



# Health & Safety Policy

**SIGNED – LAURA GILLESPIE**

Ratification Date: -  
Review Date: -

July 2017  
July 2018

This policy includes our Statement of Intent, our organisational structure of responsibilities and the methods by which we will achieve a safe working environment for staff, pupils, visitors and other users of our site.

individuals matter.



## Guidance

Under the **Health and Safety at Work Act 1974**, every organisation that employs five or more people must have a written Health and Safety Policy. Although the Council and Children, Young People and Families (CYPF) have safety policies it is important that individual schools have their own site specific policy so that roles and responsibilities are clearly understood.

Your Health and Safety Policy will state your intention to work safely and should be a useful tool to help your school achieve its objectives.

Your school is unique. This booklet will allow you to produce a policy that is tailored to the way you work. Please remember that the list of health and safety issues shown in this document is not exhaustive; add any others that are relevant to your work and the premises.

This policy should also cross-refer to any other relevant supporting documentation that may be available in school.

### Making the Policy Work

Everyone working in your school, from the Headteacher to new members of staff has their own role and responsibilities. Involve people that work with you so that everyone understands their responsibilities and can act on them. It is a legal requirement to communicate your safety policy to all employees.

### Communication and Consultation

There is a legal obligation placed upon the employer to consult with appointed representatives on health and safety issues. If there is no formally appointed representative you still must have procedures in place to consult with staff on health and safety matters. This can be done either by consulting with employees as individuals or through a representative who has been elected by all staff on site. Any elected health and safety representative is entitled to reasonable time off, with pay, to enable them to carry out their role.

Many schools will already have adequate procedures in place for consulting with staff; these may include a formal health and safety committee (comprising of Trade Union and Management representatives), putting health and safety as an agenda item at formal staff meetings, team meetings, discussions during performance management, appraisals and one to one's etc. Where arrangements are already in place, these should be reviewed to ensure that they remain fit for purpose. Where no formal arrangements exist, you should ensure that appropriate means for consulting with staff are put into place.

### Help and Advice

Advice on any health and safety matter can be obtained through the Children, Young People and Families Service Health and Safety Advisers. Some useful telephone numbers are attached to the policy.

This is the Health and Safety Policy of:

**Bents Green Secondary School for the Ringinglow Site only. Please refer to the Health & Safety Policy for Westfield School or Sheaf Training for matters relating to Health & Safety at either of those sites.**

Address

**Ringinglow Road  
Sheffield  
S11 7TB**

## Policy Statement

The Headteacher, Governors and staff at this school are committed to providing high standards of health and safety for all users of the school.

As a school, our educational priorities aim to:-

- encourage all pupils to achieve their full academic and social potential;
- provide pupils with the skills and experience which will ensure that the widest possible range of choices are open to them in their future lives;
- provide a sense of community in which individuals feel valued and are actively encouraged to value, respect and help others;
- create an atmosphere in which students enjoy and take pride in their achievements.

These educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within the school. Health and safety at this school is an area where Governors, the Headteacher, staff, safety representatives and parents share common objectives. It is vital that we all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in school can be achieved.

## Aims

- To ensure that the school is always a safe and healthy place in which to work.

- To provide plant, equipment, resources and systems of work that are safe and without risks to health
- To raise awareness among all users of the school as to their responsibility for themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees, authorised volunteers and third party users to avoid hazards and contribute positively to their own health and safety at work
- To ensure the dissemination of all relevant information from the CYPF and other bodies to the correct user[s].
- To regularly monitor and review safety procedures throughout the school.
- To create and update a central file containing relevant health and safety information

**This safety policy will be regularly reviewed and updated**

Signed
Position
Date
Date for Review

## Responsibilities

1 Overall responsibility for the management of health and safety in the school is that of

Amanda Costello (Headteacher)
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2 Responsibility for the following areas is that of

Area of Work Gibson House
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Name
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Mr Garth Nevin
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Area of Work School – Teaching areas and grounds
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Name
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Chris Brooks
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Area of Work Domestic Provisions
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Name
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Facilities Manager/Property Manager/Business Manager
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Area of Work Whole School Buildings
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Name
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Debbie Ireland
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Area of Work Science/Food Tech/CDT/LBL/Art/PE
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Name
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Science-Adrian Symonds/Food Tech-Cindy Jones/LBL-Emily Whiteley/PE–Matthew Telling
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### Notes

In this section you should identify and allocate the specific roles and functions to appropriate members of the school management team and faculty heads with competence in specific areas (e.g. Science, D & T, PE, Food Technology, Educational Visits, and Premises Management etc)

## General Responsibilities

### The Governors will:

- Ensure that adequate funding is provided from the school budget to enable the school to be organised and run in a safe and healthy manner.
- Deal with any health and safety problems brought to them by the Head Teacher, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the Council and CYPF Health and Safety Policy is brought to the attention of all staff and implemented in school.
- Help prepare, implement and monitor a “site-specific” health and safety policy
- Confirm compliance with Statutory and Local Authority policies and procedures and monitor health and safety management within school
- Ensure that appropriate risk assessments have been carried out
- Ensure that all members of staff receive appropriate training.
- Ensure that the Headteacher has an appropriate workload in support of a reasonable work/life balance
- Ensure adequate consultation takes place to allow everyone to contribute to safe working. This will be done in the following way:

- Through staff meetings/training sessions
- The governors expect all staff to be vigilant at all times and report any health and safety issue verbally to the appropriate person, also any health and safety issue should be recorded on the MLE for notice of premises staff
- Health and Safety is a standing item on the Resources Committee whereby any issues raised by staff will be discussed.

## The Headteacher will:

- Take overall responsibility for day to day management of health and safety issues
- Ensure that health and safety is incorporated into the planning and organisation of all school functions.
- Ensure that suitable and sufficient assessments of hazards and risks to staff members, pupils and other visitors and users of the school are carried out. Further, to act upon those assessments in order to reduce risk.
- Attend health and safety training courses as appropriate.
- Ensure the provision of adequate training, communication, instruction and supervision for all members of staff (including supply staff and volunteers).
- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their responsibilities.
- Ensure staff have an appropriate workload in support of a reasonable work/life balance.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of staff and the governors.
- Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working. This will be done in the following way:

- Hold Staff Training Days.
- Core Leadership Team will review Health and Safety issues raised by Governors, Staff, Building Staff.
- Hold regular Health and Safety meetings with Governors.

## All Staff Members will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the schools policies and procedures and follow any guidance, policies and procedures issued by the CYPF.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, on school business or on educational visits.
- Attend health and safety training courses as appropriate.
- Undertake relevant risk assessments and share findings and preventative measures with all appropriate stakeholders.
- Bring to the attention of the Headteacher information about accidents, near misses, dangerous equipment or situations which may occur whilst in school or on educational visits.
- Report to the Headteacher any problems that they feel that they cannot deal with themselves.
- Take responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with the health and safety policy of their employer.

## School Health and Safety Representative

The Governing Body and Headteacher recognise the role of Safety Representatives. Safety Representatives will be allowed appropriate paid time off to enable them to fulfil their duties.

We communicate and consult with safety representatives on a regular basis about health and safety matters and offer facilities to enable them to investigate workplace accidents, employee complaints and to carry out periodic health and safety inspections.

Name	Trade Union
Chris Brooks	NASUWT



# General Arrangements to Keep People Safe

## 1 Risk Assessment

Risk Assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation requires a risk assessment approach.

All of our Risk Assessments are recorded. We usually use the CYPF Generic Risk Assessment booklets as a starting point but, where there are no generic assessments we carry out our own assessments using the blank assessment form which can be found in the Health Safety and Risk area of Schoolpoint). Risks are assessed periodically (usually on an annual basis), following an accident, on the introduction of any new process/equipment and also any change in circumstances.

We share the findings of our risk assessments with all members of staff

Risk assessments are usually kept:

Document	Location
Fire Risk Assessment	Caretakers Office
Generic Premises Risk Assessment	Business Manager's Office
Foundation Stage Risk Assessment	N/A
Educational Visits Risk Assessments	Staff Work Room and MLE
Hazardous Substances Risk Assessments	Caretakers Office
Task / activity based Risk Assessments	Staff Work Room and MLE

Shown below are the name(s) of the staff assisting with the assessment process as well as details on when they will be carried out and our updating systems.

The following people assist with the assessment process for their individual area of work:

Name	Area of responsibility
Garth Nevin	Gibson House
Marie Gregory/Amanda Costello	Site Activities/Whole School Activities
Facilities Manager/Property Manager/Business Manager	Domestic Provision

**NB** It is the Headteachers responsibility to ensure that risk assessments are carried out. However the Headteacher may delegate the function or request the assistance of competent staff in carrying out a risk assessment.

## 2 Fire

An outbreak of fire in a school can be extremely serious. The **Regulatory Reform (Fire Safety) Order 2005** makes it a legal requirement for each building to have an up to date fire risk assessment. Our Fire Risk assessment identifies all sources of heat with the potential to cause fire e.g. gas heaters, Bunsen burners, cookers etc. and it also consider the storage of combustible materials.

When our school requires painting, only paints providing a flame retardant surface will be used in high risk areas (assembly halls, means of escape, staircases, areas where there is an added fire risk etc).

Ongoing monitoring is carried out to ensure that combustible materials (liquids, solids or gases) do not come into contact with sources of heat.

Internal fire doors are kept closed to stop fire spreading. Hydraulic door closers are checked regularly and maintained as necessary to ensure correct operation (damage to these closers is very common in schools).

All documentation relating to fire safety is kept:

Document	Location
Fire Risk Assessment (including Arson Assessment)	Business Manager – Business office
Fire Precautions Log Book	Mick Tinker/Steve Watson – Caretakers Office
Fire Safety Training Records	Caretakers fire log book – Caretakers Office

The following people have a role to play in ensuring fire safety issues are adequately dealt with

Name	Responsible for:
Amanda Costello	Named Responsible Person
Debbie Ireland/Business Manager Mick Tinker/Facilities Manager	Ensuring there is a current fire risk assessment in place and a process for reviewing / updating on a regular basis
SLT/Garth Nevin	Inducting new members of staff and supply / agency staff, contractors etc
SLT/Garth Nevin	Making sure that staff receive regular refresher training
Business Manager/Property Manager	Making sure relevant information is shared with other users of the premises such as lettings, breakfast and after school clubs etc
Mick Tinker/Facilities Manager Steve Watson/Property Manager	Ensuring regular fire drills are carried out and recorded
Mick Tinker/Facilities Manager Steve Watson/Property Manager	Keeping the Fire Precautions Log Book up to date

### 3 Permission to Work

The CYPF Permission to Work process is in place at this school for all work that is intrusive to the fabric of the building. The following people have responsibilities:

Name	Responsible for:
Property Manager	Ensuring that the CYPF Assets Team is informed at the planning stage of any work that is <b>intrusive</b> to the fabric of the building
Property Manager	Inducting new members of staff in the process
Caretaker	Ensuring that all <b>non-intrusive</b> work is risk assessed
Caretaker's Office	Keeping an up to date log of all <b>non-intrusive</b> work

The following people have attended training in the permission to work scheme

Name	Date of Training:
Mick Tinker	February 2015
Steve Watson	September 2014

### 4 Asbestos

Asbestos is a naturally occurring mineral that has been used for many years in the construction of buildings and in many products. It was used mainly because of its fire proofing and insulation qualities.

We have got an Asbestos Management survey on site and this has been shared with all members of staff. Staff are aware that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale the fibres.

All documentation relating to asbestos is kept:

Document	Location
Asbestos Register	Main Reception
Asbestos management survey and risk assessment	Caretakers Office
Asbestos survey review documentation	Main reception

NB. The location of the register is important, as it must be readily available to all who need to consult and sign it.

Name	Responsible for:
Amanda Costello	Overall responsibility as Named Duty Holder
Receptionist/FM Staff	Bringing the asbestos register to the attention of anyone likely to disturb asbestos fibres in the course of daily routines or proposing to plan or carry out work. e.g. other school / site staff, surveyors, contractors, computer technicians, visitors, helpers etc
Caretaker	Advising the Assets team at the concept stage of work via the Permission to Work scheme
Caretaker	Making sure more detailed surveys (covering the full scope of works) are in place for invasive work e.g. wiring, refurbishment, plumbing, demolition etc
N/A	Regularly reviewing the condition of asbestos material and recording the findings
N/A	Regularly reviewing asbestos risk assessments and recording findings
Caretaker	Making sure that floor plan changes are recorded and updated

The following people have attended Asbestos training

Name	Date of Training:
Mick Tinker	Sept 2012
Steve Watson	Oct 2014

## 5 Legionella Risk Management

Legionnaires' disease is a type of pneumonia. It is an uncommon, but serious disease.

People can catch Legionnaires disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium.

Legionnaires' disease does not spread from person to person.

We have had a full Legionella audit of the school which has been shared with all members of staff. Key members of staff have a role to play in ensuring that the findings of the audit are actioned and making sure that regular monitoring is carried out on site

Document	Location
Legionella Survey	Caretakers Office
Legionella Log Book	Caretaker's Office

The following people have a role to play in ensuring the procedure in place for managing Legionella issues:

Name	Responsible for:
Amanda Costello Property Manager	Overall responsibility as Named Duty Holder Ensuring that the recommendations of the Legionella risk assessment are carried out
Property Manager	Ensuring that the Legionella risk assessment is reviewed on a regular basis
Caretaker	Ensuring that all activities identified in the maintenance programme are carried out and recorded
Caretaker	Keeping the Log Book up to date

The following people have attended Legionella training

Name	Date of Training:
Mick Tinker	February 2015
Steve Watson	September 2014

## 6 Accidents

Even in a safety conscious school, accidents may still occur. This is how we deal with them.

All accidents involving staff, pupils or visitors will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided. Copies of accident report forms are sent to the CYPF Health and Safety Advisers.

Document	Location
Accident Report Forms	HLTA Office
RIDDOR report forms	On-line

The following people have responsibilities for:

Name	Responsible for:
Karen Oates	Recording all accidents to staff / pupils
Karen Oates/Debbie Ireland	Ensuring that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive (under the RIDDOR

	regulations), are reported to the incident call centre (0845 300 9923) and also to the CYPF Health and Safety Team
Debbie Ireland	Ensuring risk assessments are reviewed in light of lessons learned
Sally Haslingden	Periodically reviewing accident reports to identify trends
Amanda Costello	Reporting serious incidents / accidents to Governors

## 7 First Aid

This school will follow the statutory requirement for first aid equipment and provide suitably trained first aid staff. Where there are young children on site i.e. Nursery's / Breakfast and after school clubs, key members of staff hold an additional paediatric first aid certificate. NB There is sufficient paediatric first aiders to ensure cover on all off site activities involving young children.

Our school risk assessment identifies the actual number of first aiders required.

(As a rough guide the recommendation is 1 first aider for every 100 people on site. This is usually made up of 2 fully qualified first aiders, with the remainder holding the 1 day emergency first aid certificate)

The following people hold a relevant first aid qualification.

Name	Date of Qualification	Level of qualification i.e. full/emergency Adult/paediatric
Karen Oates	Full	Yes
Cindy Jones	Full	Yes
Jennie Stringer	Full	Yes
Debbie Bayley	Full	Yes
Dave Hepworth	Full	Yes
Duncan Lock	Full	Yes
Karen Taylor	Full	Yes
Sonia Thomas-Coleman	Full	Yes

The following people have responsibilities for:

Name	Responsible for:
Amanda Costello	Ensuring that a risk assessment is in place to determine the appropriate level of first aid cover throughout the whole of the school day (including off site activities)
Relevant member of SLT	Keeping records of First Aid Qualifications and ensuring these are re validated
Karen Oates	Ensuring First Aid boxes are checked and restocked on a regular basis

## 8 Electricity

Electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained.

The visual checking, maintenance and repair of portable and transportable electrical equipment is the responsibility of the school.

Fixed installations i.e. sockets, light fittings and general wiring throughout the school will be tested at least every five years by a competent electrician. (This is carried out automatically for those that subscribe to the **Premises Package**).

Document	Location
Inventory of Portable appliances	Caretakers Office
PAT testing Certificate	Caretaker's Office
Fixed installation test certificate	Caretaker's Office

The following people have responsibilities for:

Name	Responsible for:
Caretaker	Visually checking portable electrical appliances
Facilities Manager	Arranging the testing of portable appliances
Property Manager	Ensuring the five yearly checks are carried out on the fixed installation
Caretaker	Arranging repairs / remedial work
Caretaker	Showing key members of staff how to isolate the electrical supply in an emergency situation

## 9 Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safe) contractor on an annual basis.

Document	Location
Gas Servicing Certificates	Caretaker's Office

The following people have responsibilities for:

Name	Responsible for:
Facilities Manager	Arranging the testing and maintenance of gas appliances
Facilities Manager	Arranging repairs / remedial work
Property Manager	Ensuring any work to gas appliances is carried out by a competent contractor (Gas safe)

Caretaker	Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation
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## 10 Substances

The **Control of Substances Hazardous to Health Regulations** require an assessment to be made of the work processes that involve the use of substances that are hazardous to health.

At our school we ensure that all substances that fall within the COSHH regulations are kept to a minimum and are stored safely and securely out of reach of children. Hazard data sheets are available for all substances and a documented risk assessment is available for all work processes

Document	Location
Hazardous substances inventory i.e. cleaning/janitorial substances, science chemicals, glues and paints for art etc	Caretaker's Office/Cleaning Cupboards
Hazard Data Sheets	As above
Documented risk assessments	Caretaker's Office

The following people have responsibilities for:

Name	Responsible for:
Facilities Manager	Keeping the inventory up to date
Facilities Manager	Ensuring hazard data sheets are available
Facilities Manager	Making sure that risk assessments are documented
Facilities Manager	Making sure Personal Protective Equipment (where necessary) is provided and worn
Facilities Manager	Training staff in the safe use and handling of substances
Facilities Manager	Disposing of surplus substances safely

## 11 Educational Visits and Off-site Activities

The school complies with Local Authority guidance on educational visits. Plans for all off site visits are reported to the Governors on a regular basis. Specific approval is given by Governors for all residential visits and visits abroad. We currently use the EVOLVE on line approval system.

We have a named Educational Visits co-ordinator who has received the appropriate Local Authority training and is responsible for:

- ~ Supporting the Headteacher when approving educational visits
- ~ Assessing the competency of leaders and other adults on the visit
- ~ Ensuring that all members of staff receive induction training in the schools process for educational visits



- ~ Helping and supporting members of staff with the planning of educational visits including help with risk assessments
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Document	Location
Educational Visits Documentation	Post 16 Office/MLE/Ringinglow Rd Staff Work Room
Educational Visits Generic Risk Assessments	Post 16 Office/MLE/Ringinglow Road Staff Work Room.

The following people have responsibilities for:

Name	Responsible for:
Marie Gregory	Educational Visits Co-ordinator
Amanda Costello	Reporting Educational Visits to Governors
Amanda Costello	Ensuring staff receive induction training in educational visits
Amanda Costello	Ensuring post visit evaluation is completed

The following people have attended EVC training and also EVOLVE training

Name	Date / Type of Training:
Marie Gregory	9/12
Amanda Costello	5/16

## 12 Medical Needs

There is no legal obligation requiring school staff to administer medication. However, this school recognises that children with medical needs have the same right of admission to a school setting as other children.

There is a clearly documented policy in place in school for dealing with medication and medical needs of children and this has been communicated to all staff. Some members of staff have received specific training to enable them to administer medication.

Document	Location
Medicines Policy	Medical Room
Pupils individual care plans	Medical Room
Consent Forms	Medical Room

The following people can administer medicines and have received relevant training

Name	Date of Training	Type of training i.e. use of epi-pen
Karen Taylor	28/02/17	First Aid at Work

Karen Oates	28/06/17	First Aid at Work

### 13 Curriculum Safety

All teachers are aware of and familiar with the need to carry out risk assessment in their own area of work. They must ensure that they are aware of the risks which might arise from the tools, equipment, materials and processes that they plan for children to use. All guidance material from CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), DATA (Design and Technology Association) and AfPE (Association for Physical Education – formerly BAALPE) will be available for staff.

The Governors and Headteacher have responsibility for making sure that staff are competent and attend training as appropriate

Document	Location
CLEAPSS	Science Teacher Room
AfPE	Sports Hall Store Cupboard
DATA	Technology Room

The following people have responsibilities for:

Name	Responsible for:
Amanda Costello	Ensuring risk assessments are in place for all tasks / activities

The following people have attended training

Name	Date of Training	Type of training i.e. Woodworking machines; Radiation Protection Supervisor, Trampoline Coaching etc
Marie Gregory		Trampolining
Matthew Telling		Trampolining

### 14 Work Experience

The Schools Work Experience Co-ordinators will ensure that there is clear communication and co-ordination between placement providers, students and parents. All work experience placements will be vetted by a competent person and the co-ordinator will ensure that specific risk assessments have been carried out. They will also carry out on-site monitoring of placements

Document	Location
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Safety on Work Experience	Post 16
Risk Assessments	Post 16

The following people have responsibilities for:

Name	Responsible for:
SLT	Work Experience Co-Coordinator
SLT	Ensuring work experience placements have been vetted
SLT	Making sure risk assessments are available and have been shared with students / parents
SLT	Carrying out monitoring visits during work experience placements

## 15 Staff Wellbeing and Stress

The health and wellbeing of all members of our staff is considered as part of the schools risk assessment process. All members of staff have the opportunity to contribute to the schools stress risk assessment. This is reviewed periodically and the findings shared with staff.

Document	Location
Stress Risk Assessment	MLE
Information relating to Employee Assistance Programme	MLE

## 16 Monitor and Review

Measuring health and safety performance is important as we need to know how effectively we are controlling risk in our school. The arrangements that have been put into place will be monitored and reviewed on a regular basis to ensure that they remain effective. Monitoring will include checking that where responsibilities are delegated that individuals clearly understand their roles and responsibilities. Management information (which includes both active and reactive data) will also be considered to improve performance.



## Useful Contacts

The **Health and Safety Consultants** are based at:

**Town Hall (Room 202)**  
**Pinstone Street**  
**Sheffield**  
**S1 2HH**

Contact details: 0114 2734082 or [healthandsafety@sheffield.gov.uk](mailto:healthandsafety@sheffield.gov.uk)

The **Occupational Health Team** is based at

**(Room G36)**  
**The Town Hall**  
Pinstone Street  
Sheffield  
S1 2HH

Contact details: Stephen Lever - Admin  
None School: 0114 2736473

Useful Websites

[Schoolpoint](#)

[Technology Forge](#)

[www.hse.gov.uk](http://www.hse.gov.uk)

