

Sheffield City Council

Health, Safety and Wellbeing Policy



“Take Time for Health, Safety and Wellbeing”

Halfway Nursery Infant 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



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. It is important that individual sites 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 you achieve its objectives.

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 your School

Making the Policy Work

Everyone working in your School, from the Headteacher / Senior Manager 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.

You 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 Health and Safety Team on 0114 2734082 or via email healthandsafety@sheffield.gov.uk

This is the Health and Safety Policy of: Name of School: Halfway Nursery Infant School
Address: 8 Rotherham Rd North Halfway Sheffield S20 8GD

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.

This safety policy will be regularly reviewed and updated

Signed: P.Bestall
Position: Headteacher
Date: December 2019
Date for Review: December 2020

Responsibilities

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

Paula Bestall (Headteacher)

2 Responsibility for the following areas is that of

Area of Work: Educational Visits
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Name:

Paula Bestall

Area of Work Premises Management incl. Fire, Legionella, Asbestos Management
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Name:

Duty holder - Paula Bestall/Responsible Person – Shaun Larkings

Area of Work

Health and Safety Governor

Name:

Catherine Hutton

Area of Work

Health and Safety Rep

Name:

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 “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 Councils 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:

- Member of Governing Body with responsibility for Health and Safety incl. Safeguarding is assigned and responsibilities incl.
- Half termly reporting to whole Governing Body
- Half termly visits into school for audits, monitoring and evaluation
- Help shape and agree policies and procedures relating to Health, Safety and Wellbeing
- Oversee school improvement priority relating to health and wellbeing of pupils and staff

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:-

- Regular stakeholder feedback relating to health, safety and wellbeing incl.
- PDM sessions for staff
- Children’s voice – School Council work
- Annual survey for parents/carers which incl. feedback re safety and wellbeing in school
- Work with Governing Body to ensure health, safety and wellbeing is of paramount importance and is monitored through ongoing School Improvement Priority work

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

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	Fire Precautions Log Book in School Office and on Tech Forge
Generic Premises Risk Assessment	Risk Assessment Folder – Office Share
Foundation Stage Risk Assessment	Risk Assessment Folder – Office Share
Educational Visits Risk Assessments	EVOLVE online system
Hazardous Substances Risk Assessments	COSHH data sheets kept with products Risk Assessment Folder – Office Share
Task / activity based Risk Assessments	Risk Assessment Folder – Office Share

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
Paula Bestall	Headteacher and Duty Holder – Premises and Education
Rebecca Hughes	Deputy Head – Early Years Risk Assessments
Adele Timmons	Evolve Visit Lead
Shaun Larkings	Caretaker and Responsible person - Premises
John Beazer/Lindsay Tatham	Risk assessments for school events for PTA etc.

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)	Fire Precautions Log Book (School Office) and also on Office Share
Fire Precautions Log Book	School Office
Fire Safety Training Records	School Office

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

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

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:
Paula Bestall	Ensuring that the T & FM Team is informed at the planning stage of any work that is intrusive to the fabric of the building
Paula Bestall	Inducting new members of staff in the process
Shaun Larkings/Paula Bestall	Ensuring that all non-intrusive work is risk assessed
Shaun Larkings/Paula Bestall	Keeping an up to date log of all non-intrusive work

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

Name	Date of Training:
Paula Bestall	24/10/19 – Duty Holder/Responsible Person training
Shaun Larkings	24/10/19 – Duty Holder/Responsible Person training

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	Asbestos Folder in the School Office
Asbestos management survey and risk assessment	Asbestos Folder in the School Office
Asbestos survey review documentation	Asbestos Folder in the School Office

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:
Paula Bestall	Overall responsibility as Named Duty Holder
Shaun Larkings Paula Bestall and Office 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
Sheffield Premises Team/Servicing package	Advising the Assets team at the concept stage of work via the Permission to Work scheme
Sheffield Premises Team/Servicing package Paula Bestall	Making sure more detailed surveys (covering the full scope of works) are in place for invasive work e.g. wiring, refurbishment, plumbing, demolition etc
Sheffield Premises Team/Servicing package	Regularly reviewing the condition of asbestos material and recording the findings
Sheffield Premises Team/Servicing package	Regularly reviewing asbestos risk assessments and recording findings
Sheffield Premises Team/Servicing package	Making sure that floor plan changes are recorded and updated

The following people have attended Asbestos training

Name	Date of Training:
Paula Bestall	24/10/19 – Duty Holder/Responsible Person training
Shaun Larkings	24/10/19 – Duty Holder/Responsible Person training

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	H2O Folder in the School Office
Legionella Log Book	H2O Folder in the School Office

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

Name	Responsible for:
Paula Bestall	Overall responsibility as Named Duty Holder
Paula Bestall and Shaun Larkings	Ensuring that the recommendations of the Legionella risk assessment are carried out
Sheffield Premises Team/ Servicing package	Ensuring that the Legionella risk assessment is reviewed on a regular basis
Paula Bestall/Shaun Larkings	Ensuring that all activities identified in the maintenance programme are carried out and recorded
Shaun Larkings	Keeping the Log Book up to date

The following people have attended Legionella training

Name	Date of Training:
Paula Bestall	24/10/19 – Duty Holder/Responsible Person training
Shaun Larkings	24/10/19 – Duty Holder/Responsible Person training

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	Office Share – Health and Safety Folder
RIDDOR report forms	Office Share – Health and Safety Folder

The following people have responsibilities for:

Name	Responsible for:
Paula Bestall	Recording all accidents to staff / pupils
Paula Bestall	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 immediately
Paula Bestall Health and Safety Team	Ensuring risk assessments are reviewed in light of lessons learned
Paula Bestall Health and Safety Governor	Periodically reviewing accident reports to identify trends
Paula Bestall	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
Paula Bestall	13/11/18	Paediatric First Aid
Lindsay Tatham	6/3/17	Paediatric First Aid
Chris Gregg	11/7/17	Paediatric First Aid
Megan Kerr	11/7/17	Paediatric First Aid
Zoey Thickett	11/7/17	Paediatric First Aid
Sarah Charnley	20/1/18	Paediatric First Aid
Elizabeth Ellis	13/11/18	Paediatric First Aid
Alison Dyche	11/7/17	Paediatric First Aid
Nicola Hunter	11/7/17	Paediatric First Aid
Teresa Barker	18/3/19	Paediatric First Aid
Kezia Willis	19/10/17	Paediatric First Aid
Sara Wylie	11/7/17	Paediatric First Aid
Jo Lomas	15/2/19	Emergency First Aid at Work
Laura Hipkin	15/2/19	Emergency First Aid at Work
Andrea Clayton	15/2/19	Emergency First Aid at Work
Sarah Hebblethwaite	15/2/19	Emergency First Aid at Work
Gillian Line	15/2/19	Emergency First Aid at Work
Harley Maloney	15/2/19	Emergency First Aid at Work
Jenette Rawson	15/2/19	Emergency First Aid at Work
Donna Brown	15/2/19	Emergency First Aid at Work
Georgina Jordan	15/2/19	Emergency First Aid at Work
Emily Bettinson	15/2/19	Emergency First Aid at Work
Victoria Briggs	15/2/19	Emergency First Aid at Work
Helen Kay	15/2/19	Emergency First Aid at Work

Adele Timmons	15/2/19	Emergency First Aid at Work
Jane Whitely	15/2/19	Emergency First Aid at Work

The following people have responsibilities for:

Name	Responsible for:
Paula Bestall	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)
Paula Bestall	Keeping records of First Aid Qualifications and ensuring these are re validated
Lindsay Tatham	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	School Office
PAT testing Certificate	School Office
Fixed installation test certificate	School Office

The following people have responsibilities for:

Name	Responsible for:
Shaun Larking	Visually checking portable electrical appliances
T & FM Servicing Package	Arranging the testing of portable appliances
T & FM Servicing Package	Ensuring the five yearly checks are carried out on the fixed installation
Paula Bestall/Shaun Larkings	Arranging repairs / remedial work
Shaun Larkings	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:
T & FM Servicing Package	Arranging the testing and maintenance of gas appliances
Paula Bestall/Shاون Larkings	Arranging repairs / remedial work
T & FM Servicing Package Paula Bestall/Shاون Larkings	Ensuring any work to gas appliances is carried out by a competent contractor (Gas safe)
Shاون Larkings	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	Kept alongside cleaning equipment Staff Share – Health and Safety Folder (School Office)
Hazard Data Sheets	Staff Share – Health and Safety Folder (School Office)
Documented risk assessments	Staff Share – School Office

The following people have responsibilities for:

Name	Responsible for:
Shاون Larkings	Keeping the inventory up to date
Shاون Larkings	Ensuring hazard data sheets are available
Paula Bestall	Making sure that risk assessments are documented

Paula Bestall	Making sure Personal Protective Equipment (where necessary) is provided and worn
Paula Bestall	Training staff in the safe use and handling of substances
Shaun Larkings	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	EVOLVE system
Educational Visits Generic Risk Assessments	EVOLVE system and Staff Share

The following people have responsibilities for:

Name	Responsible for:
Adele Timmons	Educational Visits Co-ordinator
Paula Bestall	Reporting Educational Visits to Governors
Paula Bestall	Ensuring staff receive induction training in educational visits
Paula Bestall	Ensuring post visit evaluation is completed

The following people have attended EVC training and also EVOLVE training

Name	Date / Type of Training:
Paula Bestall	EVOLVE Educational Visits Coordinator training
Adele Timmons	EVOLVE Educational Visits Coordinator training

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	Online and on Office Share
Pupils individual care plans	Office Medical folder and with individual pupil's medication
Consent Forms	Office Medical folder

The following people can administer medicines and have received relevant training

Name	Date of Training	Type of training i.e. use of epi-pen
Alison Dyche	3/10/19	Epipen Training at Sheffield Children's Hospital
NB – All staff with paediatric first aid have also covered epipen administration		

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
Safe Practice in School Sport & PE	Staff Share
DATA	Staff Share

The following people have responsibilities for:

Name	Responsible for:
Paula Bestall	Ensuring risk assessments are in place for all tasks / activities

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
Safety on Work Experience	Student Induction Folder – Rebecca Hughes
Risk Assessments	Student Induction Folder – Rebecca Hughes

The following people have responsibilities for:

Name	Responsible for:
Rebecca Hughes	Work Experience Co-Coordinator
Rebecca Hughes	Ensuring work experience placements have been vetted
Rebecca Hughes	Making sure risk assessments are available and have been shared with students / parents
Rebecca Hughes	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	Staff noticeboard – stress information
Information relating to Employee Assistance Programme	Staff noticeboard – stress information

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

Health and Safety Team - Contact details: 0114 2734082 or
healthandsafety@sheffield.gov.uk

Transport & Facilities Management Team - Contact details: 0114 2735621
PFMContactCentre@sheffield.gov.uk

Insurance & Risk Team – Contact details: 0114 2053915
Risk@sheffield.gov.uk