



HUNDON AND THURLOW PRIMARY FEDERATION

Laying the foundations for a bright future

The Parable of The Wise and The Foolish Man
(Matthew, Chapter 7, verses 24 to 27 and the Gospel of Luke, Chapter 6, verses 46 to 49)

GENERAL STATEMENT OF POLICY FOR SAFETY, HEALTH, WELFARE & WELLBEING

NB: This policy has been discussed and considered for equality giving consideration to the protected characteristics- gender, age, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity and any other recognised area of discrimination.

Revised and Updated: Autumn Term 2024

Next Review: Autumn Term 2026

Signed:

Headteacher

Signed:

Dr Sue McKeogh, Co-Chair of Governors

Signed:

Mr John Griffin, Co-Chair of Governors

HUNDON AND THURLOW PRIMARY FEDERATION HEALTH, SAFETY, WELFARE & WELLBEING POLICY

The Governors and Headteacher acknowledge and accept that:

1. Suffolk County Council has the prime responsibility for health and safety and that the Governing Body (management committee in the case of a PRU) and Headteacher have specific responsibilities to manage health, safety and welfare at the school level. These responsibilities must be laid out in the scheme of delegation for the school and are covered in general terms in the county council's scheme of delegation.

They also have responsibilities to fulfill the duties contained in the scheme of delegation and shall

- support the published policies and aims of the County Council, and
 - promote continuous improvement in the health and safety performance, and
 - learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.
2. The Headteacher, as Local Health and Safety Coordinator, will ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented.
 3. The Governing Body will ensure that the Headteacher is supported and assisted in implementing the policy, advice and guidance of Suffolk County Council and will fulfil its own responsibilities for safety, health and welfare of all those who may be affected by the way the schools within the Federation are managed.

This duty extends to ensuring that:

- **working conditions and environment**
- **substances used**
- **equipment provided, and**
- **working methods adopted**

do not impair the well-being of any employee, or any other person including pupils, clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work. **This document must be made available to all staff in the school.**

This policy document has been adopted by the Governing Body and is signed by the chairperson on its behalf.

(Co-Chairs of Governors)

The Headteacher, as the Local Health and Safety Coordinator for the workplace, also signs the policy.



(Headteacher)

ORGANISATION

The Headteacher has **responsibility** for day-to-day management of health and safety issues and can be known as the **Local Health and Safety Coordinator**.

All staff should have regard to their own health and safety and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person or to the Headteacher so that hazards can be dealt with quickly. This is a legal obligation under the Health and Safety at Work Act 1974 (s.7).

Health and safety duties form part of the job of every employee. The level of duty is directly related to the level of the post within the organisation and follows the overall management structure across the Federation. For example, a Deputy Headteacher or Senior Teacher therefore has an implied higher level of responsibility than a basic grade teacher or a Learning Support Assistant, even if the SHaW policy (Safety, Health & Welfare) policy doesn't provide specific detail. Job descriptions do not have to be altered to reflect the duties for health and safety commensurate with the grade of the post.

| Task | Name of person responsible | Job title of person responsible |
|--|---|--|
| SHaW System & Policy review | Sharon FitzGerald | Headteacher |
| Health and safety committee and/or governor committees | Sharon FitzGerald | Headteacher |
| Communication and information management | Sharon FitzGerald | Headteacher |
| Critical Incident Management | Sharon FitzGerald | Headteacher |
| ¹ Health & Safety Training, induction & refreshers | Sharon FitzGerald | Headteacher |
| Personal safety ~ including challenging behaviour and lone working | Sharon FitzGerald | Headteacher |
| Planned checks: Procedures / Premises / Equipment | Sharon FitzGerald Nicola Sanders / Lisa Mitson | Headteacher Administration Teams |
| Risk assessments for managed moves, EOTAS and excluded pupils | Sharon FitzGerald | Headteacher |
| Infection Control | Sharon FitzGerald | Headteacher |
| Incident reporting/investigation | Sharon FitzGerald | Headteacher |
| Coordination of risk assessment work | Sharon FitzGerald | Headteacher |
| Fire procedures including personal emergency evacuation plans | Sharon FitzGerald / Lisa Mitson / Nicola Sanders | Headteacher Administration Teams |
| Locally organised premises maintenance, repair and improvement | Sharon FitzGerald / Lisa Mitson/ Nicola Sanders | Headteacher Administration Teams |
| First Aid (training organisation and equipment) | Sharon FitzGerald Claire Buckle | Headteacher Deputy Headteacher |

| | | |
|---|--|---|
| Vehicle control and pedestrian safety on site | Sharon FitzGerald | Headteacher |
| Educational visits coordinator (EVC) | Claire Buckle | Deputy Headteacher |
| Stress, Mental Health and Wellbeing | Katrina Feakes Sharon FitzGerald Claire Buckle | Mental Health Lead / Champion Headteacher Deputy Headteacher |
| Child Protection Co-ordinator | Sharon FitzGerald Claire Buckle | Headteacher Designated Safeguarding Lead (DSL) Alternate DSL (ADSL) |
| Supporting pupils with medical conditions in school | Sharon FitzGerald | Headteacher |
| Premises Security | Sharon FitzGerald | Headteacher |
| Contractors on site | Sharon FitzGerald Lisa Mitson / Nicola Sanders | Headteacher Administration Teams |
| Outside lettings | Nicola Sanders / Lisa Mitson | Administration Teams |
| Other (specify) | Sharon FitzGerald | Headteacher |

¹ Health and safety training needs are analysed on a regular basis and requirements identified are addressed within a reasonable period of time, usually within a term. Induction training for new staff is undertaken by senior staff including the Headteacher and completed within the first half-term following appointment. Continuous professional development and related technical training is coordinated separately.

ARRANGEMENTS

Health, Safety and Welfare (HSW) Policy Review

- The Federation's Safety, Health, Welfare & Wellbeing Policy is reviewed bi-annually or updated in line with any newly published statutory guidance following consultation with staff and governors. The school will formally adopt the new policy and renew the relevant signatures as appropriate.
- Targets included within the policy document are reflected within the Health and Safety action plan and other documents such as the Federation's Development and Improvement Plan and strategic three year plan, where relevant.
- The Federation's Safety, Health, Welfare & Wellbeing Policy is displayed and available openly. The policy is discussed with staff annually to ensure intentions and plans can be commented upon and awareness is thorough.

Premises and Health, Safety and Wellbeing (PHSW) Committee

The Governing Body supports and encourages the Headteacher in the provision of a positive safe culture within the Federation and considers health, safety and welfare issues. Where

appropriate the committee assists in the identification, control and management of risk.

This is monitored by the Premises and Health, Safety and Wellbeing (PHSaW) Committee as set out in its' Terms of Reference (which are reviewed annually to ensure the HSW system is effective and complete) and proceedings within the meetings are formally recorded with action points brought forward for review. The Headteacher presents a twice termly report for Health and Safety, written and verbal, as part of the Headteacher's report to governors. The committee reviews the incident records for each term, and for each year, from across both schools to identify any patterns or other indicators requiring management attention. This committee includes the Headteacher as Health and Safety Coordinator and members of the Federations' Administration Teams.

The Health and Safety responsibilities of the Headteacher and all other school staff will be incorporated into job descriptions as appropriate. All teaching, support, supervisory and ancillary staff (including voluntary staff and all persons responsible for groups using the premises) have day-to-day responsibility for ensuring safe methods of work exist and are implemented. They should also ensure that Health and Safety rules and procedures are applied effectively.

Communication and Information Management:

- The Headteacher, School Leadership and, where appropriate, the Premises, Health, Safety and Wellbeing Committee, will ensure that staff are informed of all relevant Health and Safety issues and guidance, providing updates when necessary as well as by adequate and appropriate training.
- The Schools Portal and the Health and Safety Executive website is checked by the Headteacher for updates at regular intervals. The Headteacher meets on a regular basis with the school's allocated Property Advisor to discuss matters related to Health and Safety.
- The Federation's 'Health, Safety and Welfare Policy' is available to all staff, displayed on the staff noticeboards in each school staffroom and issued via email. The 'Health and Safety Law – What you should know' poster is also displayed in each staffroom under the heading of 'Health and Safety'. All new staff are provided with a copy of the 'Health and Safety Law' leaflet. (A copy is included in the Staff Handbook.)
- Regular briefing sessions are provided by the Headteacher as the Health and Safety Coordinator to share information from committee meetings as relevant, ensure staff are clear on the reporting procedure and make staff aware of any relevant campaigns related to health, safety and welfare.
- Routine Risk Assessments of the premises and activities of the school will be monitored by the Premises, Health, Safety and Welfare Committee.
- Day-to-day hazards and Health and Safety issues will be entered on the Health and Safety Form and kept in the relevant schools' Administration Office.
- All staff organising additional activities, for example, educational visits and trips will complete a Risk Assessment Form.
- Risk assessments for curriculum subject specific information are located in the relevant folder

on the staff shared resources at both schools (and will be included in the new Staff Handbook.)

Subject Leaders must acknowledge their specific responsibility for managing curriculum subject specific information and keeping the school's Premises, Health, Safety and Welfare Committee informed about new information and guidance received.

- Arrangements will be made (as and when applicable) for trade union representatives to consult on health and safety matters relating to all staff.

Critical Incident Management and temporary staffing absences

- Please refer to Hundon and Thurlow Primary Federation Critical Incident Policy and Business Continuity Plans which are updated regularly in line with county guidance and shared with staff on an annual basis.
- Arrangements are made (as necessary) to cover key staff absence in order to maintain first aid provision, medical needs and security.

Health and Safety Induction Training

All members of staff receive appropriate induction training matched to their specific work and responsibilities. Members of staff who are new to the school, particularly those with management responsibilities, are provided with induction which incorporates specifics to their responsibilities also. (See Appendix A)

Routine Updating Training

- Log of health and safety training attended by staff is monitored and updated as appropriate. The log is signed by attending staff.
- Refresher training linked to Health, Safety and Welfare is planned for all staff at least once every three years, (first aid training is considered separately and has separate statutory requirements.)

Personal Safety procedures, Schoolsafe and control of violence

- Please refer to 'Policy for dealing with abuse, threats and violence', for procedures relating to incidents, reporting and investigating incidents. All staff are advised about this guidance and the procedures contained therein. Procedures to support the wellbeing of staff after any threat to their personal safety include wellbeing support from School Leaders, signposting of wellbeing provision, guidance sought from Nina Bickerton Suffolk (maintained) Schools Health and Safety Advisor and our HR Caseworker as necessary;
- Behaviour management training is accessed by all staff as necessary;
- Visitors and people entering the building are required to sign in at Reception and are issued with a badge which must be returned on departure. Entry to the schools can only be gained through main entrance and clear signs illustrate this from the outside of the buildings;
- Key holders ~ all teachers and both Administration Teams have keys and will inform relevant parties of changes as required;
- If staff are working alone in either school building, they are required to contact the Headteacher to inform them and when they leave;

- School site perimeters are checked routinely as part of the Premises and Health, Safety and Wellbeing (PHSaW) Committee meetings and advice has been sought when pertinent from SCC health and Safety Advisor. Evacuation procedures are routinely practiced each half-term with timings checked and recorded for monitoring purposes. Lockdown procedures have also been established and practised.

Planned Safety Checks

These can be broken down into 3 separate groups as follows:

Procedures
Equipment
Premises

Procedures

- Termly Health and Safety inspections at both sites are carried out by the Premises and Safety, Health and Wellbeing Committee and patterns identified within visual check records and incident report forms are also monitored within these meetings.
- Outdoor play equipment checked visually before use each day by the supervising adults and record for visual checks is maintained. Any issues are to be reported to the school's administration team who can 'action' any required remedial work.
- Daily visual checks are undertaken of the school environments by school leaders and any issues identified are addressed or reported to the school's administration team who can 'action' any required remedial work.

Equipment

All equipment (not otherwise covered under other headings) is subjected to a formal, **appropriate, programmed** and **recorded** maintenance check.

- All indoor and outdoor **sports** and **play** equipment;
- The school's water systems- hygiene, temperature and legionnaires disease checks;
- Mechanical equipment used in Design Technology;
- Fume cupboards and other exhaust ventilation equipment, (e.g. ventilation for kilns, design and technology machines, toilets, and reprographics areas);
- Catering equipment, including ventilators;
- Ladders and stepladders checked visually by user before use;
- Printing and reprographics machines.
- All electrical equipment is tested routinely and maintained by Calbarrie, (Suffolk County Council recommended provider);
- All Local Authority advice and guidance is followed;
- All staff are aware of the need to undertake simple and informal visual inspections of any electrical equipment they (or their class) are about to use and routinely check the condition of plugs, sockets and mains leads, reporting any issues to the school's administration team who can 'action' any required remedial work.

Premises

- Termly whole site Health and Safety inspections are carried out by the Premises and Safety, Health and Wellbeing Committee at both schools in addition to those undertaken by the school's Property Advisors.
- The Premises and Safety, Health and Wellbeing Committee at both schools identify and

record items checked / identified for attention to demonstrate due diligence. Records of these are maintained within the meeting minutes for checking if required.

- Visual checks on fire exits and routes as well as physical checks on fire, light and security alarm system checks are carried out frequently.

Infection Control Arrangements, and Supporting Children with Medical Needs in School

- Department for Education and Health and Safety Executive guidance and advice is followed; relevant information is available in the school offices in relation to infection control and is reflected in related risk assessments.
- Training can be made available should the need arise in relation to medical needs, including intimate care arrangements.
- The Federation has adopted a suitable policy documenting the arrangements for the administration of medicines and for the management of medicines within the schools.
- The use of spaces in both schools can be made available for the management of intimate care needs if required.
- The Headteacher monitors and reviews the Federation's policy and practice relating to the supporting of students with medical needs.
- The school's SENDCo, in consultation with parents/carers and medical advice, will set up and review care plans for pupils with medical needs.

Incident Reporting/Investigation

- The SCC Incident Report form and associated guidance is in use in the Federation's schools.
- The Headteacher is responsible for ensuring the Incident Report Forms are completed correctly and issues are dealt with in a time specific manner.
- The Headteacher is responsible for reporting any serious injuries and deaths to RIDDOR by completing an online form at www.hse.gov.uk/riddor or telephone 0845 3009923
- Incidents are investigated as appropriate with a view to preventing a recurrence. The Federation reviews relevant risk assessments after any incident or near miss and information in all instances contribute to plans and actions taken to reduce the likelihood of future incidents.
- The Federation's Premises and Health and Safety Committee periodically reviews the incident history for the school and plans actions to reduce the likelihood of future incidents. Any areas that are consistently seen to be 'at risk' need to have an independent investigation carried out by the Headteacher.

First Aid – Training and Equipment

- Kits are located close to sites likely to need it most frequently (e.g. near playground).
- Stock levels in first aid kits are monitored by the designated First Aider.
- Satisfactory procedures for the disposal of clinical waste, and sanitary waste, are in place.
- Records are kept of who has received training, and when their certificates expire.
- The whole school staff is adequately briefed about the school's first aid provisions.
- The list of trained staff is maintained by the Senior Administrators.
- Minor injuries are recorded in the school accident book. These accidents are monitored termly by the named First Aider. Any areas of concern are highlighted to the Administration Team and an investigation takes place. This is reported to the Premises and Health, Safety and Welfare Committee.

- First aid arrangements are in place for visits and trips.
- For minor injuries (e.g. bumped heads) parents are informed.
- For more serious injuries, a senior member of staff assesses the injury/incident.
- In an emergency, an ambulance is called.
- If the incident is serious but not an emergency, the parents are informed; they are advised to take the child to the GP/Health Centre or the A&E Department at the local hospital.

Coordination of Risk Assessment Work

Risk assessments are kept on file in the school offices and include:

- First aid arrangements (numbers of trained staff, level of training and equipment);
- Lone working situations, including security checks and locking up;
- In some cases, new pupils, those returning after a previous exclusion or pupils transferring from other schools may present challenging behaviour for which the school will need to prepare – a specific risk assessment may be required to assist with identifying measures the school should take to assist staff to cope;
- Educational visits and trips;
- Tree maintenance;
- Display screen equipment/workstations;
- Manual handling (not currently necessary);
- New and expectant mothers;
- Level of supervision in playgrounds and for play equipment;
- Working at height;
- Hinge protectors for doors;
- Clinical waste;
- School fetes, drama productions etc;
- Pedestrian safety where vehicles may be moving.

Fire Procedures

- A fire risk assessment has been completed.
- The fire risk assessment is reviewed whenever significant changes to the premises or the use of the premises are planned and, in any event, at least annually.
- Notices detailing the evacuation procedure and assembly points are placed around the school, and there is one in every classroom.
- A personal emergency evacuation plan will be made for any pupil or member of staff requiring assistance.
- An evacuation practice is carried out once per term.
- All fire extinguishers are examined during annual maintenance checks.
- Details of the alarm and other tests, evacuation drills and fire precautions training are recorded in the fire log book.
- Termly checks are undertaken of all fire exits and doors; however, if public events are being held (plays, parents' evenings etc.) fire exit route doors should be checked specifically for such events. Records of all checks are kept in a fire precautions log book;
- Bins are kept separate from the school building.
- Fire safety arrangements have been checked with the fire service or other competent adviser within the last 5 years.

Locally Organised Premises Maintenance, Repair and Improvement

- Form 13 procedures (Landlord's Permission procedure) are followed.

- All staff are aware of the local Asbestos Management Plan and relevant staff (Cleaner/Administrator/Headteacher) know the asbestos procedures.
- The school's Corporate Property Advisor supports the school in making any necessary alterations to the asbestos survey report and notifying Suffolk County Council.
- The school ensures that service specifications are adequate and that contractors, such as cleaning, catering and grounds maintenance (or the school's own employees) work to appropriate standards.
- Risk assessments and safe systems of work must be comprehensive and subject to periodic specialist audit carried out by our Corporate Property Advisor.

Premises Security and Visitor Safety

- Department for Education and Suffolk County Council guidance is followed, alongside Police and National Security advice.
- Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site.
- Risk assessments are undertaken for individual pupils are at 'high risk' for absconding.
- As previously noted perimeter checks are routinely undertaken by the Premises, Safety, Health and Welfare Committee and where issues are identified remedial work is undertaken.

Contractors on Site

- Contractors must always sign in at our reception desk and will be issued with a high visibility jacket or visitor lanyard/sticker as appropriate.
- Contractors are briefed about the school's fire procedures, smoking restrictions, local management arrangements, vehicle movement restrictions etc.
- Contractors are asked not to make deliveries to the school between 9:00am–9:30am, 12:10pm– 12:40pm and 3:15pm–3:45pm.
- Contractors should present their ID badges at all times (but should show they have been DBS checked whilst working on the premises when children are present) to the school prior to entering the school site.
- The Administration Teams have responsibility for monitoring the contractor's safety performance in order to prevent danger to people other than the contractor's staff: this includes checking the contractor's site is adequately fenced, materials are stored safely etc.

Lettings

- Lettings are limited to specific designated areas within the schools only and records of those bodies / clubs are maintained and updated each half-term.
- Fire procedures for evenings or other times when lettings take place are the same as those during school time.
- Information must be provided to inform people who are booking the premises about any necessary health, safety or security information relating to the premises and any equipment that may be used; the hirer will be asked to sign to acknowledge receipt of the information.
- Any lettings require the school to enter into a written agreement with the lessee.
- The hirer will be informed about first aid kits and equipment, fire procedure and telephone access in case of accident or emergency.

- A member of staff will be on site whilst the letting takes place.

Vehicle Control and Pedestrian Safety

- Access to the school sites is restricted by means of key coded, padlocked gates.
- Only staff vehicles and deliveries are permitted to enter and/or park on site during normal school hours. (Shared drive access at Thurlow for the 'caretaker's bungalow' is to be kept clear.)
- Governors should use the school car park at Thurlow for school visits and meetings only.
- Vehicle movements are restricted between 9:00am–9:30am, 12:10pm-12:40pm and 3:15pm- 3:45pm.
- Refuse vehicles do not enter the school site.
- If access within the periods stated above is required, vehicles will be escorted onto the school site.
- Employees must sign to confirm they have valid licences, MOT and insurance for driving for work purposes.

Education Visits Coordinator (EVC)

- Suffolk County Council advice is being followed.
- The Federation has nominated a coordinator who ensures that the LA training has been completed.
- The Federation has adopted a policy for educational visits and risk assessments which follows the model provided by Suffolk County Council, including for those with medical conditions, are undertaken and recorded.

Mental Health, Stress and Wellbeing

- The Federation has taken positive action to manage mental ill-health, stress at work and wellbeing issues – termly wellbeing meetings take place where employees can raise and discuss any issues that they feel cause stress in the workplace.
- The Federation has bought into a wellbeing scheme.
- Arrangements have been made to provide staff with a free and confidential counselling service, as required by law.
- Stress and workload issues are discussed and recorded during routine appraisal discussions.
- Wellbeing is discussed at the termly Premises, Health, Safety and Welfare Committee meetings and the Federation has a named governor who supports with matters relating to wellbeing and welfare.

Safeguarding Children Procedures

- Current guidance and legislation is followed and supported by the Child Protection and Safeguarding Policy.

Appendix A:

| | |
|---|----------------------------------|
| Health and safety induction training checklist for use with employees | Date: Name: |
| <input type="checkbox"/> Overview of the Federation's health and safety policy and organisational structure | |
| <input type="checkbox"/> Tour of the premises | |
| <input type="checkbox"/> Current health and safety priorities for the school | |
| <input type="checkbox"/> Communication and relationships with other departments, schools and Suffolk County Council | |
| <input type="checkbox"/> General health and safety advice, including the school's own guidance and that from the LA | |
| <input type="checkbox"/> The use of the Incident Reporting procedures for incidents, hazardsm work-related injuries and illnesses and fires. | |
| <input type="checkbox"/> FOR CERTAIN STAFF ONLY: the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the local Asbestos Management Plan is available to all staff | |
| <input type="checkbox"/> Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment | |
| <input type="checkbox"/> Smoking ban on all Council premises | |
| <input type="checkbox"/> Fire evacuation and emergency procedures | |
| <input type="checkbox"/> Critical Incident procedures | |
| <input type="checkbox"/> The arrangements the school has for managing visitors (signing in, accompaniment within the school site, visitor badges, how to react on discovering an unexpected person in school) | |
| <input type="checkbox"/> Information on hazards that are specific to the school, and established controls or precautions (for example: a narrow drive shared by pedestrians and vehicles) | |
| <input type="checkbox"/> Trained first aid personnel and first-aid facilities - staff expected to undertake first aid duties must be advised that they are expected to deal with casualties including the staff, pupils, visitors to the site and any member of the public that may need assistance whilst on the school grounds. | |
| <input type="checkbox"/> The policy around positive behaviour management (challenging behaviours shown from pupils) | |
| <input type="checkbox"/> What to do in an emergency, including fires which start in class (science, design technology and art teachers must pay particular attention to this risk) | |
| <input type="checkbox"/> Fire extinguishers and blankets - location and use | |
| <input type="checkbox"/> Specific issues arising from mobility difficulties or other reasons giving rise to the need for Personal Emergency Evacuation Plans | |
| <input type="checkbox"/> Introduction to recognised unions and the local representatives | |

- Infection Control arrangements
- Employee problems and concerns - the Employee Assistance Programme which the school buys in to and / or access to wellbeing advice, counselling and other staff support schemes
- Grievance procedures (if they relate to health and safety)
- Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)
- Materials and substances in use - handling and labelling systems/ warning signs. COSHH requirements, risk assessments and health and safety data sheets
- Use and care of PPE (personal protective equipment)
- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Work permit systems (for example, arrangements for visits and trips)
- Physical examinations relating to statutory maintenance requirements e.g. electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors
- Security
- Restricted areas and equipment
- One-on-one instruction and supervision of young and inexperienced workers (and work experience students)
- Manual lifting and handling - general advice and risk assessment
- Safe stacking of materials
- Safety procedures for machines, including design technology equipment
- General housekeeping and maintenance of access and egress

I have read and understood the Health & Safety Policy.

Signed: _____

Date of signature: _____

GLOSSARY

| TERM OR ACRONYM | DEFINITION |
|----------------------------|--|
| HaSWA | (The) Health and Safety at Work Act |
| CoSHH | (The) Control of Substances Hazardous to Health Regulations |
| PUWER | (The) Provision and Use of Work Equipment Regulations |
| DSE | Display Screen Equipment (also relates to the Regulations) |
| Manual handling | Used in schools' H&S when talking about lifting or moving inanimate objects |
| Moving and handling | Used in schools' H&S when talking about assisting or aiding people - either in intimate care or general medical needs |
| SHaW | Safety, Health and Wellbeing - the way we at Suffolk County Council term 'health and safety' |
| PDCA | Plan, Do, Check, Act - a way of mapping out your health and safety management to make it easier to carry out |
| CLEAPSS | Consortium of Local Education Authorities for the Provision of Science Services (and DT and Art) - a service for schools which aids practical and safe experiences in the lab and classroom |
| OH / Occy Health | A company who provides services related to employees' health in the workplace |
| MSDS | Material Safety Data Sheet - a document which provides information on a substance (or material) in terms of safe storage, use, and disposal |
| EAP | Employee Assistance Provider - a company who provides counselling and wellbeing services to employees, free of charge (the school or LA buys into the service) |
| BCP / EP | Business Continuity Plan / Emergency Plan - documents which set out what the school will do in the event of 'business as usual' being hindered or stopped by an incident (either external or internal), pre-warned or not |
| RIDDOR | (The) Reporting of Incidents, Diseases and Dangerous Occurrences Regulations - the requirement for an employer to report certain incidents to the HSE. Your Schools' Advisor will do this, and will notify you should it be necessary. |

CONTACT DETAILS

| PERSON / JOB / ORGANISATION | CONTACT DETAILS |
|---|---|
| Nina Bickerton - Suffolk (maintained) Schools' Health and Safety Advisor | 01473 260 399 Nina.bickerton@suffolk.gov.uk |
| Paul Butcher - Suffolk County Council Head of Health and Safety | Paul.butcher@suffolk.gov.uk |
| EVOLVE support (SCC based) | Ed.visits@suffolk.gov.uk |
| Mailbox for Suffolk Maintained Schools' incident forms | schools.incidents@suffolk.gov.uk |
| CLEAPPS Science helpline | https://science.cleapss.org.uk/helpline/ |
| Corporate Health and Safety (when your Advisor is unavailable) | 01473 260 208 healthandsafety@suffolk.gov.uk |
| Suffolk Fire and Rescue Service | https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/ (information and contact details for non-emergencies) |
| Suffolk Constabulary | https://www.suffolk.police.uk/contact-us |