

## HEAD TEACHER H&S ANNUAL REPORT TO GOVERNORS PRIMARY SCHOOL VERSION (2017 v1.6)

1. This template is designed to be used by Head Teachers, to report Health and Safety progress to the School Governing Body. The form uses the same numbered subject headings as the H&S “how to” guide which provides further information.
2. The report template is designed for free text to be used within the shaded boxes, deleting the italic text contained within.
3. Complete any outstanding action points in the table on the last page.
4. Retain the completed report at your establishment for your future reference.
5. Send a copy of the completed report to Schools H&S Team:
  - Scan and e-mail to [davidm.thompson@nottinghamcity.gov.uk](mailto:davidm.thompson@nottinghamcity.gov.uk)

**School Name:** *Cantrell Primary School*

**Reporting Period:** Sept 19 – July 20

**H&S/Chair of Governors:** *Mrs Susan Anthony*

**Completed by:** *Ralph Surman*

**Date Completed:** **01/07/20**



1. Health & Safety Policy	Y	N
The Health & Safety Policy has been reviewed (give review date) where this is required. Review Date:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are employees aware of the content of the School Health & Safety Policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Have specific staff been assigned specific duties to carry out on site and are these recorded in the arrangements section of the policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all staff aware of the roles and responsibilities they have with regard to H&S in school?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. Health & Safety Manual	Y	N
Staff that require access to H&S resources are aware of the location of the H&S Manual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. Risk Assessment	Y	N
<b>a) Completed Risk Assessments</b>	Y	N
Risk Assessments are in place for significant risks and have been reviewed and updated as necessary e.g. as a result of changes in working practices or legislation or as a result of accident investigations etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Explain how these have been communicated to staff and how confirmation is obtained that they read and understood their contents (with signature).</i>		
<b>b) Individual Risk Assessments</b>	Y	N
Risk assessments are in place for any member of staff or pupil who has a medical condition/disability that may affect their work or ability to access the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>c) New Risk Assessments</b>		
<i>List any new Risk Assessments created over the report period e.g. slips and trips in dining areas.</i>		

4. Curriculum	Y	N
Risk assessments are in place for any lessons that involve significant risk. H&S precautions (where necessary) are noted on lesson plans.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subject leads etc. are made aware and follow the guidance from the following resources: <ul style="list-style-type: none"> <li>• “Safe Practice in PE and School Sport”</li> <li>• CLEAPSS (School Science)</li> <li>• “Be Safe!” (School Science and Technology for teachers of 3-12 year olds)</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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5. Training		
<b>a) Inductions</b>	Y	N
Induction training has taken place for all new/temporary staff, volunteers and others as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>b) Training Courses</b>		
<i>Summarise any H&amp;S training courses attended and the dates and those who have attended. Detail any training for staff requested for the future.</i>		

6. Asbestos	N/A	Y	N
All necessary procedures are being carried out in line with the NCC Policy on the Management of Asbestos.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Monthly</b> asbestos checks are undertaken.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contractors working on site are made aware of the contents of the Asbestos manual and that is recorded in the logbook.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Asbestos identified in the most recent management survey requiring removal/repair or encapsulation has been addressed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Details of any asbestos been removed/repared or encapsulated during the past year.</i>			

7. Legionella	Y	N
All necessary procedures are being carried out in line with the Water Management requirements including action required from the most recent risk assessment (note these are every 2 years).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Detail any problems and any actions from the most recent risk assessment that are outstanding.</i>		

8. Maintenance	N/A	Y	N
All maintenance contracts are in place- gas, electrical installation, play equipment, lifts, automatic doors and gates etc.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Remedial work identified by the most recent 5-yearly electrical installation inspection has been undertaken (detail exceptions below).		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Remedial work identified by the most recent annual boiler servicing has been undertaken (detail exceptions below).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trees are subject to a three yearly inspection schedule by a recognised arborist. Arrangements are in place for any emergency work.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>New roof section being sorted over Summer 2017 and a major water leak currently being sorted.</i>			

**9. Contractors**

*Contractors all been employed for the roof by NCC. We provide all information, e.g. asbestos report, etc. as required. Water leak – discussions taking place currently. All H&S issues will be addressed.*

**10. Fire and Emergencies**

**a) Fire Risk Assessment**

	Y	N
The school has a Fire Risk Assessment in place and has been reviewed during the last year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>All staff have fire training on the first INSET day in September. Fire Warden training has been completed by Site Manager and Business Manager</i>		

**b) Tests**

	Y	N
All routine in-house tests are undertaken (e.g. weekly fire alarm, monthly emergency lighting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**c) Reported Fires / False Alarms**

*Summarise any fire incidents- dates and times and brief outline of the cause, time taken to return to normal etc*

*Summarise any false alarms, dates and times, the causes etc. Outline any plans to reduce the likelihood of both fires and false alarms.*

**d) Fire Inspector Visit**

*Detail any positive and negative points from any visit from an inspector from Notts Fire and Rescue.*

**11. Conditions Survey**

*Describe the general condition of the building and any concerns that school management have about any particular areas.*

12. Play Safety	Y	N
Risk assessments that have been completed for play activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Outline any significant new play equipment (e.g. trim trail) that is being considered.</i>		

13. Individual pupil	N/A	Y	N
Risk assessments are in place for “high-profile” pupils.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A needs assessment has been made regarding positive handling training for staff and refresher dates have been organised as necessary.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Any notes concerning the above.</i>			

14. Inspections
<b>a) External</b>
<i>Summarise any significant <b>external</b> Health and Safety issues e.g. pathways and playground surfaces, pedestrian and vehicle hazards etc Include actions being taken to address the risks identified.</i>
<b>b) Internal</b>
<i>Summarise any significant <b>internal</b> Health and Safety issues e.g. lighting issues, trip hazards. Include actions being taken to address the risks identified.</i>
<b>c) Housekeeping</b>
<i>Outline the general housekeeping/cleanliness of the premises and any actions required.</i>

15. Extended Schools	N/A	Y	N
A general after school club risk assessment has been completed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School-organised after school clubs that present significant risk have been subject to an additional risk assessment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The school has been provided additional risk assessments from external providers of after school clubs whose activities present significant risk.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

16. First Aid	Y	N
Paediatric First Aiders/Emergency First Aiders/First Aiders are trained and in place as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Certificates are valid and refresher training scheduled.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

17. Work at Height	Y	N
Risk assessments are in place for all working at height and staff are aware of their contents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appropriate training/instruction has been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

18. Managing Pupils with Medical Conditions	Y	N
A policy covering the management of pupils with medical conditions is in place and the generic risk assessment has been completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appropriate training has been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

19. Outdoor Learning	Y	N
There is an Outdoor Learning Policy and it has been reviewed where this is required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The named Off-Sites Visits Co-ordinator (OVC) has undertaken the one day OVC training course.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff are aware of the roles, responsibilities and approval processes they have with regard to Outdoor Learning in school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Risk assessments or operating procedures are in place to support Outdoor Learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Outline how employees are made aware of the content of the Policy.</i>		

20. Stress
<i>Provide a summary of the proactive steps that management have taken to improve mental wellbeing for staff e.g. using the stress toolkit or completed risk assessments.</i>
<i>Were any incidents of work-related mental ill-health (stress, depression, anxiety) reported? What action was taken?</i>

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<b>21. Accidents and Violence Reporting/Management</b>
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<b>a) Accidents</b>	<b>Y</b>	<b>N</b>
All accidents are reported according to NCC procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Were any reportable under RIDDOR? Identify the most "common" causes of accidents, locations and times and any action plans in place to reduce accidents etc*

<b>b) Violent Incidents</b>	<b>Y</b>	<b>N</b>
All violent incidents are reported according to NCC procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Give a summary of violent incidents during the period. Were any reportable under RIDDOR?*

<b>22. Security</b>	<b>Y</b>	<b>N</b>
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A Security Policy is in place and staff are aware of procedures. Review date of policy:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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*Detail any security problems, vandalism, break-ins, thefts that have taken place in the reporting period. Describe any actions taken or required in response to these.*

<b>23. Work related Learning</b>	<b>N/A</b>
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This section only applies to Secondary Schools.	<input checked="" type="checkbox"/>
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<b>24. Emergency Plan &amp; Business Continuity Plan</b>	<b>Y</b>	<b>N</b>
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An emergency plan has been developed and copies shared with appropriate members of staff.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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A school business continuity plan has been developed.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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*These are in progress*

<b>H&amp;S Audit / Insurers</b>
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*Are any actions outstanding from the latest Schools H&S audit or Insurance visit?*

<b>Additional Information</b>
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*Add here any other items of interest.*

Outstanding Action Points			
Detail	Responsible Person	Target Date for Completion	Completed

Signed ..... Date .....