Health and Safety Policy

Westoe Crown Primary School

September 2026

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Statement of Intent

This statement supports South Tyneside Council's Health & Safety Policy and provides specific arrangements for our school. It applies to all staff, pupils, visitors, and contractors using the premises. Copies of the Council's policy and other health and safety documents are available via Health and Safety Policy and Procedures - South Tyneside Council

Our Commitment

We aim to protect the health, safety, and welfare of everyone at school—staff, pupils, visitors, and contractors—so far as is reasonably practicable.

We follow the Health and Safety at Work Act 1974 and related regulations, and we strive to meet and exceed these standards.

What We Will Do

We will:

- Provide enough resources to carry out this policy effectively.
- Seek expert advice to stay up to date with legal and best practice requirements.
- Carry out and record risk assessments for activities that may pose risks.
- Make sure equipment and systems are safe to use.
- Handle and store substances safely.
- Keep the school environment safe and well-maintained.
- Ensure staff welfare facilities are suitable and safe.
- Provide training, information, and supervision to staff, governors, and visitors.
- Supply personal protective equipment when needed.
- Consider the needs of people with disabilities or language barriers.
- Offer access to occupational health services.
- Monitor and improve our health and safety performance.
- Promote a positive safety culture across the school.

Communication & Consultation

We will:

- Consult with staff and their representatives on health and safety matters.
- Treat health and safety as a core part of school management.
- Keep clear systems in place to share health and safety information.
- Create and monitor a Health & Safety Action Plan with clear goals and improvements.

Everyone's Role

All staff must actively support this policy. Contractors and consultants working with the school must also follow it.

We will:

- Check that contractors are competent and safe to work on site.
- Review this policy every year.
- Make sure all staff understand the policy and their responsibilities.

Failure to follow this policy may lead to disciplinary action and could result in legal consequences.

Policy owner	**Headteacher / Governing Body**
Approved by	**Governing Body**
Approval date	
Review date	
Version number	**Version 1.0**
School review responsibility	**Headteacher, in consultation with the Governing Body and relevant staff**
Chair of Governors name	**Geraldine Box**
Chair of Governors signature	
Headteacher name	**Jill Dickinson**
Headteacher signature	

Organisation of Health & Safety in School

Health & Safety in schools is a shared responsibility between staff, the Governing Body, and the Local Authority. Everyone plays a part in keeping the school safe. Below are the key roles and what they're responsible for:

Governors

Governors oversee health and safety across the school. While they don't carry personal liability for every issue, they must ensure the school is doing everything reasonably possible to prevent accidents and injuries.

Governors must:

- Work with the Headteacher to create and review the school's Health & Safety Policy at least once a year.
- Make sure risk assessments are completed for activities with potential hazards and reviewed regularly.
- Allocate enough budget for health and safety needs (e.g. training, equipment).
- Ensure termly safety inspections are carried out and records are kept.
- Receive an annual health and safety report from the Headteacher.
- Promote a positive safety culture throughout the school.

Note: Voluntary Aided and Foundation Schools may have extra responsibilities.

Headteacher

The Headteacher is responsible for making sure the Health & Safety Policy is followed and that the school complies with all relevant laws.

Key duties include:

- Ensure all staff (including new, temporary, and volunteers) understand the policy and safe working practices.
- Appoint Health & Safety Coordinators if needed to support safety management.
- Make sure risk assessments are done for any hazardous activity.
- Carry out termly inspections of the site and equipment, and act on any issues found.

- Provide an annual safety report to Governors, including incidents and trends.
- Recommend safety-related funding and policy changes to Governors.
- Ensure health and safety is considered in all school decisions and projects.
- Review safety policies annually or when changes occur, and share updates with staff.
- Ensure time and budget are allocated for safety training and resources.
- Work with the Council's Health & Safety Team for advice and support.
- Maintain proper first aid and accident reporting procedures.
- Keep Governors informed of any major safety concerns or updates from the Council.

Deputy Heads / Heads of Department / Year Heads

These leaders support the Headteacher by managing health and safety in their areas.

They must:

- Make sure their teams (including students and helpers) understand safety rules and practices.
- Encourage pupils to take part in safety awareness.
- Inform the Headteacher of any training needs.
- Carry out and review risk assessments for their activities.
- Act quickly on safety concerns or stop unsafe practices until resolved.
- Check and record all portable electrical equipment termly and remove damaged items from use.
- Review fire safety measures with the Headteacher.
- Help investigate any accidents and suggest ways to prevent them happening again.

Teaching Staff (Including Supply Teachers)

Teachers must follow health and safety laws and help keep pupils and staff safe. Their responsibilities include:

- Making sure all helpers and temporary staff know the school's safety rules.
- Teaching pupils about risks in a way they can understand.

- Supervising pupils and knowing what to do in emergencies (fire, first aid, accidents).
- Following any special safety rules in their subject areas.
- Setting a good example by working safely.
- Checking equipment before use and ensuring protective gear is available and used.
- Reporting broken or unsafe equipment to the Headteacher or Department Head.
- Including safety in lessons (e.g. safe use of tools in DT).
- Helping with fire evacuations when alarms sound.

Site Manager / Caretaker

The Site Manager/Caretaker supports the Headteacher in maintaining a safe school site and premises.

They will:

- complete routine site checks and report hazards;
- ensure defects are recorded and actioned;
- support fire, security and emergency arrangements;
- monitor contractors working on site;
- check access routes, grounds and external areas;
- assist with premises-related risk assessments;
- ensure plant, equipment and services are used safely;
- keep inspection and maintenance records where required.

School Business Manager/ Office Manager *Delete as appropriate

The School Business Manager supports health and safety management through administration, procurement and record keeping.

They will:

- support the Headteacher with policy review and records;
- help coordinate training and compliance checks;
- ensure health and safety requirements are considered in purchasing;
- maintain records for contractors, servicing and inspections;

- support accident and incident reporting processes;
- help monitor actions from audits and inspections;
- ensure relevant documentation is shared with staff where required.

All Employees

All staff—whether teachers, caretakers, site managers, technicians, or support staff—must:

- Take care of their own safety and that of others.
- Cooperate with managers on safety matters.
- Never misuse safety equipment.
- Report accidents, near misses, or unsafe situations immediately.
- Report damaged equipment or hazards.
- Use protective clothing and safety gear when required.
- Follow safety rules and procedures at all times.
- Know what to do in emergencies like fire.
- Attend safety training and induction sessions.
- Wear ID badges visibly while on site.

Pupils

Pupils are expected to:

- Act responsibly for their own safety and others'.
- Dress appropriately for safety and hygiene (e.g. PE or science lessons).
- Follow school safety rules and staff instructions, especially in emergencies.
- Use safety equipment properly and avoid damaging or misusing it.

Parents and pupils will be informed of these expectations via the school website, and prospectus.

Contractors

Contractors working on site must meet health and safety standards. The school will:

- Vet contractors for safety competence before hiring.
- Make sure contractors follow the school's safety rules.

- Assign a named person to coordinate contractor activities on site.
- Inform staff and pupils of any temporary safety rules (e.g. restricted areas).
- Require contractors to submit risk assessments and method statements before starting work.
- Ensure contractors report to the Headteacher before each work session.
- Prevent children or vulnerable people from entering work areas.
- Ensure contractors working near pupils have appropriate background checks.
- Seek advice from the Asset Management or the Occupational Health & Safety Team when needed.

Visitors and Other Users of the School

To keep everyone safe, the school follows clear procedures for visitors, contractors, and anyone using shared spaces.

- If the school shares facilities (e.g. with adult learning or catering teams), safety procedures must be clearly communicated and coordinated.
- All visitors must follow the school's and Council's health and safety rules.
- Visitors must sign in using a visitor book or electronic system.
- Visitor badges must be worn if required.
- Where possible, visitors should be accompanied by a staff member.
- In case of fire or emergency, the staff member must guide the visitor to the assembly point.
- Any accidents involving visitors must be reported using the Council's form and investigated promptly.
- Serious incidents must be reported immediately to the Headteacher and the Occupational Health & Safety Team.
- Risk assessments must consider visitors and include suitable safety measures.

Hosts and Meeting Organisers Must Ensure Visitors:

- Know the fire procedures.
- Follow the school's no smoking policy.
- Park safely without blocking access routes.

- Sign in on arrival.
- Wear ID badges if required.
- Stay in authorised areas only.
- Don't bring or take items that could cause harm unless approved.
- Report any accidents or near misses.
- Wear protective gear if needed.

Extra care must be taken during large events like plays or concerts.

Trade Union Safety Representatives

- The Headteacher will support union safety reps in carrying out their duties.
- Reps will be given time for training and can inspect the school as per agreed procedures.
- Regular consultation will take place between the Headteacher and the safety rep.

Health & Safety Executive (HSE)

- HSE Inspectors can visit the school at any time, with or without notice.
- They have the right to see all health and safety documents.
- If an accident is reported under RIDDOR, an inspector may visit.
- All contact with the HSE must be reported to the Occupational Health & Safety Team and the Local Education Authority (LEA).

Arrangements

The Headteacher must make sure that the school environment is safe, well-maintained, and that everyone staff and pupils are aware of the arrangements in place.

Premises & Workplace Safety

The Headteacher should ensure the following are in good condition and regularly checked:

- Heating and lighting are working properly.
- Cleanliness and tidiness of classrooms, offices, and shared spaces.
- Adequate space in rooms for safe movement and learning.
- Toilets are clean and accessible for all (including disabled facilities).
- Floors and surfaces are safe and well-maintained.
- Desks, chairs, and computers are set up safely and comfortably.
- Facilities include:
    - Clean drinking water
    - Staff rest areas or canteen
    - Support for pregnant or nursing staff
- Vehicle movement on site is managed to avoid accidents.

Risk Management & Assessments

Risk assessments are required by law and help identify and reduce potential hazards.

- All activities must be reviewed to spot risks that could affect staff, pupils, or visitors.
- The goal is to create safe working practices and meet legal safety standards.
- South Tyneside Council recommends a team approach:
    - A person trained in risk assessment
    - A staff member familiar with the task or area
- If risks are found, steps must be taken to reduce or remove them.

You can find further guidance via STC's Procedures Health and Safety Policy and Procedures - South Tyneside Council and Health & Safety Executive website HSE: Information about health and safety at work

Accidents, Incidents & Violence at Work

All staff must report any work-related accidents, incidents, or illnesses to their manager or supervisor **as soon as possible**.

Use the correct online form.

Report any accidents or violent incidents involving **staff** using the following form

- School Staff Accident, Violence Reporting Form

Report any incidents involving **pupils or visitors** using the following form.

- Pupil/Students/Visitors Incident Report

Any staff member may complete this form; The Occupational Health and Safety Team will ensure it is returned to the head teacher or school office as appropriate.

The relevant online form must be completed for all accidents, incidents and violence. Once submitted, the form will automatically be sent to the Occupational Health and Safety Team. The form must not be submitted until the incident has been investigated and appropriate preventative actions have been identified and recorded.

Reporting of Incidents Diseases and Dangerous Occurrences Reporting (RIDDOR)

Under the RIDDOR 2013 regulations, the school must report serious injuries, illnesses, or dangerous events to the Health and Safety Executive (HSE).

You can find further guidance via STC's Procedures Health and Safety Policy and Procedures - South Tyneside Council and Health & Safety Executive website HSE: Information about health and safety at work

Violence Against Staff

The school takes any act of violence or aggression against staff very seriously. These incidents must be reported and monitored so that action can be taken to protect employees and improve safety.

For more details, visit South Tyneside's violence at work guidance.

Mental Health and Wellbeing

Work naturally comes with pressure, and a little pressure can be helpful—it keeps us focused and motivated. But too much pressure over time can lead to stress, which can harm your health.

What the Law says:

- Employers must protect staff from harm, including stress, under the Health and Safety at Work Act 1974.
- Stress-related illness must be treated just like physical illness caused by work.
- If stress becomes long-term and affects someone's ability to cope, it may be considered a disability under the Equality Act. In that case, the school must make reasonable adjustments to support the person.

The school will support staff wellbeing and manage psychosocial risks, including work-related stress, workload and work pressures.

The school will ensure that:

- wellbeing concerns can be raised;
- stress risk assessments are completed where needed;
- support routes are shared with staff;
- occupational health advice is sought where appropriate;
- reasonable adjustments are considered;
- Wellbeing is reviewed through consultation.

For more details, see Managing Stress at Work – South Tyneside Council.

First Aid in School

Teachers act in place of parents while children are at school, so it's essential that first aid is well managed.

Key First Aid Arrangements

- Named First Aiders are clearly listed.
- First Aid Boxes are easy to find and kept fully stocked.
- Training is provided to First Aiders or Appointed Persons, and enough trained staff are available.
- A Medical Room is available for treatment.
- Travel First Aid Kits are provided for off-site activities.

All injuries whether to staff, pupils, or visitors must be recorded using the correct forms.

For full guidance visit, First Aid guidance - South Tyneside Council

Medical Needs and Medication in School

The school will manage pupils' medical needs in line with it's Medications Policy and Allergy Policy.

The school will ensure that:

- care plans are in place and reviewed where required;
- medical information, consent and emergency contacts are kept up to date;
- medication is labelled, stored, checked and accessible;
- staff receive relevant awareness training;
- medication administered is recorded;

- Medical needs are considered for trips and off-site activities.

Fire & Emergency Procedures

- The school has a separate Fire Policy, Fire Risk Assessment, and Emergency Plan these documents explain what to do in case of fire.
- Staff should know where to find these details and be familiar with evacuation procedures.

For full guidance, visit South Tyneside's Fire Evacuation page.

Lockdown Procedures

Schools have a duty of care to safeguard pupils, staff, and visitors from potential harm. A lockdown procedure is a critical component of a school's emergency response plan, designed to protect individuals in the event of a serious threat within or near the premises—such as an intruder, civil disturbance, or environmental hazard.

School has implemented a clear and well-rehearsed lockdown protocol ensures that staff can respond swiftly and effectively to secure the site, limit exposure to danger, and maintain calm and order during high-stress situations.

Security of People & Premises

School will ensure procedures for:

- Fencing and outdoor lighting
- Monitored burglar alarms
- Toughened or safety glass
- Visitor ID and sign-in/out systems
- Controlled access to buildings
- Security staff (if applicable)
- Safe reception/waiting areas
- Regular security checks
- CCTV and community watch schemes
- Vehicle/traffic management on School site

Control of Hazardous Substances (COSHH)

Hazardous substances include things like cleaning products, paints, adhesives, and science lab chemicals. These must be handled and stored safely.

- Keep chemicals locked away when not in use.
- Do not store personal supplies—only use school-approved stock.
- Label all containers clearly with contents and hazard warnings.
- Store incompatible chemicals separately (e.g. oxidisers and solvents).
- Use secondary containers for hazardous liquids to catch leaks.

School will:

- Make a list of all hazardous substances used on site.
- Identify where COSHH applies (e.g. science labs, tech rooms, cleaning).
- Complete COSHH risk assessments for each substance.
- Provide and use protective clothing and equipment.
- Ensure proper storage and safety signs are in place.

For curriculum-related chemical safety, schools can use advice from CLEAPSS. More details are available on South Tyneside's COSHH guidance page.

Water Management (Legionella)

Headteachers responsible for buildings with water systems must understand the **South Tyneside Council's Legionella Policy**. This helps prevent health risks from Legionella bacteria, which can grow in water systems.

School will allow regular access for monitoring and testing.

For full guidance, see Control of Legionella in Water Systems.

Asbestos Safety

- No Asbestos located within the school*

Asbestos Management Guidance.

Electricity at Work

To keep electrical systems safe will ensure:

- Portable appliances are tested by a qualified person.
- Record and log all tests.

- Fixed installations checked by professionals.
- Daily visual checks before using any equipment.
- Keep cables tidy to avoid trips and damage.
- Use Residual Current Devices (RCDs) where needed.

For more, visit Electricity at Work Guidance.

Work Equipment Safety

All tools and machines used in school must be safe, no matter how old or where they came from. This is covered by PUWER 1998 regulations.

School must:

- Keep machines properly guarded.
- Maintain an equipment inventory.
- Ensure equipment is safe and well-maintained.
- Train staff and students on safe use.
- Carry out risk assessments where needed.
- Provide clear instructions and supervision.

You can find full guidance on Work Equipment Safety.

Design & Technology

- All activities must be risk assessed before starting.
- Safety controls must be in place to reduce risks.
- CLEAPSS guidance is available for help with risk assessments: CLEAPSS website

Food Technology

Risk assessments must be completed before any food activity and suitable control measures are in place. And must:

- Follow basic hygiene and safety rules.
- Keep walkways clear.
- Store coats and bags outside the area.
- Clean as you go.

- Wipe up spills immediately and dry the floor.

Guidance can be sought from CLEAPSS.

Work at Height

Must follow the Working at Height Regulations 2005 including:

- Plan and supervise all work at height carefully.
- Use proper equipment and safety measures.

Guidance can be sought from Working at Height - South Tyneside Council

Manual Handling & Lifting

Any manual handling and lifting activities must:

- Identify what needs to be lifted (e.g. furniture, equipment).
- Decide who will do it safely.
- Complete manual handling assessments.
- Train staff in safe lifting techniques.
- Use safe systems of work.

More details available via South Tyneside's Manual Handling guidance.

Slips, Trips & Falls

Slips, trips and falls are one of the leading causes of accidents in the workplace, therefore the following will be considered:

- Carry out risk assessments for slip and trip hazards.
- Put controls in place to reduce risks.
- Provide protective equipment if needed.
- Make sure staff are aware of the risks.
- Include slip/trip checks in regular safety inspections.

You can find example assessments and guidance from South Tyneside Council.

Sports Facilities & Activities

Consideration must be given to sports facilities and activities the following will be in place:

- Ensuring equipment and spaces are safe to use.
- Provide clear safety instructions and procedures.
- Supervise all activities properly.
- Ensure staff and users follow safety rules.
- Train staff on safe use of sports equipment.

More guidance: Association for Physical Education

Educational Visits

All educational visits must be suitably planned and risk assessed.

- Access is available to the **EVOLVE system** which will be used to plan and track school trips, especially those with higher risks. The system helps with risk assessments, approvals, and record keeping.

Visit: EVOLVE Educational Visits System

Swimming & Therapy Pools

Where appropriate school will:

- Follow safe working procedures for pool use.
- Keep water clean and at the right temperature.
- Maintain hygiene and check for Legionella.
- Ensure lifesaving equipment and supervision are in place.
- Display pool rules clearly.
- Restrict access to the pool for safety.
- Safely handle and store pool chemicals.

More info is available via afPE Swimming Safety , HSE Pool Safety Guide

Infection Control

School will:

- Follow official guidance to prevent and manage infections.
- Contact the local Health Protection Unit for support where required.

Details: UK Government Infection Control Guidance

Animals in School

Animals can play an important role in the education of children. Children can learn about their needs and characteristics, School will ensure:

- Only keep animals that are safe and suitable for the school environment.
- Plan for their care, especially during holidays.
- Use trusted resources like CLEAPSS to guide animal care.
- Ensure compliance with UK animal welfare Laws.
- Have suitable risk assessments in place where appropriate.

Visit: CLEAPSS Animal Safety

Ionising Radiation

School currently has no radioactive material on site.*

Guidance: CLEAPSS Radiation Safety

Lone Working

Lone working has been considered and school will ensure that:

- Lone working is allowed but must be risk assessed.
- Set up safe working procedures if needed.
- Provide training, supervision, and emergency plans.
- Check for any health issues that may affect lone working.

More info: South Tyneside Lone Working Guidance

New & Expectant Mothers

Staff must notify the Head Teacher when they become pregnant to ensure a suitable risk assessment to ensure safe working conditions during pregnancy while at work and on their return while breastfeeding.

Guidance South Tyneside Expectant Mothers Policy HSE Pregnancy at Work Advice

Use of Display Screen Equipment (DSE)

School will ensure that Display Screen Equipment (DSE) assessments are conducted in accordance with current health and safety regulations, with reference to guidance provided by the Occupational Health and Safety Team.

Employees are offered eye examinations where appropriate, including the provision of basic corrective appliances such as spectacles, where required for DSE use.

All workspaces will be maintained to ensure a safe and ergonomically appropriate environment, with particular attention given to posture, workstation layout, and associated risk factors.

Further information and guidance - See Safe working with DSE - South Tyneside Council- Safe working with DSE

Play Equipment Safety

Schools must regularly check and maintain all play areas including all play equipment, surfaces, fences, gates, seating and open areas.

Types of Inspections which will be undertaken:

Routine visual inspection, which helps identify obvious hazards such as broken parts, broken glass, or exposed foundations. These issues can arise from vandalism, regular use, or weather conditions. This type of inspection will be carried out by school and undertaken regularly.

Operational inspection, which is more detailed. It focuses on checking how well the equipment functions, its stability, and any signs of wear and tear. This inspection should be done every one to three months, or as recommended by the manufacturer. School staff can perform this inspection and will ensure there is a record kept of each check.

Annual inspection. This is a thorough assessment of the overall condition of the equipment, including its foundations and surrounding surfaces. It must be completed at least once every twelve months by a qualified person, following the manufacturer's instructions. The level of expertise required for this inspection depends on how complex and risky the equipment is.

If equipment is damaged, it will be repaired, removed, or fenced off immediately.

Repairs will be completed as soon as possible.

Further information can be found via - EN 1176:2017 1-7 - Playground Equipment

Purchasing of Small Play Equipment

The school will ensure that any small play equipment purchased for pupil use is safe, suitable for its intended age group and activity, and meets relevant safety standards.

The school will ensure that:

- equipment is purchased from reputable suppliers;
- appropriate safety information, instructions and certification are obtained where required;
- equipment is checked before use and maintained in a safe condition;
- staff consider product safety alerts, reports and recalls when purchasing or reviewing equipment.

Product Safety Alerts, Reports and Recalls - GOV.UK

Tree Safety and Ground Maintenance

The school will ensure that external grounds, trees, boundaries and outdoor areas are maintained in a safe condition.

The school will ensure that:

- trees are visually checked and professionally inspected where required;
- damaged or unsafe trees are reported and managed promptly;
- boundaries, fences and gates are checked regularly;
- play areas, fields and sports areas are inspected and maintained;
- ponds or water features are risk assessed and secured where applicable;
- hazards found during grounds checks are recorded and actioned;
- outdoor areas are checked after severe weather.

Lettings and Community Use

Where school facilities are hired or used by others, the school will ensure that:

- hirers follow school health and safety rules;
- risk assessments are provided where required;
- fire, emergency and first aid arrangements are agreed;
- insurance is confirmed;
- supervision, safeguarding and security arrangements are clear;
- incidents are reported to the school promptly.

Extreme Weather

The school will manage risks from extreme weather, including heat, cold, snow, ice, storms, high winds and heavy rain.

The school will ensure that:

- weather warnings are monitored;
- outdoor activities are reviewed;
- unsafe activities are stopped or changed;
- safe access routes are maintained;

- shade, water, heating or ventilation is provided where needed;
- grounds, trees and loose items are checked after severe weather;
- any closures or changes are communicated promptly.

Contractor Compliance

All contractors carrying out work or providing services on behalf of the Council are obliged to comply at all times with the requirements of the Health & Safety at Work etc Act 1974.

Any School wishing a contractor to be considered for work, must contact the procurement for advice on how to proceed. Furthermore, Occupational Health & Safety and Asset Management must be notified at an early stage on proposed projects.

Governors and the Head Teacher will ensure all contractors and sub contractors are properly vetted with regard to their health and safety competence. The selection of contractors will be administered by the procurement department, which will establish contractor capabilities, limitations, financial standing and liability insurance certification and competence as regards Health & Safety compliance.

This will enable the group to consider any health & safety design issues and ensure that the contractor has satisfied all relevant health & safety criteria. Construction Design and Management Regulations 2015 has placed further duties onto the Client – full details can be found in the STC Health and Safety Policy and Procedures – Contractor Compliance and Construction Design and Management.

Personal Protective Equipment

The Personal Protective Equipment Regulations, set out legal requirements for the provision and use of PPE in the workplace. These regulations are supported by the Approved Code of Practice (ACOP) L25 – *Personal Protective Equipment at Work (4th edition)*, available at: HSE ACOP L25.

School acknowledges its responsibilities under these regulations and follows the procedures laid down by South Tyneside Council.

Under the Regulations, Personal Protective Equipment refers to any item—including clothing—intended to be worn or held by an individual at work to protect against health or safety risks. This includes, but is not limited to, safety helmets, gloves, eye protection, high-visibility clothing, safety footwear, and safety harnesses, as well as protection against extreme temperatures and adverse weather conditions.

Further guidance is available at: South Tyneside PPE Procedure

Health & Safety Inspections & Audits

Inspections and Audits are important to ensure ongoing compliance, school will ensure:

- The Headteacher, Caretaker / Site Manager, and a Governor will inspect the school on a regular basis.
- Equipment like machines and ventilation systems must be checked at legally required intervals.
- Findings are recorded and an action plan is created to fix any issues.
- The school's Health & Safety Representative is invited to join these inspections.
- External Health & Safety Advisors may carry out sample audits to check how well safety is being managed.

Safety Training

The Senior Management Team will identify training needs and arrange appropriate sessions including regular refresher training.

New and temporary staff must receive basic safety training during induction, including:

  - Fire procedures
  - First aid
  - Overview of the school's safety policy

Staff Consultation

Under UK Law staff must be consulted on Health & Safety Matters. To ensure this:

- Staff and management will work together to discuss safety issues.
- All staff must report hazards. If concerns aren't addressed, they can escalate the issue to their line manager or the Headteacher.
- Health & Safety will be a regular topic in staff meetings.

Further advice and Guidance

Further advice and guidance is available via STC Occupational Health and Safety Team, the Health & Safety Executive and the STC Health & Safety Policy and Procedures.