

Issue		Success Criteria			Longer Term Developments	
Ensure Health and Safety regulations are followed by all those employed or attending Batchwood School.		Health and safety regulations are understood and followed. All paperwork is complete			All Health and Safety Regulations are followed, all paperwork is complete and updated when needed	
Targets		Every Child Matters Aspect				
To ensure all staff understand Health and Safety and their responsibilities To ensure all Paperwork is up to date		Achievement and Enjoyment			Staying Safe	
		Contribution to the Community			Being Healthy	
		Economic Well being			Community Cohesion	
Activity	Tasks to be done	Responsibility/Timescale	Resources	Training	Outcomes/Success Criteria	Monitoring/Evaluation
Batchwood Policy for whole school & Curriculum Policy	Policy update as needed	AC to attend any updates on H and S training and ensure all staff are up to date with training	HFL Course. Refer to Herts grid for updates in H&S & Cleapps	AC to complete training AC to support curriculum leaders through policy	Policy agreed by Governors/SLT	Audit by H&S Governor Geoff Bliss and Head
Risk Assessments Curriculum Non curriculum	Need to be updated annually	AC/TT – Refer to monitoring Cycle for annual updates for all Risk Assessments	Risk assessments from 2014--2015	N/A	All Risk Assessments updated, Oct 2015	AC/TT check each dept and whole school. AC to undertake termly 'audits'.
Termly - Checklist						
Dec	Termly audit	AC/TT – Governor to sign off	Checklist to be completed.	N/A	Termly Checklist completed, recorded, place into H & S File	Checklist signed off by Governor Any trends need to be investigated
March	Termly audit	AC/TT – Governor to sign off	Checklist to be completed	N/A	Termly Checklist completed, recorded, place into H & S File	Checklist signed off by Governor Any trends need to be investigated
July	Termly audit	AC/TT – Governor to sign off	Checklist to be completed	N/A	Termly Checklist completed, recorded, place into H & S File	Checklist signed off by Governor Any trends need to be investigated
Activity	Tasks to be done	Responsibility/Timescale	Resources	Training	Outcomes/Success Criteria	Monitoring/Evaluation
SOW's to contain Risk Assessments	All SOW's to have Health and Safety written into them	All Teachers – to be completed by the beginning of each term	Templates	Staff briefing on H&S	All SoW's contain H&S where applicable	Risk Assessments to be read and placed in H&S Folder
Classroom Risk Assessments	Termly review	AC/TT– Instigate, all staff to complete classroom risk	Template to be re-evaluated and distributed	N/A Some staff may need guidance in	Risk Assessments to be kept and updated when necessary	Risk Assessments to be read and placed in H&S