How to raise a health & safety concern.**



# 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 where possible.

# 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 staff on maternity leave.

We allow staff paid time off to mark in the summer if they are an examiner in an exam board the school uses.

# 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.

The Headteacher holds Staff wellbeing meetings each half term with teaching and support staff to ensure any concerns are dealt with quickly and effectively.

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.

# 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. He provides regular videos as part of briefing to support staff well being.

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.

The Headteacher meets small groups of staff regularly to check their well-being and put in place actions to address any concerns.

