

MODEL HEALTH AND SAFETY STATEMENT FOR PRIMARY SCHOOLS

Introduction

1. Under the Health and Safety at Work etc Act 1974, it is the duty of every employer to have an up to date written statement of health and safety. This policy must also detail the organisation and arrangements for the management of health and safety.
2. The model policy found below is based on the criteria for schools where the Authority is the employer. It is for the governing body (as the employer) of foundation, voluntary aided and academy schools to determine whether to adopt these arrangements. Where they do, the school should ensure it is customised to fit their individual circumstances.
3. Adopting the model policy is the best way of complying with the Authority's Health and Safety Policy. Demonstrating compliance with statutory duties could be difficult in the absence of a school specific policy.
4. This document provides a customisable template for schools to adapt.
5. Schools should ensure that Section 2 Organisation and Section 3 Arrangements are customised to reflect the individual arrangements of the school.
6. The safety policy statement should be signed and dated by the head teacher / chair of governors
7. When complete the school specific policy should be communicated to all staff, and automatically issued to new staff as part of their induction process.
8. It is recommended that the school specific policy be reviewed periodically to ensure it remains current - the Authority recommends at least every two years.

PART 1: STATEMENT OF INTENT

Ty Isaf Infant School

The Governing Body of Ty Isaf Infant School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties.

This statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of, and/or issued to, all members of staff on the shared drive.

This policy statement and the accompanying organisation and arrangements will be regularly reviewed.

This policy statement supplements

- Caerphilly County Borough Council (CCBC) General Statement of Health and Safety at Work Policy ;
- CCBC Health and Safety Policy, Organisation and Arrangements Statement

The above Statements (and other Health and Safety policies and guidance) may be downloaded by staff from the



Mrs D Noble **Chair of Governors**

July 2024



Miss R Luxton **Head Teacher**

July 2024

PART 2: ORGANISATION

Schools should ensure the roles and responsibilities outlined below are a true reflection of the arrangements at their School.

As the employer, the Authority has overall responsibility for Health and Safety in Community and Voluntary Controlled Schools.
[In Foundation and Voluntary Aided schools, the responsibility for health and safety rests with their employer, the Governing Body]
At school level duties and responsibilities have been assigned to staff and governors as laid out below.

Responsibilities of the Governing Body

The Governing Body are responsible for health and safety matters at a local level and are responsible for:

- Ensuring adherence to the local authority health and safety policy, procedures and standards;
- Formulating a health and safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments health and safety policy annually and implementing new arrangements where necessary;
- Monitoring, reviewing and evaluating the school's health and safety performance.
- Providing appropriate resources within the establishment's budget to meet statutory requirements and the local authority health and safety policy, procedures and standards;
- Receiving from the Head Teacher or other nominated member of staff reports on health and safety matters and reporting to (Education or Corporate Health and Safety, or other body as necessary), any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
[In Foundation and Voluntary Aided Schools, the employer must have access to competent Health and Safety advice is a requirement of the Management of Health and Safety at Work Regulations 1999 as amended]
- Promoting a positive Health and Safety culture and high standards of health and safety within the establishment via the nomination of a named health and safety governor.
- Ensuring that when awarding contracts health and safety is included in specifications and contract conditions taking account of the Authorities policies and procedures.

Responsibilities of the Head Teacher:

Overall responsibility for the day to day management of health and safety rests with the Head Teacher.

As a manager of the establishment and of all the activities carried on within it, the Head Teacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Head Teacher has responsibility for:

- Co-operating with the Authority and governing body to enable health and safety policy and procedures to be implemented and complied with;
- Ensuring effective health and safety management arrangements are in place for carrying out regular inspections and risk assessments, implementing actions and submitting inspection reports to the governing body and Authority where necessary;
- Communicating the policy and other appropriate health and safety information to all relevant people including contractors;
- Carrying out health and safety investigations;
- Ensuring all staff are competent to carry out their roles and are provided with adequate information, instruction and training;
- Ensuring consultation arrangements are in place for staff and their trade union representatives (where appointed) and recognising the right of trade unions in the workplace to require a health and safety committee to be set up.
- Reporting to Authority any hazards which cannot be rectified within the establishment's budget;
- Ensuring that the premises, plant and equipment are maintained in good working order;
- Monitoring purchasing and contracting procedures to ensure compliance with Authority policy.

The Head Teacher may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment

Where tasks have been delegated to nominated individuals insert details below:

Itemise the functions and areas of responsibility delegated to staff you may wish to consider the following roles Deputy Head, Safety Coordinator, Heads of Department, Premises Managers etc. Where applicable, schools may also wish to insert details relating to specialist provisions.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

- Apply the school's health and safety policy to their own department or area of work and be directly responsible to the Head Teacher for the application of the health and safety procedures and arrangements;
- Undertake regular health and safety risk assessments for the activities for which they are responsible and check that control measures are implemented;
- Arrange for appropriate safe working procedures to be brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff referred to them, and inform the Head Teacher or nominated contact of any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;
- So far as is reasonably practicable, arrange for the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety;
- Implement procedures so that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate Authority forms etc;
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe

Responsibilities of employees

Under the Health and Safety at Work etc Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work, they must also ensure the health and safety of others who may be affected by their action or inaction.

All employees have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Only use equipment or machinery that they are competent / have been trained and are authorised to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

Responsibilities of volunteers

It is recommended that Employers/School's treat volunteers in the same way as employees. School's should class supervising adults and parents who attend off site visits as volunteers.

Volunteers should be advised that they are obliged to take care of their own health and safety whilst volunteering. All volunteers must also ensure the health and safety of others who may be affected by their action or inaction.

All volunteers have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work whilst volunteering.
- Comply with the school's health and safety policy and procedures at all times.
- Follow the direction/instruction of their supervisor, school management team etc.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their supervisor..
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent / have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons

PART 3: ARRANGEMENTS

The following list of arrangements covers the key elements of a Health and Safety policy. Please add any others that you feel should be part of this document and/or delete those that do not apply to you. Further information and guidance is available from Health and Safety Division

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Risk assessment: Risk assessments are completed and relevant information provided to staff.	R Luxton Headteacher	Risk assessments are completed and reviewed regularly/ following significant change.
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	R Luxton Headteacher	SLA officer provides any advice needed to HT when completing specialist risk assessments as and when required
New and Expectant mothers; A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.	R Luxton Headteacher	When required through the SLA completed by the SLA H&S officer
COVID-19 Risk Assessments: Pupil Risk Assessments in place for children with SEN and medical needs. Staff shielding Risk Assessments in place for staff. Whole school site Risk Assessment updated frequently and shared with all staff.	R Luxton Headteacher	Health and Safety send through template and information to be updated on the school site RA. Advice from HR for staff shielding.
Educational and offsite visits: A	R Luxton Headteacher	Staff members must submit all relevant paperwork

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.		and risk assessment to the Headteacher (EVC) who will review the paperwork for final approval.
Health and Safety Monitoring and Inspections: General inspections of the site will be conducted periodically.	R Luxton Headteacher J Davies Caretaker Barry Miller H&S officer SLA	General site inspection: monthly Visual inspection of play equipment: monthly
Where appropriate these inspections will be documented and reports forwarded to the Head Teacher.	R Luxton Headteacher Barry Miller H&S Officer SLA	Inspection log book
A nominated Governor is nominated to lead on health and safety and will complete a whole site health and safety inspection annually.	D. Noble (Chair of Governors)	Use Authority's self inspection toolkit, and refer to RAMIS reports such as general inspection reports etc
A nominated Governor will be responsible for monitoring management systems.	D. Noble (Chair of Governors)	
Health and Safety Information instruction and training: The health and safety law poster is displayed in school	R Luxton Headteacher Barry Miller H&S Officer SLA	Signed located in the Staff Room on the notice board
Health and safety training: Health and safety induction training will be provided and documented for all new employees	R Luxton Headteacher	Health and Safety policy shared with new employees at Induction.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Programme of health and safety training All employees are provided with:</p> <ul style="list-style-type: none"> • induction training • update training in response to any significant change; • training in specific skills needed for certain activities, (e.g. manual handling,) • refresher training where required 	<p>R Luxton Headteacher All staff</p>	<p>Training given when required, i.e. EpiPen training/ fire warden training, Team teach Caretaker completes caretaker H&S training carried out by the Authority periodically</p>
<p>Training records: relevant records are kept, a system for ensuring appropriate refresher training is undertaken is implemented.</p>	<p>R Luxton Headteacher</p>	<p>Records kept in Building maintenance file Caretaker's file</p>
<p>Fire Safety: Fire notices and instruction to staff are posted throughout the school.</p>	<p>R Luxton Headteacher Barry Miller H&S Officer SLA</p>	<p>Fire action notices are posted in each room in close proximity to the call points</p>
<p>Fire drills are undertaken termly and a record kept in the fire log book</p>	<p>R Luxton Headteacher J Davies Caretaker Barry Miller H&S Officer</p>	<p>H&S compliance log book and the fire safety log book. Electronic copies kept on the Ramis data base.</p>
<p>Measures are in place to identify persons (pupils and staff) who may have difficulties evacuating the building. A personal emergency evacuation plan (PEEP) will be implemented for any person</p>	<p>R Luxton Headteacher Barry Miller H&S Officer SLA</p>	<p>Risk assessments for individual pupils</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
who requires assistance evacuating the building.		
The safe evacuation of persons is an absolute priority.	R Luxton Headteacher	Fire Evacuation procedures known by all staff.
Inspection/maintenance of emergency equipment. Escape routes are checked daily for any obstructions. Final exit doors should be checked to ensure they are operational. Formal inspections are carried out monthly and recorded	J Davies Caretaker	Caretaker carries out daily informal inspections of escape routes to ensure they are clear. Formal inspections are carried out monthly with records kept in the H&S compliance file
Statutory maintenance: The school has opted in to the Authority's statutory maintenance contracts.	R Luxton Headteacher	Please see guidance in appendix 1 regarding statutory maintenance arrangements.
Portable Appliance Testing (PAT): The school has opted into the Authority's internal PAT testing arrangements.	R Luxton Headteacher	Annual testing completed through Caerphilly cleaning.
Control of Legionella: The school will adhere to the Authority's policy and guidance. The school have opted in to the statutory maintenance contract relating to the control of legionella bacteria.	J Davies Caretaker Barry Miller H&S Officer SLA	Monthly temperature checks of sentinel points and Calorifiers for legionella are carried out by the SLA H&S officer and weekly flushing of little used outlets are carried out by the caretaker Records of all testing are kept in the H&S compliance file and electronic in Ramis

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
First aid arrangements: A suitable number of first aiders and first aid trained staff are located throughout the school.	R Luxton Headteacher	All staff trained in first aid
Measures are in place to identify any persons who may require specialist first aid treatment due to health conditions.	R Luxton Headteacher	Training for staff when required under the SLA. Recent training includes EpiPen training, visual awareness training, peg feed training
Head Injuries: If a pupil sustains a head injury staff will contact parents/guardians without delay to inform them of the incident.	R Luxton Headteacher	Parents/Guardians are invited to site to assess their child's injury. In the case of serious head injuries the school will seek immediate medical advice (call an ambulance).
Transport to hospital: Where appropriate pupils will be transported to hospital (usually by ambulance). Parents/guardians will be informed. No casualty will be allowed to travel to hospital unaccompanied a member of staff will accompany a pupil where parents/guardians can not attend immediately.	R Luxton Headteacher All staff	In the event of a pupil having to be taken to hospital the school will contact the emergency services and immediately after the parents. No child will be taken to hospital without adult supervision, if the parents have not arrived at school prior to the ambulance leaving a member of staff will accompany the child and wait with the child until parents or guardians arrive.
Administration of medication: Medication will only be administered in school in accordance with the WAG		Medication will not be administered for acute medical conditions e.g. antibiotics or pain relief. For

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
guidance document: Access to Education and Support for Children and Young People with Medical Needs.		chronic conditions such as asthma, diabetes, epilepsy medication will be administered by trained staff in line with the care plan. NB asthma inhalers are not permitted to be kept in first aid boxes and administered with parental consent if an asthma card is presented signed by the GP.
<p>Medical Care Plans: Pupils with chronic or complex medical needs will have a medical care plan which has been written by a healthcare professional.</p> <p>Communicable diseases: The school will adhere to the guidance issued by the Authority and Public Health Wales.</p>	<p>R Luxton Headteacher</p> <p>R Luxton Headteacher</p>	<p>Where required staff are trained in accordance with the Medical Care Plan.</p> <p>Medical care plans are reviewed annually.</p> <p>Pupil assessments are completed under the Health and Safety SLA where appropriate.</p> <p>Guidance available on the shared drive and a hard copy displayed in the staff room</p>
<p>Accident reporting procedures: Any accident which results in an injury will be recorded and where appropriate investigated</p>	<p>R Luxton Headteacher</p> <p>Barry Miller SLA H&S Officer</p>	<p>Accident forms to be completed and given to school clerk</p> <p>Investigation carried out for minor accidents by the class teacher, MDS or LSA. Investigations for more serious incidents carried out by the HT and or the H&S officer SLA</p>
Any near miss (incident which has a	R Luxton Headteacher	As per accident investigation

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
potential to cause harm) will be reported to the management team and investigated.		
RIDDOR reporting: Any accident or case of ill health which is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 will be reported within the specified timescales.	R Luxton Headteacher	The school will forward details of accidents or cases of work related ill health to the Health and Safety Division using the corporate accident reporting procedures via the Ramis 4 schools data base. Where appropriate the health and safety division will report under RIDDOR and investigate the accident.
Investigating accidents and incidents: Accidents and incidents are investigated to an appropriate standard.	R Luxton Headteacher Barry Miller H&S Officer SLA	<p>Low Level investigation: This will involve a short investigation by the relevant class teacher, supervisor or another member of the management team</p> <p>Medium level investigation: The Authority's accident investigation form will be completed by the relevant supervisor or member of the management team. Copies will be forwarded to the Head Teacher and Health and Safety Division.</p> <p>High Level/Reportable Incidents: School will forward the completed accident form to Health and Safety Division without delay. The SLA Health and Safety Officer will contact the school to complete the investigation.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		Further information is contained in the Authority's guidance to accident investigation.
<p>Violence at work - Employee protection: All incidents of unacceptable and inappropriate behaviour from visitors and parents will be recorded on the Authority's VAW report form and forwarded to Health and Safety Division.</p>	R Luxton Headteacher	Headteacher to be informed of any incidents of inappropriate behaviour from visitors or parents and a VAW form completed.
<p>The school will take appropriate action to minimise the risk of violence and aggression to staff and visitors. Where appropriate this will include issuing school site exclusions.</p>		<p>Where appropriate the school will seek advice from the Authority where sanctions are required. In extreme cases the case will be passed to the Authority to investigate and issue appropriate sanctions.</p>
<p>Asbestos: The school will adhere to the Authority's policy and guidance.</p> <p>The asbestos survey and log book are made available to all contractor</p>	<p>R Luxton Headteacher J Davies Barry Miller SLA H&S Officer</p>	<p>Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the Headteacher, H&S officer or checking the survey for the school.</p> <p>Asbestos survey and log book kept in cupboard opposite school clerk's office. Asbestos monitoring is carried out annually by the H&S officer SLA.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Updating information: The school must ensure that changes to the asbestos containing materials are noted and survey is updated.	R Luxton Headteacher Barry Miller SLA H&S Officer	
Work to the fabric of the building: All works to the fabric of the building or fixed equipment must be entered into the asbestos log book. Asbestos condition monitoring: School must ensure that a visual inspection of the condition of asbestos containing materials is periodically completed. The visual inspection should be completed at least annually and documented.	R Luxton Headteacher J Davies Caretaker R Luxton Headteacher J Davies Caretaker Barry Miller H&S Officer SLA	All contractors view the survey and sign the logbook before undertaking work. Asbestos condition monitoring is available under the Health and Safety SLA and carried out by the H&S officer SLA annually with reports updated on the Ramis data base
Reporting damage/deterioration in asbestos containing material: Must be reported and documented.	R Luxton Headteacher	Any damage or deterioration is reported to R Luxton who will contact: The Health and Safety Division: Asbestos Team - 01443 864361 Out of Hour Control Centre - 01443 863445
Unauthorised work: Any contractor who is suspected of carrying out unauthorised work on the fabric of the building, or suspected of disturbing/damaging	R Luxton Headteacher	Any unauthorised work or disturbance/damage to asbestos containing materials will be reported to R Luxton who will contact: The Health and Safety Division: Asbestos Team -

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
asbestos containing materials will be reported and documented.		01443 864361 Out of Hour Control Centre - 01443 863445
Managing contractors: The school will adhere to the Authority's policy and guidance.	R Luxton Headteacher J Davies Caretaker	The school subscribes to the SLA for facilities and building consultancy and will ensure all contractors are engaged through either of these departments
Technical expertise: Where appropriate works are arranged through a technical departments	R Luxton Headteacher	The school subscribes to the SLA for building consultancy and facilities
Contractors and visitors on site: All contractors must sign the visitor's book and adhere to school site rules. Contractors and visitors will be provided with relevant health and safety information relating to emergency procedures, vehicle movements and local management arrangements.	R Luxton Headteacher J Davies Caretaker	All contractors must report to Reception. All visitors must sign in on the Ipad and wear a visitor's badge. Contractors to comply with Covid-19 Risk Assessment e.g. wearing of mask. When applicable
School managed building/environmental projects: Where the school undertakes building/environmental projects direct	R Luxton Headteacher	The school ensures all works are arranged through facilities or Building consultancy and will nominate either agency as the client in each case to comply

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
the governing body would be considered the 'client' and therefore have additional statutory obligations.		with the CDM regulations.
<p>Contractor selection and vetting:</p> <p>To ensure contractor competency the Authority vet contractors to ensure they understand and abide by health and safety regulations.</p>	R Luxton Headteacher	The school uses Authority registered contractors.
<p>Contractor risk assessments and method statements: Contractors are asked to provide risk assessment and method statements relating to the specific works. This should include detail of measures taken to reduce the risk to pupils and school staff.</p>	R Luxton Headteacher	The school subscribes to the SLA for Facilities and building consultancy who arrange and manage all works including the checking of risk assessments and method statements prior to work commencing
<p>Ground maintenance and cleaning contracts: The school have opted in to the contracts operated by the Authority</p>	R Luxton Headteacher J. Davies Caretaker	The school subscribes to the SLA for all ground maintenance work Independent tree inspections are carried out Tri annually a full report provided
<p>Lone Working: Staff are encouraged not to work alone in school. Works which are carried out unaccompanied or without</p>	R Luxton Headteacher	Staff are able to work in school after hours or during holidays when the caretaker is on site. As separate lone working risk assessment has been

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
		<p>equipment. External play equipment is annually inspected by Gordon play equipment and results are uploaded to the Ramis data bay PE Equipment annual inspection is completed by Sportfix. Play equipment is inspected termly.</p>
<p>Hazardous substances: Where possible hazardous materials are substituted with non hazardous materials. Where this is not possible safety data sheets are obtained and COSHH assessments completed</p>	<p>R Luxton Headteacher Barry Miller H&S Officer SLA J Davies Caretaker</p>	<p>Consider the types off hazardous materials you may have on site e.g. cleaning materials, glues adhesive spray. Basic Coshh assessments are completed by the H&S officer SLA</p> <p>Cleaning staff are COSHH trained. All manuals available in caretaker's cupboard.</p>
<p>Inanimate manual handling: Manual handling operations are risk assessed and staff have received appropriate information instruction and training.</p>	<p>R Luxton Headteacher</p>	<p>Generic risk assessments for regular manual handling operations are undertaken and staff provided with the information, instruction and training on safe handling technique. The caretaker has attended caretaker training in 2015 where manual handling was covered.</p>
<p>Paediatric manual handling: Pupils with mobility needs should have a care Handling Plan. Staff should receive</p>		<p>Care Handling Plan for pupils with mobility needs when required under H&S SLA.</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>appropriate information instruction and training to enable them to assist the pupil safely. The Care Handling Plan will need to be periodically reviewed.</p>		
<p>Vehicles: The school will make every effort to reduce the risks associated with vehicles on site.</p> <p>Vehicle movement on site are risk assessed in the Traffic Management Risk Assessment.</p>	<p>R Luxton Headteacher</p>	<p>Staff to park cars in the car park. School gates to be closed during the day.</p> <p>Caretaker will open gates at 3pm prior to end of the day. Vehicles are allowed on site for deliveries.</p>
<p>Wellbeing: The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Authority's Well being Protocol.</p> <p>The school will cooperate with the L.A.'s Managing Attendance Team to monitor any related absenteeism linked to Well Being.</p>		<p>LA Schools have access to CAREFIRST</p> <p>Wellbeing support for staff and pupils - T Drive range of resources and on school website.</p> <p>Staff access to breaks, Breakfast babble, Random Acts of Kindness.</p> <p>Pupils Interventions - Circle Time, ELSA, SEAL, resources. Lego Therapy Drawing and talking</p>

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
Review of health and safety policy: It is recommended that this policy and the arrangements are reviewed periodically at least every 2 years.	R Luxton Headteacher D. Noble Chair of Governors	The arrangements relating to responsible persons and contractors should be updated as responsibilities and contracts change.
Risk assessment: Risk assessments are completed and relevant information provided to staff.	R Luxton Headteacher	Risk assessments are completed and reviewed regularly/ following significant change.
Specialist risk assessments are completed under the Health and Safety SLA. This includes; pupil assessment, employee assessment and return to work assessment.	R Luxton Headteacher	SLA officer provides any advice needed to HT when completing specialist risk assessments as and when required
New and Expectant mothers; A specific risk assessment is completed once a member of staff has informed her line manager that she is pregnant or breastfeeding.	R Luxton Headteacher	When required through the SLA completed by the SLA H&S officer
COVID-19 Risk Assessments: Pupil Risk Assessments in place for children with SEN and medical needs. Staff shielding Risk Assessments in place for staff. Whole school site Risk Assessment updated frequently and shared with all staff.	R Luxton Headteacher	Health and Safety send through template and information to be updated on the school site RA. Advice from HR for staff shielding.

Specific health and safety arrangements	Responsibility (insert name and position)	Action/Arrangements (insert local arrangements)
<p>Educational and offsite visits: A nominated Educational Visits Coordinator (EVC) is responsible for coordinating educational and offsite visits.</p>	<p>R Luxton Headteacher</p>	<p>Staff members must submit all relevant paperwork and risk assessment to the Headteacher (EVC) who will review the paperwork for final approval.</p>

Appendix: Statutory maintenance

Statutory maintenance of:	Current contractor	Frequency
Gas Boilers	Gibsons	Annually
Emergency lighting systems	Cofely	Quarterly and annually
Fire alarm systems	GEMS	Annual and every 5 years
Fire fighting equipment	Ambassador	Annually
Electrical testing – Fixed wiring	Appointed as required	Every 5 years
Legionella testing	Hertel	Quarterly (if showers present) Six monthly (if cold water storage tanks present) Annually – all water systems.