



Health & Safety Policy Manual

‘NOBODY ELSE IS QUITE LIKE ME’

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	Name	Date
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001	June 2026	Initial H21 Safety Issue



HEALTH AND SAFETY POLICY STATEMENT

Vernon Primary School recognises its duty of care for the health, safety, and wellbeing of its employees, pupils, visitors, contractors, and all others affected by its activities.

The school complies with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and other relevant statutory requirements.

The school is committed to continual improvement of its health and safety management system through the following principles:

- Integrating health and safety into all aspects of school planning and management.
- Identifying, assessing, and controlling significant risks to prevent injury, ill health, and loss.
- Providing adequate resources, competent advice, and training to maintain safe working practices.
- Consulting with staff and representatives on health and safety matters and encouraging active participation.
- Monitoring and reviewing performance to ensure legal compliance and continual improvement.
- Promoting staff wellbeing as an integral part of the school's ethos and success.

All employees have a duty to:

- Take reasonable care for their own health and safety and that of others.
- Co-operate fully with the school's arrangements for health and safety.
- Report hazards, accidents, and near misses promptly to the Headteacher or Health & Safety Co-ordinator.

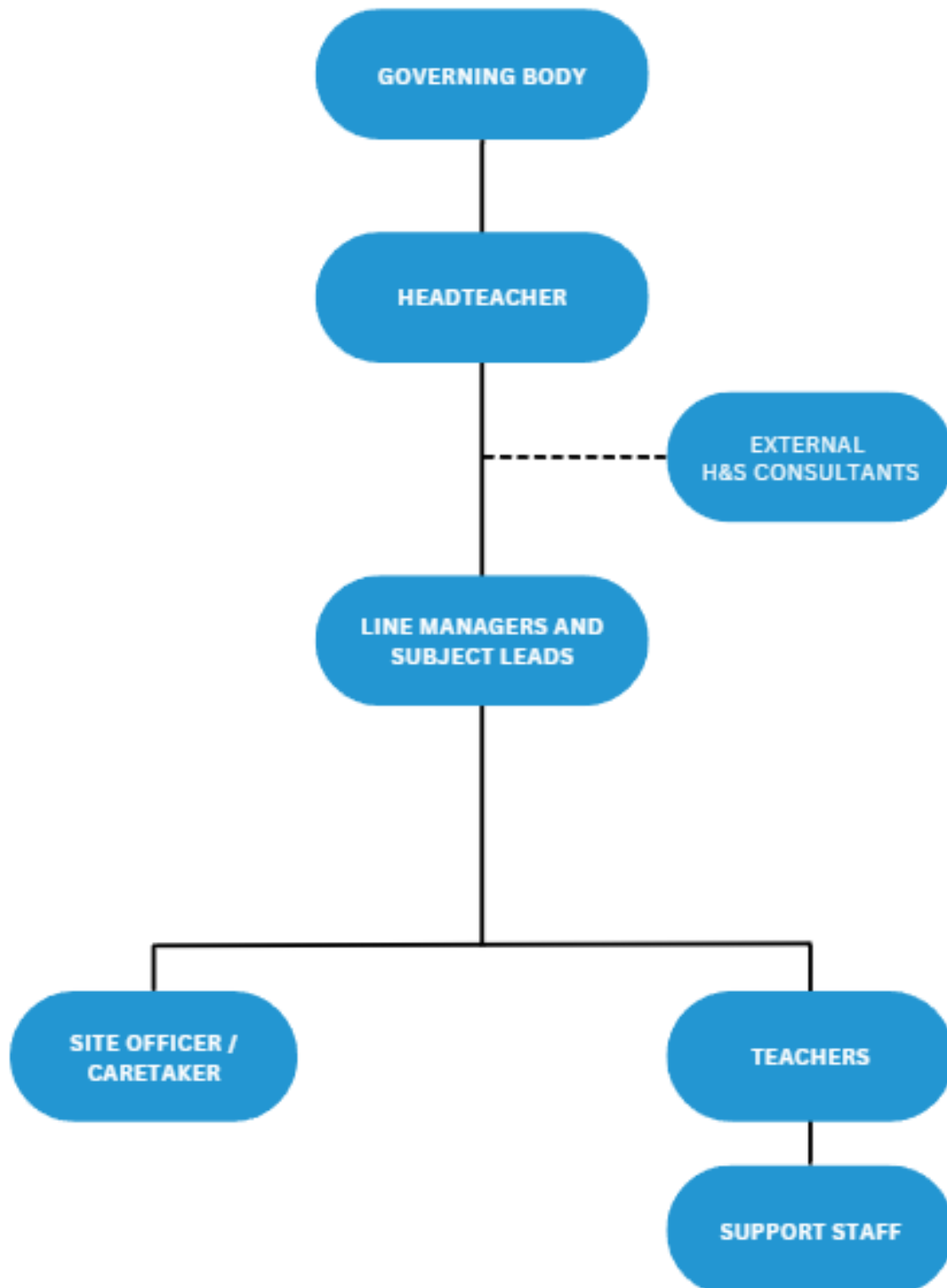
The Governing Body and Headteacher will ensure that this Policy is implemented, monitored, and reviewed annually, and communicated to all staff, volunteers, and contractors.

Name:			
Title:			
Sign:			
Date:		Review Date:	

SECTION TWO ORGANISATION, ROLES AND RESPONSIBILITIES

This section of the Safety Policy Manual outlines the organisational structure within [Company Name] and defines specific responsibilities for the management of health and safety. It also describes how information will be communicated throughout the company.

2.1) ORGANISATIONAL CHART



2.2) GOVERNING BODY

The Governing Body of Vernon Primary School has overall responsibility for ensuring that arrangements are in place for managing health, safety, and wellbeing effectively.

The Governing Body will:

- Approve and review the school's Health and Safety Policy annually.
- Ensure that sufficient resources are allocated to meet statutory requirements and maintain a safe working and learning environment.
- Monitor health and safety performance through regular updates and reports from the Headteacher.
- Ensure that all policies, procedures, and risk assessments are effectively implemented and reviewed.
- Promote a positive culture where health, safety, and wellbeing are regarded as integral to school operations.

The Governing Body has appointed Helen O'Sullivan as the named Health and Safety Governor. She will liaise with the Headteacher and Health and Safety Co-ordinator to monitor compliance and provide feedback to the Governing Body.

2.3) HEADTEACHER AND BUSINESS MANAGER

The Headteacher and Business Manager are responsible for the implementation and day-to-day management of health and safety arrangements within Vernon Primary School.

In fulfilling this duty, they will:

- Provide leadership and direction on all health and safety matters.
- Ensure all legal obligations and Local Authority requirements are met.
- Ensure competent health and safety advice is obtained where required.
- Ensure all staff are aware of their health and safety responsibilities and receive appropriate information, instruction and training.
- Liaise with H21 Safety Limited, the school's appointed competent Health and Safety Advisors, to ensure access to competent advice and ongoing support.
- Implement and monitor arrangements for risk assessments, accident reporting, fire safety, first aid, premises safety and emergency procedures.
- Ensure that statutory inspections, maintenance activities and health and safety checks are completed and recorded.
- Report significant accidents, incidents or hazards to the Governing Body and, where appropriate, the Local Authority.
- Liaise with external agencies including the Local Authority, Health and Safety Executive (HSE), emergency services and other relevant bodies when necessary.
- Monitor health and safety performance and ensure that any identified actions are progressed and reviewed.

2.4) COMPETENT HEALTH & SAFETY ADVISORS

Under the Management of Health and Safety at Work Regulations 1999, Vernon Primary School has appointed H21 Safety Limited as its competent Health & Safety Advisors.

H21 Safety Ltd will provide:

- Ongoing competent advice and guidance to the school leadership;
- An annual audit and premises inspection, with a detailed report and action plan;
- Access to the H21 Client Portal for documentation, updates, and templates;
- Telephone and email support for day-to-day queries;
- Regular legislative updates and compliance bulletins;
- Bespoke risk assessment and policy documentation support;
- Assistance with RIDDOR reporting, investigations, and best-practice recommendations.

Contact:

H21 Safety Limited

Unit 5 The Courtyard, Back Lane, Congleton CW12 4TR

T: 01260 545343

E: admin@h21safety.co.uk

Website: www.h21safety.co.uk

2.5) LINE MANAGERS AND SUBJECT LEADS

All line managers and subject leaders (including administrative and site staff supervisors) are responsible for ensuring that:

- Safe working practices are followed within their departments or areas.
- Risk assessments are completed and kept under review.
- Equipment, materials, and work areas are maintained in a safe condition.
- Health and safety issues are discussed regularly with their teams.
- Any accidents, near misses, or unsafe conditions are reported immediately to the Headteacher or Health and Safety Co-ordinator.

2.6) SITE OFFICER / CARETAKER

The Site Officer plays a vital role in maintaining the safety of the premises and grounds. Their responsibilities include:

- Carrying out regular site checks and monitoring building security and safety systems.
- Ensuring that fire alarms, emergency lighting, and other safety systems are tested and maintained according to schedule.
- Maintaining records of maintenance, inspections, and statutory checks (e.g. fire, asbestos, water hygiene, and electrical safety).
- Managing contractors on site, ensuring they have appropriate risk assessments and method statements (RAMS).
- Reporting any defects or hazards promptly to the Headteacher.

2.7) *ALL EMPLOYEES*

All employees must:

- Take reasonable care of their own health and safety and that of others;
- Follow school procedures and training;
- Use equipment correctly and safely;
- Report hazards, accidents, and near-misses promptly;
- Participate in health and safety training and emergency drills;
- Co-operate with the Headteacher, Governors, and H21 Safety Ltd to maintain a safe environment.

2.8) DOCUMENT ISSUE AND CONTROL

The issue and control of all documentation related to this Health and Safety Policy must be carefully managed to ensure that:

- All staff with specific health and safety responsibilities (such as the Headteacher, Site Officer, and Subject Leads) receive up-to-date information to enable them to carry out their duties effectively.
- All such information is formally acknowledged by the recipient, confirming that it has been received, read, and understood.
- Accurate records are maintained showing the date of issue, version number, and the person or role to whom the information has been distributed.

To ensure these requirements are consistently met:

- The Headteacher, supported by H21 Safety Limited, will co-ordinate and issue all health and safety documentation to relevant staff across the school.
- All staff must ensure that any updated or revised information is shared promptly with their colleagues or teams where it affects their working practices.
- A document issue and acknowledgement sheet will be completed and retained whenever new or amended health and safety documentation is distributed.

2.9) EMPLOYEE INVOLVEMENT AND COMMUNICATION

Vernon Primary School recognises that effective communication and the active involvement of staff are essential to maintaining a positive health and safety culture.

To achieve this, the school will:

Consult and Involve Staff

Employees are encouraged to raise health and safety concerns, report hazards, and make suggestions for improvement to the Headteacher or Health & Safety Co-ordinator.

Where appropriate, staff input will be sought when developing or reviewing risk assessments, procedures, and control measures.

Access to Information

Health and safety information, including this policy, risk assessments, and emergency procedures, will be made available via:

- The staff shared drive / noticeboard;
- The H21 Safety Client Portal;
- Staff induction and annual training sessions.

Regular Communication

Health and safety will be a standing agenda item at staff meetings.

Notice Boards and Displays

A designated Health and Safety Notice Board is maintained in the staff area and will display:

- The Health and Safety Policy Statement;
- The names of the Headteacher, H&S Governor, and H&S Co-ordinator;
- Details of appointed first aiders and fire wardens;
- Emergency procedures and contact numbers;
- Employers' Liability Insurance Certificate.

Continuous Improvement

Feedback from staff will be reviewed termly and incorporated into the school's health and safety action plan.

SECTION 3 ARRANGEMENTS FOR ENSURING HEALTH & SAFETY AT WORK

This section of the Health and Safety Policy sets out the arrangements and procedures that are in place at Vernon Primary School to ensure that the general principles and commitments outlined in the Policy Statement are effectively implemented.

The purpose of these arrangements is to safeguard pupils, staff, contractors, volunteers, and visitors from hazards that may arise from the school's activities or premises.

The arrangements detailed below represent the minimum standards expected across all areas of the school. Line managers, the Headteacher, and the Governing Body are responsible for ensuring that these standards are achieved and maintained. Staff are expected to support these arrangements by following procedures and reporting any concerns immediately.

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3.1) ACCIDENT AND INCIDENT REPORTING, RECORDING AND INVESTIGATION

All accidents, incidents, and near misses must be reported and recorded to ensure that prompt and appropriate action can be taken to prevent recurrence.

An accident is defined as an unplanned event that results in injury or ill health, while a near miss is an event that had the potential to cause harm but did not.

All injuries to pupils, staff, or visitors that occur on school premises, during off-site activities, or on educational visits must be reported to the Headteacher as soon as possible.

The procedure for reporting is as follows:

- The member of staff dealing with the incident must complete an Accident Report Form (available from the school office).
- Where the injury involves a pupil, parents or carers must be informed on the same day.
- The Headteacher will review all serious incidents to identify trends or areas for improvement.
- Where an accident meets the reporting requirements under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013), the Headteacher will ensure that the necessary notification is made to the Health and Safety Executive (HSE) within the statutory timeframe.
- The Governing Body will be informed of all reportable incidents at the next scheduled meeting.

All accident records will be retained securely for a minimum of three years (or longer where required) and will include details of investigation outcomes and corrective actions taken.

3.2) SITE SECURITY

Vernon Primary School aims to provide a safe and secure environment for all pupils, staff, and visitors.

The Site Officer is responsible for the daily security of the school site, including ensuring that:

- All external gates and doors are locked at the appropriate times.
- The site is inspected daily for signs of damage or unauthorised access.
- Alarm systems are tested regularly, and any faults are reported promptly.

Visitors must enter the premises through the main reception and sign in using the visitor management system. All visitors are required to wear a visitor badge at all times while on site and must be escorted by a member of staff unless otherwise authorised.

During the school day, access to teaching areas is restricted, and playground gates are locked once pupils are inside the building. Out-of-hours activities, such as lettings or after-school clubs, must be pre-authorised and supervised by a responsible person.

In the event of an emergency or lockdown, staff will follow the procedures set out in the School Emergency and Lockdown Plan, ensuring pupils are accounted for and kept safe. CCTV is used within the school premises to support site security and pupil safeguarding. Images are monitored in accordance with the school's Data Protection and CCTV Policies.

3.3) FIRE SAFETY AND EVACUATION

The school recognises its duty to comply with the Regulatory Reform (Fire Safety) Order 2005 and to take reasonable measures to protect occupants from the risk of fire.

The Fire Risk Assessment is reviewed annually and whenever there are significant changes to the premises, equipment, or use of the building.

Fire safety arrangements include:

- Weekly testing of the fire alarm system, recorded in the Fire Logbook.
- Monthly functional testing of emergency lighting, with annual inspection and testing carried out by a competent contractor.
- Termly fire drills, ensuring all staff and pupils are familiar with evacuation procedures.
- Annual inspection and maintenance of firefighting equipment by a competent contractor.
- Display of fire evacuation routes and procedures in classrooms and communal areas where appropriate.
- Designated assembly points for staff and pupils to gather safely.
- Personal Emergency Evacuation Plans (PEEPs) for individuals requiring additional assistance.

All staff are provided with information and instruction on the school's fire and evacuation procedures as part of their induction, through fire drills, and through periodic reminders and updates as required.

No fire doors are to be propped open at any time unless held by an approved magnetic release mechanism.

Records of all fire drills, tests, inspections and maintenance activities are retained in the Fire Safety Logbook located in the main office.

3.4) CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Under the Control of Substances Hazardous to Health Regulations 2002 (as amended), the school ensures that all hazardous substances used on the premises are managed safely to prevent harm to staff, pupils, and visitors.

The Site Officer is responsible for maintaining up-to-date COSHH assessments for all cleaning materials, paints, glues, and maintenance products used within the school. These assessments identify hazards, exposure routes, and control measures.

Key arrangements include:

- All hazardous products are stored securely in locked cupboards away from children's access.
- Products are kept in their original containers with legible labels and safety data sheets.
- Staff are trained to use substances safely and must always follow manufacturer's instructions.
- Any spillages are cleaned immediately using appropriate PPE, and incidents are recorded.

Teaching staff must seek approval before using any chemicals or substances in lessons and ensure pupils are properly supervised at all times.

3.5) GAS SAFETY

The school complies with the Gas Safety (Installation and Use) Regulations 1998. All gas appliances, boilers, and pipework are inspected and maintained annually by a Gas Safe registered engineer.

Records of all gas safety inspections are retained in the site maintenance log.
Any suspected gas leaks must be reported immediately to the Site Officer or Headteacher. The area must be evacuated, and the emergency services contacted via 999. Under no circumstances should anyone attempt to repair or tamper with gas installations.

3.6) *LEGIONELLA AND WATER SAFETY*

Vernon Primary School manages water systems in accordance with the Health and Safety Executive's Approved Code of Practice L8 and HSG274 Part 2.

A Legionella Risk Assessment is reviewed every two years, and the control measures identified are implemented by the Site Officer. Regular monitoring includes:

- Monthly temperature checks at sentinel outlets.
- Weekly flushing of infrequently used outlets.
- Periodic inspection, cleaning and maintenance of water outlets as identified by the Legionella Risk Assessment and associated control scheme.
- Recording all checks and monitoring activities within the water hygiene logbook.

If any out-of-range temperature readings, signs of stagnation, or other concerns are identified, remedial action will be taken promptly and records updated accordingly.

Any recommendations arising from the Legionella Risk Assessment will be reviewed and implemented as appropriate to ensure the continued safety of the school's water systems.

3.7) ASBESTOS MANAGEMENT

The school's premises may contain asbestos in some older building materials. Vernon Primary School complies with the Control of Asbestos Regulations 2012 and holds an up-to-date Asbestos Management Plan and Asbestos Register, which are reviewed annually or after any building works.

All contractors must:

- Review and sign the Asbestos Register before starting any work that may disturb the fabric of the building.
- Stop work immediately if they discover or suspect asbestos and report it to the Site Officer or Headteacher.

The school maintains an Asbestos Register which is available in the school office for inspection by authorised personnel. Asbestos-containing materials are located within areas not normally accessible to the general staff population. Information relating to the presence and location of asbestos is provided to relevant personnel, contractors and others who may be required to access these areas or undertake work that could disturb the building fabric.

3.8) ELECTRICAL AND EQUIPMENT SAFETY

The school ensures that all electrical installations and portable appliances are maintained in a safe condition in accordance with the Electricity at Work Regulations 1989.

Arrangements include:

- Fixed electrical installations inspected and tested every five years by a qualified contractor.
- Portable Appliance Testing (PAT) conducted annually, with records maintained.
- Visual checks by staff before using any electrical equipment.
- Damaged or faulty equipment removed from use and reported immediately to the Site Officer.

Staff and pupils must never attempt to repair electrical items.

Specialist classroom equipment, including computers, kitchen appliances, and teaching aids, are inspected and maintained in line with manufacturer's guidance.

3.9) PLAY EQUIPMENT

Vernon Primary School recognises the importance of safe play and outdoor learning. To ensure the safety of pupils using fixed and portable play equipment, the following arrangements are in place:

- All outdoor play equipment is inspected visually each day by staff before use.
- Formal inspections are carried out termly by the Site Officer and annually by an independent, competent contractor in accordance with BS EN 1176 and BS EN 1177 standards.
- Records of inspections and maintenance are retained on site.
- Any damaged or unsafe equipment is immediately taken out of use, clearly labelled, and reported for repair or removal.
- Pupils are supervised at all times while using play equipment, and staff ensure that equipment is used appropriately and safely.
- Weather conditions are considered before allowing access to outdoor equipment, particularly during icy or wet conditions.

3.10) FIRST AID

The school recognises its obligations under the Health and Safety (First Aid) Regulations 1981 to provide adequate and appropriate equipment, facilities, and trained personnel to ensure that staff and pupils receive immediate attention if they are injured or taken ill at work or during the school day.

Arrangements

- The Headteacher will ensure that there is always an adequate number of qualified First Aiders on site and that staff training remains up to date.
- A list of current First Aiders is displayed in the main office and staffroom.
- First aid boxes are located in key areas throughout the school, including classrooms, the hall, the playground, and the staffroom.
- The Site Officer or designated staff member is responsible for checking and replenishing first aid supplies each term, or more frequently if required.
- All first aid treatment must be recorded in the Accident Book, noting the date, details of the incident, and treatment provided.

Parents or carers will be notified as soon as possible if a pupil has received first aid treatment or if medical attention is required. In the event of a serious injury or illness, an ambulance will be called, and a member of staff will accompany the pupil to hospital while maintaining communication with parents.

Records of all first aid training and accident reports are kept securely in accordance with data protection requirements.

3.11) ADMINISTERING MEDICATION AND MANAGING ALLERGIES

The school follows the Supporting Pupils with Medical Conditions in Schools (DfE, 2017) guidance and ensures that pupils with medical needs are supported safely and effectively.

- Medication will only be administered in school where it would be detrimental to a child's health or attendance not to do so.
- Parents must complete and sign a Medication Consent Form before any medication can be administered.
- Medicines must be supplied in their original containers, clearly labelled with the child's name, dosage, and instructions.
- All medication is stored securely in a locked cabinet or refrigerator in the school office.
- Staff will receive appropriate training where required for the administration of specific medication (e.g., EpiPens, inhalers, or insulin).
- A register of all pupils with medical needs or allergies is maintained and available to staff.
- Allergy information and emergency plans are shared with relevant staff, and photos of pupils with serious allergies are displayed discreetly in key staff areas.

In the event of an allergic reaction or medical emergency, staff will follow the individual healthcare plan, administer emergency medication if trained to do so, and call 999 immediately.

3.12) INFECTION PREVENTION AND CONTROL

Vernon Primary School follows national guidance from the UK Health Security Agency (UKHSA) for the prevention and control of infections.

To minimise the risk of illness and cross-contamination, the following arrangements are in place:

- Pupils and staff are encouraged to maintain good personal hygiene, including regular handwashing with soap and warm water.
- Tissues are provided throughout the school, and pupils are encouraged to follow the “catch it, bin it, kill it” approach to help reduce the spread of infection.
- Cleaning schedules are implemented daily, with particular attention given to frequently touched surfaces such as door handles, desks, handrails and toilet facilities.
- Staff wear appropriate personal protective equipment (PPE) when providing first aid, dealing with bodily fluids, or undertaking cleaning activities where there is a risk of exposure to contamination.
- Sanitary waste and nappy waste are disposed of in designated bins and collected by an approved waste contractor in accordance with the school's waste management arrangements.
- Pupils and staff with infectious illnesses are expected to follow current UKHSA guidance regarding exclusion periods and returning to school.
- In the event of an outbreak of an infectious disease, the school will seek advice from the local health protection team and implement any recommended control measures.
- Appropriate cleaning materials, handwashing facilities and hygiene products are provided to support effective infection prevention and control throughout the school.

3.13) MANUAL HANDLING

The school will comply with the Manual Handling Operations Regulations 1992 and take reasonable steps to prevent injury caused by lifting or moving loads.

Where possible, manual handling will be avoided through the use of mechanical aids or by redesigning tasks. When it cannot be avoided:

- Manual handling risk assessments will be completed for all significant lifting and moving tasks.
- Staff will receive appropriate training in safe lifting techniques.
- Pupils are not permitted to lift or move heavy equipment or furniture.
- Staff must assess each load before lifting and seek help if the load is too heavy or awkward.
- Manual handling incidents must be reported immediately to the Headteacher or Site Officer.

Good housekeeping and clear storage arrangements will be maintained to reduce unnecessary lifting and handling.

3.14) WORKING AT HEIGHT

The school recognises the potential risks associated with working at height and complies with the Work at Height Regulations 2005.

- Staff must not work at height unless they have received suitable instruction and have assessed the risks.
- Ladders and step ladders must be inspected regularly by the Site Officer and stored safely when not in use.
- Staff must visually check equipment before use and report any defects immediately.
- Pupils must never be allowed to use ladders or climb on furniture or equipment.
- Display boards, decorations, or maintenance tasks requiring work at height should only be carried out using appropriate, stable equipment.
- Weather conditions and ground stability must be considered when using equipment outdoors.

Unsafe ladders or step stools will be immediately removed from service until repaired or replaced.

3.15) DISPLAY SCREEN EQUIPMENT (DSE)

The school will comply with the Health and Safety (Display Screen Equipment) Regulations 1992, ensuring that risks associated with regular computer use are minimised.

- All staff who use display screen equipment for significant parts of their work will complete a DSE self-assessment.
- Assessments will identify any adjustments needed to improve posture, workstation setup, or screen visibility.
- Staff are encouraged to take regular breaks from screen work, at least five minutes every hour.
- Chairs, desks, and monitors should be adjustable to promote good posture.
- Eyesight tests will be available for staff who regularly use display screen equipment, in line with statutory requirements.

Training and information on correct workstation setup will be provided to all relevant staff.

3.16) LONE WORKING

Lone working is defined as any work activity carried out by a person without direct supervision or immediate assistance.

Examples include working outside of normal school hours, in isolated areas of the building, or attending home visits.

Arrangements include:

- Staff must inform a colleague or the Headteacher when they are working alone and agree an expected finish time.
- Staff must ensure that doors are locked while working alone but that escape routes remain accessible.
- Staff should not meet members of the public or parents on their own when the building is otherwise unoccupied.
- Lone working involving high-risk activities, such as work at height or handling hazardous substances, is prohibited.
- Any concerns regarding personal safety should be reported immediately to the Headteacher.

3.17) OFF-SITE VISITS AND EDUCATIONAL TRIPS

Vernon Primary School recognises the educational value of off-site visits and ensures that such activities are managed safely and in line with the Health and Safety of Pupils on Educational Visits (DfE, 2018) guidance.

- All visits must be authorised by the Headteacher and, where required, approved by the Governing Body.
- A Risk Assessment must be completed for every trip and approved prior to departure.
- The Educational Visits Coordinator (EVC) will support staff in planning and managing visits.
- Adequate supervision ratios must be maintained at all times, based on the age, needs, and nature of the activity.
- Emergency contact details and medical information for all participants must be carried by the trip leader.
- At least one qualified First Aider must accompany each visit.
- Parents will be informed of all visit arrangements, and written consent will be obtained where necessary.

All accidents or incidents during trips must be reported to the Headteacher on return and recorded in accordance with school procedures.

3.18) CONTRACTORS AND VISITORS

All contractors and visitors working or attending the school site must comply with the school's Health and Safety Policy and safeguarding arrangements.

- Contractors must report to the main office upon arrival, sign in, and wear a visitor's badge at all times.
- The Site Officer will provide contractors with relevant health and safety information, including the Asbestos Register, emergency procedures, and site rules.
- Contractors must ensure that their work does not endanger staff, pupils, or visitors and must isolate their working area where appropriate.
- All work involving hazardous equipment, materials, or potential disruption must be agreed in advance with the Headteacher.
- Any accidents or near misses involving contractors must be reported immediately to the Site Officer.

Visitors, including parents and volunteers, are required to comply with the same standards of conduct and safety expected of staff. Unauthorised persons are not permitted access to the school site.

3.19) TRAINING AND INDUCTION

Vernon Primary School recognises that the provision of appropriate training is vital to ensuring the competence of staff in fulfilling their health and safety responsibilities.

Induction Training

All new staff, including temporary and supply staff, receive health and safety induction training during their first day at school. Induction includes:

- An overview of the school's Health and Safety Policy and procedures;
- Fire and emergency arrangements;
- Accident reporting procedures;
- First aid and medical arrangements;
- Safeguarding and visitor procedures;
- Site layout and access routes.

Ongoing and Refresher Training

The Headteacher will identify and provide relevant health and safety training according to each role's requirements. This may include:

- First Aid at Work or Paediatric First Aid;
- Fire Marshal or Evacuation Training;
- Manual Handling;
- Working at Height;
- Educational Visits Coordination and Risk Assessment Training.

Records of all health and safety training will be maintained by the school office.

Refresher training is provided at regular intervals, or sooner if legislation changes or new risks are identified.

Staff are encouraged to raise any training needs or areas of uncertainty so that appropriate guidance and development can be arranged.

3.20) WELFARE AND STAFF WELLBEING

The school acknowledges that good welfare and wellbeing arrangements contribute significantly to staff morale, attendance, and performance.

The school will:

- Provide adequate welfare facilities, including toilets, washing facilities, and staff rest areas;
- Ensure that drinking water is available throughout the day;
- Maintain a clean, comfortable, and well-ventilated environment;
- Provide suitable facilities for staff and pupils to eat and rest away from classroom areas;
- Support flexible working practices where reasonably possible to promote work–life balance;
- Encourage open communication between staff and leadership regarding workload, stress, or wellbeing concerns.

Regular wellbeing discussions and staff surveys are used to identify and address any issues affecting the school community. The school promotes a culture of respect, care, and support for all.

3.21) OCCUPATIONAL STRESS AND MENTAL HEALTH

Vernon Primary School is committed to promoting high levels of health and wellbeing and preventing work-related stress.

The school follows the principles of the Health and Safety Executive's Management Standards for Work-Related Stress, which focus on the following key areas:

- Demands of the job;
- Control over work;
- Support from colleagues and management;
- Relationships at work;
- Role clarity;
- Change management.

Arrangements

- The Headteacher monitors workloads and staffing levels to prevent excessive pressure.
- Regular staff meetings provide opportunities to discuss concerns and share support.
- Employees are encouraged to speak openly about stress or mental health concerns.
- Access to occupational health and wellbeing support is available through local authority and external services.
- Individual risk assessments and support plans will be implemented where required.

All discussions regarding stress or mental health are treated sensitively and confidentially.

3.22) VIOLENCE, AGGRESSION AND ABUSE

The school has a zero-tolerance approach to any form of violence, aggression, or abuse towards staff, pupils, visitors, or contractors.

Preventive Measures

- Staff are trained in de-escalation techniques and conflict management where appropriate.
- All visitors are required to behave respectfully towards pupils and staff.
- Any incident of verbal abuse, intimidation, or physical aggression must be reported immediately to the Headteacher.

Incident Management

- Serious incidents will be investigated, and appropriate action will be taken, which may include contacting the police, restricting access to the premises, or issuing formal warnings.
- All such incidents will be recorded, and the Governing Body will be informed.
- Staff involved in violent or aggressive incidents will be offered support, including occupational health referrals or counselling if required.

The school supports and enforces the DfE's "Dealing with Abuse Towards School Staff" (2022) guidance.

3.23) SMOKING, DRUGS AND ALCOHOL

Vernon Primary School is a smoke-free site. Smoking, including the use of e-cigarettes or vaping devices, is strictly prohibited anywhere on the school premises or grounds.

Alcohol and Drugs

- Staff and visitors must not consume alcohol or use illegal substances during working hours or on school property.
- Any employee found to be under the influence of alcohol or drugs while at work will be subject to disciplinary procedures.
- Prescribed medication that may impair performance must be reported confidentially to the Headteacher so that suitable arrangements can be made.
- Pupils are not permitted to bring alcohol, cigarettes, vaping products, or drugs of any kind onto school premises.

The school promotes awareness of the dangers of smoking, alcohol, and drug use through its PSHE curriculum.

3.24) MONITORING, AUDITING AND REVIEW

The school recognises that regular monitoring and review of health and safety arrangements are essential to maintaining high standards of safety.

Inspections and Monitoring

- The Site Officer carries out weekly inspections of the premises using a compliance checklist.
- The Headteacher and Governors undertake termly health and safety walkthroughs to monitor site conditions and risk control measures.
- Fire safety systems, first aid provisions, and emergency procedures are reviewed regularly to ensure effectiveness.

Audits and Reviews

- A comprehensive annual health and safety review will be undertaken to assess compliance, identify trends, and recommend improvements.
- Accident and incident data will be analysed to identify recurring hazards or unsafe practices.
- The outcomes of audits and reviews are reported to the Governing Body, which will approve an action plan for implementation.

The Health and Safety Policy and its arrangements are reviewed annually, or sooner if significant changes occur.

3.25) VISIT BY AN ENFORCEMENT OFFICER

Under the Health and Safety at Work etc. Act 1974, authorised inspectors from the Health and Safety Executive (HSE) or Local Authority may visit the school to ensure compliance with health and safety legislation.

During such visits, inspectors have the right to:

- Enter the premises at any reasonable time;
- Examine records, documentation, or equipment;
- Take statements from staff or contractors;
- Issue Improvement Notices or Prohibition Notices if breaches are identified.

School Responsibilities

- The Headteacher must be informed immediately if an inspector arrives on site.
- All relevant documents, such as risk assessments, training records, and maintenance logs, must be made available upon request.
- Staff must cooperate fully and follow any instructions given by the inspector.
- Any notices or recommendations issued will be reviewed and acted upon without delay.

Non-compliance with enforcement action may result in prosecution, so it is essential that all health and safety standards are maintained at all times.

3.26) COMMUNICATION AND CONSULTATION

Vernon Primary School believes that open communication and meaningful consultation with staff are key to promoting a positive health and safety culture.

Arrangements

- Health and safety is a standing item on the agenda for all staff meetings.
- Updates, reminders, and notices are shared via email, staff briefings, and noticeboards.
- The Headteacher and Governors encourage staff to raise concerns, suggest improvements, or report hazards.
- Feedback from staff is reviewed termly and used to inform policy updates and action planning.
- The school will provide clear and accessible information on health and safety procedures to all employees, contractors, and visitors.

This collaborative approach ensures that everyone contributes to maintaining a safe and healthy learning environment for pupils, staff, and the wider school community.

SECTION 4 EMPLOYEE ACKNOWLEDGMENT

TO BE COMPLETED BY ALL [COMPANY NAME]. PERSONNEL

I (Name in BLOCK CAPITALS) _____

I confirm that I have read the [COMPANY NAME]. Company Health and Safety Policy and fully understand the responsibilities that apply to me in the capacity in which I am employed. If I am unable to fulfil those responsibilities in any way, I will inform the Managing Director as soon as is reasonably practicable.

Signed: _____

Date: _____

**PLEASE COMPLETE THIS PAGE AND RETURN IT TO HEAD OFFICE / YOUR
MANAGER**