



*Elmsleigh*  
INFANT & NURSERY SCHOOL

Grow to be the best we can be

# Health and Safety Appendix

## Key Performance indicators for Elmsleigh Infant & Nursery School



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## Key Performance Indicators (KPIs) at Elmsleigh Infant & Nursery School

To ensure that there is a continuous improvement in health and safety standards, it is necessary to undertake a quantitative measure of performance (KPIs). Such KPIs will need to be a measure of 'Positive Outcomes' rather than a case of number gathering.

One of the most important KPI is incident reporting and incident investigation. This shows where systems have failed to the point where somebody gets hurt or could have been hurt. It is therefore vital that all incidents (except the most trivial) and near misses are reported. Such reports are an indication as to what resources need to be put into dealing such failings. This could be single events causing injury or repetitive minor injuries (eg lots of people tripping up on the same paving slab etc).

There will be two types of such KPIs.

- Esteem MAT wide KPI's which will be a measure of all Academies performance
- Elmsleigh Infant & Nursery School KPI's which will be specific and will show improvement within the School/Unit.

### **Esteem MAT KPIs**

There will be a series of indicators used to measure the standard of health and safety performance. These may include:

#### **Incident Reporting and Investigation**

- Number of incidents reported per school (data from Staffordshire County Council Health and Safety Portal) included into the Headteachers report to Governors and monitored by Trustees and Governors.
- Types of incidents reported per school (data from Staffordshire County Council Health and Safety Portal) included into the Headteachers report to Governors and monitored by Trustees and Governors.
- Activities causing incidents school (data from Staffordshire County Council Health and Safety Portal) included into the Headteachers report to Governors and monitored by Trustees and Governors.

#### **Fire Safety**

- Number of fire risk assessments undertaken in school (data given to the Health and Safety committee meetings) and monitored by Trustees and Governors through the Health and Safety Report/ Governing body meeting minutes.
- Number of recommendations of FRAs completed (data from the Health and Safety committee meetings) and monitored by Trustees and Governors through the Health and Safety Report/ Governing body meeting minutes.
- Number of fire drills (data from the Health and Safety committee meetings) and monitored by Trustees and Governors through the Health and Safety Report/ Governing body meeting minutes.

### **Training**

- Number of staff completing the Essential Skills Requirements (Data reported to the Governors through the Headteacher report) and monitored by Trustees and Governors
- How the training matrix is being managed (Data reported to the Governors through the Headteacher report) and monitored by Trustees and Governors

### **Inspections**

- 6 monthly fire audit - Number of remedial actions recommendations completed (data from the Health and Safety committee meetings) and monitored by Trustees and Governors through the Health and Safety Report/ Governing body meeting minutes.
- 6 monthly training audit - Number of remedial actions recommendations completed (Data reported to the Governors through the Headteacher report) and monitored by Trustees and Governors
- Annual health and safety report to the Office of the Principal (Data reported to the Governors through the Headteacher report) and monitored by Trustees and Governors

### **Elmsleigh Infant & Nursery School KPIs**

Each school will be requested to produce specific health and safety data, which relates specifically to their activities.

Elmsleigh Infant & Nursery School have delegated responsibilities and monitoring to a range of stakeholders within the school. This includes the Health and Safety committee, which consists of the Pupil Health and Safety Lead, Staff lead, Head of School, Executive Headteacher, Health and Safety Link Governor. This is to ensure that our school leaders, governors, and leads can monitor the health and safety performance of our school to determine where progress is being made and where further actions and resources may be required.

Health and Safety Termly committee meetings with actions for improvements are in place. These are reported in every Headteacher report. Actions are also formulated from accident reporting. Health and Safety concerns is an agenda item on full staff, department and teacher meetings. These actions are also achieved and continually improved at a Trustee level and in collaboration with Staffordshire County Council.

Health and Safety matters are also continually improved through School Improvement Planning, Equality Objectives, Health and Safety County briefings, Esteem MAT briefings, consultations and forums, with actions achieved continually recorded.