



**Policy Name**                      **Health, Safety & Wellbeing Policy**

**Date of policy:**                      **February 2019**

**Member of staff responsible:**   **Headteacher**

**Reviewed and ratified:**           **29<sup>th</sup> September 2021**  
**7<sup>th</sup> February 2024**

**Date of Next Review:**              **See Governor Hub**

**Governors Present:**                **Lee Hilton-Brammer**  
**Caroline Cigala**  
**Jason Hutson**  
**Glynn Riches**  
**Ian Roberts**



“Take Time for Health, Safety and Wellbeing”

**Watercliffe Meadow School**

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



## **Policy Statement**

The Headteacher, Governors and staff at our 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.

## **Our Health, Safety & Wellbeing Objectives**

To successfully implement its statement of intent of "Taking Time" for Health, Safety & Wellbeing – our School will:-

- a) Provide and maintain a safe and healthy environment for all
- b) Ensure individual acceptance of health, safety and wellbeing as an integral part of all work activities
- c) Ensure that employees, pupils, visitors and others are provided with the necessary information, instruction, training and supervision to enable them to carry out their health, safety and wellbeing responsibilities
- d) Engage employees in health, safety and wellbeing matters to ensure understanding and compliance
- e) Fulfil, as a minimum, its statutory and common law duty of care
- f) Apply sensible and proportionate risk management practices to health and safety matters
- g) Aim to be in the upper quartile, both Regionally and Nationally for fewer accidents / incidents and less occupational ill health
- h) Ensure that a positive health, safety, and wellbeing culture is in place. A positive culture has three key elements:
  - working practices and rules for effectively controlling hazards
  - A positive attitude towards risk management and compliance with the control processes
  - The capacity to learn from accidents, near misses and safety performance indicators and bring about continual improvement.

## Responsibilities

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

|          |               |
|----------|---------------|
| Ian Read | (Headteacher) |
|----------|---------------|

2 Responsibility for the following areas is that of

|  |
|--|
| Area of Work: Premises and Management, Foundation Stage & Outdoor Play Equipment |
| Name: Rachel Stone   |
| Duty Holder New to post. To be arranged  |

|                                       |
|---------------------------------------|
| Area of Work: Educational Visits      |
| Name: Rachel Stone & Elizabeth Graham |

|                              |
|------------------------------|
| Area of Work: Forest Schools |
| Name: Steve Allsopp          |

|                            |
|----------------------------|
| Area of Work: Café/Kitchen |
| Name: Rachel Stone         |

## General Responsibilities

### The Governors will "Take Time" to:

- 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 school's Health, Safety & Wellbeing 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 information, instruction and 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:
  - Regular Governor Meetings with H&S as a standing item
  - Yearly H&S walks by H&S Governor
  - Check completion of Risk Assessments across school
  - All staff to be involved in half termly H&S monitoring
  - Sharing H&S issues with staff where appropriate and enabling staff to report H&S concerns easily

**The Headteacher will “Take Time” to:**

Headteachers have delegated responsibility for the day to day management of health, safety and wellbeing on their school site. They will Take Time to make sure that:

- Proportionate attention is given to health, safety and wellbeing and performance is monitored and reviewed periodically
- Significant risk are identifies, assessed, managed and monitored effectively
- Attend Health and Safety training courses as appropriate
- Employees have the right knowledge, skills and training to work without risk to their health, safety or wellbeing
- Employees understand and take ownership of any delegated responsibilities
- There are effective means of communication and consultation with Partners e.g. PFI providers, employees and/or their representatives and Trade Unions
- Share / communicate this Health, Safety & Wellbeing Policy with all staff
- Ensure adequate consultation and communication takes place to allow everyone to contribute to safe working. This will be done in the following way:-
  - Using staff briefings to share any H&S updates
  - Being proactive with policy around staff wellbeing and using appraisal to support this
  - Ensure staff with responsibility for H&S carry out this within their role

**All Staff Members will “Take Time” to:**

- 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 Health, Safety & Wellbeing Team.
- 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 |
|---------|-------------|
| Vacancy |             |

### 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 use the 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 365 Sharepoint). 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                   | Workspace/Staffshare/Premises |
| Generic Premises Risk Assessment       | Workspace/Staffshare/Premises |
| Foundation Stage Risk Assessment       | Main Office                   |
| Educational Visits Risk Assessments    | Main Office                   |
| Hazardous Substances Risk Assessments  | Caretaker's Office            |
| Task / activity based Risk Assessments | Main Office                   |

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  |
|---------------------------------|-------------------------|
| Jason Hutson                    | H&S Governor            |
| Rachel Stone & Elizabeth Graham | Visits / Residentials   |
| Gillie Lane                     | Foundation Stage        |
| Steve Allsopp                   | Forest School           |
| Jo Dwyer & Lisa Tourzani        | Outside Play areas Y2-6 |
| Mark Hallam                     | Premises                |

**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) | Main Office & Workspace/Staffshare/Premises |
| Fire Precautions Log Book                         | Caretaker's Office                          |
| Fire Safety Training Records                      | Main Office                                 |

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

| Name                        | Responsible for:   |
|-----------------------------|--|
|                             | Named Responsible Person   |
| Rachel Stone<br>Mark Hallam | Ensuring there is a current fire risk assessment in place and a process for reviewing / updating on a regular basis                |
| Rachel Stone                | Inducting new members of staff and supply / agency staff, contractors etc  |
| Rachel Stone                | Making sure that staff receive regular refresher training  |
| Rachel Stone<br>Mark Hallam | Making sure relevant information is shared with other users of the premises such as lettings, breakfast and after school clubs etc |
| Rachel Stone<br>Mark Hallam | Ensuring regular fire drills are carried out and recorded  |
| Rachel Stone<br>Mark Hallam | Keeping the Fire Precautions Log Book up to date   |

Fire Warden Training

| Name           | Date of Training: |
|----------------|-------------------|
| Rachel Stone   | Summer 2023       |
| Mark Hallam    | Summer 2021       |
| Trisha Burn    | Autumn 2023       |
| Sarah Hutson   | Summer 2021       |
| Claire Bradley | Summer 2021       |
| Ian Read       | Summer 2021       |

### 3 Permission to Work

The 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:   |
|--------------|--|
| Rachel Stone | Ensuring that the T & FM Team is informed at the planning stage of any work that is <b>intrusive</b> to the fabric of the building |
|              | Inducting new members of staff in the process  |
|              | Ensuring that all <b>non-intrusive</b> work is risk assessed   |
| Caretakers   | 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:                        |
|--------------|--|
| Rachel Stone | The training is via Tech Forge. On going |
| Mark Hallam  | 11.01.11                                 |

### 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. All 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                              | Caretaker's Office   |
| Asbestos management survey and risk assessment | As the school was built in 2010 there is no asbestos in the building |
| Asbestos survey review documentation           |  |

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:  |
|---------------------------|---|
| Ian Read                  | Overall responsibility as Named Duty Holder   |
| NA                        | 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 |
| Rachel Stone              | Advising the Assets team at the concept stage of work via the Permission to Work scheme   |
| Rachel Stone              | Making sure more detailed surveys (covering the full scope of works) are in place for invasive work e.g. wiring, refurbishment, plumbing, demolition etc  |
| NA                        | Regularly reviewing the condition of asbestos material and recording the findings   |
| NA                        | Regularly reviewing asbestos risk assessments and recording findings  |
| Rachel Stone & Tech Forge | Making sure that floor plan changes are recorded and updated  |

The following people have attended Asbestos training NA

## 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   | Caretaker's 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:  |
|-------------|---|
| Ian Read    | Overall responsibility as Named Duty Holder   |
| Mark Hallam | Ensuring that the recommendations of the Legionella risk assessment are carried out               |
| Mark Hallam | Ensuring that the Legionella risk assessment is reviewed on a regular basis                       |
| Mark Hallam | Ensuring that all activities identified in the maintenance programme are carried out and recorded |
| Mark Hallam | Keeping the Log Book up to date   |

The following people have attended Legionella training

| Name           | Date of Training:   |
|----------------|---|
| Mark Hallam    | 12 <sup>th</sup> November 2020 / 21 <sup>st</sup> November 2023 |
| Rachel Stone   | 17 <sup>th</sup> November 2023                                  |
| Claire Bradley | 14 <sup>th</sup> November 2023                                  |
| Trisha Burn    | 24 <sup>th</sup> November 2023                                  |

## 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 [Health, Safety & Wellbeing Team](#).

| Document              | Location   |
|-----------------------|--|
| Accident Report Forms | Kept in main office. Accident forms are completed on line and go directly to SCC H&S |
| RIDDOR report forms   | Kept in main office  |

The following people have responsibilities for:

| Name                                       | Responsible for:  |
|--|---|
| All staff                                  | Recording all accidents to staff / pupils   |
| Ian Read<br>Claire Bradley<br>Rachel Stone | 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 Health, Safety & Wellbeing Team <b>immediately</b> |
| Ian Read<br>Claire Bradley<br>Rachel Stone | Ensuring risk assessments are reviewed in light of lessons learned  |
| Ian Read<br>Claire Bradley<br>Rachel Stone | Periodically reviewing accident reports to identify trends  |
| Ian Read<br>Claire Bradley                 | 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 / paediatric |
|--------------------------|---|--|
| Sue Bibby & Diane Fenton | 19 <sup>th</sup> & 20 <sup>th</sup> July 2021<br>2 <sup>nd</sup> – 4 <sup>th</sup> October 2023 | Paediatric<br>Full                                       |
| Sarah Hutson             | 19 <sup>th</sup> & 20 <sup>th</sup> July 2021   | Paediatric   |
| Danielle Houghton        | 19 <sup>th</sup> & 20 <sup>th</sup> July 2021   | Paediatric   |
| Danielle Page            | 19 <sup>th</sup> & 20 <sup>th</sup> July 2021   | Paediatric   |
| Emily Stenton            | 19 <sup>th</sup> & 20 <sup>th</sup> July 2021   | Paediatric   |
| Lisa Howson              | 19 <sup>th</sup> & 20 <sup>th</sup> July 2021   | Paediatric   |
| Ellie Bye                | 19 <sup>th</sup> & 20 <sup>th</sup> July 2021   | Paediatric   |
| Kathryn Bersford         | 19 <sup>th</sup> & 20 <sup>th</sup> July 2021   | Paediatric   |
| Giorgina Parker          | 19 <sup>th</sup> & 20 <sup>th</sup> July 2021   | Paediatric   |

The following people have responsibilities for:

| Name      | Responsible for:   |
|-----------|--|
| Ian Read  | 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) |
| Sue Bibby | Keeping records of First Aid Qualifications and ensuring these are re validated  |

|           |   |
|-----------|---|
| Sue Bibby | 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 **T & FM Servicing Package**).

| Document                            | Location       |
|-------------------------------------|----------------|
| Inventory of Portable appliances    | Tech Forge SCC |
| PAT testing Certificate             | Tech Forge SCC |
| Fixed installation test certificate | Tech Forge SCC |

The following people have responsibilities for:

| Name             | Responsible for:  |
|------------------|---|
| Caretakers       | Visually checking portable electrical appliances  |
| LEAF package SCC | Arranging the testing of portable appliances  |
| SCC              | Ensuring the five yearly checks are carried out on the fixed installation                   |
| Rachel Stone     | Arranging repairs / remedial work   |
| Caretakers       | 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 | Tech Forge |
|                            |            |

The following people have responsibilities for:

| Name                  | Responsible for:  |
|-----------------------|---|
| SCC via Premises Team | Arranging the testing and maintenance of gas appliances   |
| Premises Team         | Arranging repairs / remedial work   |
| Premises Team via SCC | Ensuring any work to gas appliances is carried out by a competent contractor (Gas safe)                       |
| Premises Team via SCC | Showing key members of staff how to isolate the gas supply when it is not in use or in an emergency situation |

## 10 Substances

The **Control of Substances Hazardous to Health Regulations** requires 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, kitchen, main office         |
| Safety Data Sheets  | Caretakers office, kitchen, main office & server |
| Documented risk assessments   |  |

The following people have responsibilities for:

| Name                       | Responsible for:   |
|----------------------------|--|
| Caretaker                  | Keeping the inventory up to date   |
| Caretaker                  | Ensuring safety data sheets are available  |
| Rachel Stone               | Making sure that risk assessments are documented                                 |
| Rachel Stone & Mark Hallam | Making sure Personal Protective Equipment (where necessary) is provided and worn |
| SCC                        | Training staff in the safe use and handling of substances                        |
| Advice from H&S SCC        | 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

| Document                                    | Location   |
|---|--|
| Educational Visits Documentation            | On server (Staff share, admin, educational visits) |
| Educational Visits Generic Risk Assessments | On server (Staff share, admin, educational visits) |

The following people have responsibilities for:

| Name                            | Responsible for:  |
|---------------------------------|---|
| Rachel Stone & Elizabeth Graham | Educational Visits Co-ordinators                                |
| Claire Bradley                  | Reporting Educational Visits to Governors                       |
| Rachel Stone<br>Claire Bradley  | Ensuring staff receive induction training in educational visits |
| Rachel Stone<br>Claire Bradley  | Ensuring post visit evaluation is completed                     |

The following people have attended EVC training and also EVOLVE training

| Name             | Date / Type of Training: |
|------------------|--------------------------|
| Elizabeth Graham | 2005                     |
| Rachel Stone     | 2023 EVC only            |

## 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             | In school office |
| Pupils individual care plans | In school office |
| Consent Forms                | In school office |

The following people can administer medicines and have received relevant training

| Name         | Administering Medicines Training | KITT Anaphylaxis Training |
|--------------|----------------------------------|---------------------------|
| Sue Bibby    | 09.10.23                         | 03.10.23                  |
| Sarah Hutson | 09.10.23                         | 30.09.23                  |
| Diane Fenton | 27.09.23                         | 05.10.23                  |
| Rachel Stone | 09.10.23                         | 29.09.23                  |

## 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 Safe Practice in School Sport & Physical Education 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                            | N/A      |
| Safe Practice in School Sport & PE | Office   |
| DATA                               |          |

The following people have responsibilities for:

| Name  | Responsible for:  |
|---|---|
| Staff organising the activity along with Rachel Stone | Ensuring risk assessments are in place for all tasks / activities |

#### 14 **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 | Server (Staff Share / Admin / Policies / 2018) |

#### 15 **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**

Health and Safety Team - Contact details: 0114 2734082 or [healthandsafety@sheffield.gov.uk](mailto:healthandsafety@sheffield.gov.uk)

Transport & Facilities Management Team - Contact details: 0114 2735621  
[PFMContactCentre@sheffield.gov.uk](mailto:PFMContactCentre@sheffield.gov.uk)

Insurance & Risk Team – Contact details: 0114 2053915  
[Risk@sheffield.gov.uk](mailto:Risk@sheffield.gov.uk)