



ELMS FARM PRIMARY SCHOOL

HEALTH & SAFETY POLICY ADDENDUM

THIS DOCUMENT IS a statement of the aims, principles and procedures for critical incidents at Elms Farm Primary School.

IT WAS DEVELOPED in September 2025

IT WAS APPROVED by the governing body in September 2025

REVIEW: Annually within the relevant Health & Safety policies

Sharing of Health & Safety Policy

This addendum outlines how the school's Health & Safety Policy is communicated to staff, students, and visitors to ensure awareness and understanding of procedures and responsibilities.

1. Annual Staff Training

- The Health & Safety Policy is reviewed and highlighted during annual INSET training sessions.
- Staff are reminded of key procedures, updates, and responsibilities to maintain a safe environment.
- Any updates to the policies or procedures are communicated with staff by the Senior Leadership Team

2. New Staff Induction

- All newly appointed staff receive the Health & Safety Policy as part of their induction.
- Induction includes a briefing on Health & Safety procedures, the location of health & safety kits, and key contact points within the school.

3. Accessibility of Policy

- The full Health & Safety Policy, along with linked policies (such as Health and Safety and Medical Needs Policies), is available on the school website for both staff and visitors.
- Staff and visitors are encouraged to refer to these policies to ensure they understand relevant procedures and responsibilities.

4. Visitor Information

- Key Health & Safety information is provided to all visitors via a leaflet upon arrival, outlining essential procedures, emergency contacts, and the location of health & safety facilities.

This approach ensures that all staff and visitors are informed, equipped, and confident in responding appropriately in line with Health & Safety policies.