

# Health and Safety Policy

Keresley Newland Primary Academy School

<b>Approved by:</b>	Carly Arnold	<b>Date:</b> September 2025
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<b>Last reviewed on:</b>	September 2025
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## 1. Aims

### Policy Aim

To be a school where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health; this includes all school staff, agency staff, peripatetic staff, volunteers, pupils, partners and others who may be affected by our work activities.

### Policy Objectives

- to conduct all our activities safely and in compliance with legislative standards
- to provide safe working and learning conditions
- to ensure a systematic approach to the identification of risks and the allocation of resources to control them
- Have robust procedures in place in case of emergencies
- to be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare

- to promote the principles of sensible risk management which enables innovation and learning
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

## **Policy Statement**

Keresley Newland Primary Academy School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities.

Keresley Newland Primary School will adopt health and safety arrangements in line with The Futures Trust Health and Safety Policy and will strive to meet and adhere to all relevant health and safety legislation and to The Futures Trust policies and procedures.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

Keresley Newland Primary Academy School will ensure that we have access to competent technical advice on health and safety matters to assist us in meeting our objectives.

The school will:

- Seek to ensure that its buildings, grounds, plant and equipment meet appropriate health and safety standards.
- Promote health and safety training to ensure competence and awareness
- Develop and communicate information on sensible risk management and safe working practices.
- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them through management example, through joint consultation, within the delivery of the curriculum and through pastoral care.
- Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.

Keresley Newland Primary Academy School will adopt a planned risk based approach to health and safety management based on the principles of sensible risk management. This will involve:

- Assessment of hazards and associated risks
- Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level
- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of incident statistics
- Including health and safety requirements/responsibilities into contract conditions which will be enforced by the governing body, senior leadership team and other supervising staff members
- Provision of information, instruction, training and protective equipment to staff (and pupils where required)
- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through monitoring or following an incident.

It is a requirement of Keresley Newland Primary Academy School that this policy statement and its implications are understood and acted upon by all staff, governors and other relevant persons within the school. Linked to this policy statement are documents recording the organisational arrangements and procedures by which we will ensure that this policy is implemented.

Copies of the policy will be issued to all staff, governors and will be available within the staff room with the master copy held by the School Business Manager on behalf of the Headteacher and Governing Body.

## 2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test
- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by UK Health Security Agency (formerly Public Health England) and government guidance on living with COVID-19 when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

This policy complies with our funding agreement and articles of association.

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher. The Headteacher has delegated the day to day responsibility to the School Business Manager.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The academy trust as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Ensure that adequate health and safety training is provided

The governor who oversees health and safety is Steve Williamson.

### **3.2 Headteacher**

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- Providing adequate training for school staff
- Reporting to the governing board on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, Carly Arnold, School Business Manager assumes the above day-to-day health and safety responsibilities.

### **3.3 Health and safety lead**

The nominated health and safety lead is Carly Arnold, School Business Manager.

External Health & Safety support is provided by JCH Safety.

### **3.4 Staff**

School staff have a duty to take care of pupils in the same way that a prudent parent would do so.

Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

### **3.5 Pupils and parents**

Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

### **3.6 Contractors**

Contractors will agree health and safety practices with the headteacher before starting work. Before work begins, the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## **4. Site security**

Craig Byatt, Site Services Officer and Carly Arnold, School Business Manager are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Nicola Penlington, Headteacher, Carly Arnold, School Business Manager, Craig Byatt, Site Services Officer and Cleaners are key holders and will respond to an emergency.

## **5. Fire**

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

Emergency evacuations are practised at least once a term.

The fire alarm is a loud continuous beep.

Fire alarm testing will take place once a week.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points. These are over by the annex building.
- Class teachers / Supply will take a register of pupils, which will then be checked against the attendance register of that day
- Admin / SLT will take a register of all staff
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.

Personal emergency evacuation plans (PEEPs) are completed by the class teachers annually.

A fire safety checklist can be found in appendix 1.

## **6. COSHH**

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts

- Vapors
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Kindred (external cleaning company) and Carly Arnold, School Business Manager and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Hazardous products, are kept in a locked cabinet away from the school building. Only accessible by Site Services or cleaners.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

## 6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation

## 6.2 Legionella

- A water risk assessment has been completed on 07 November 2024 by Rob Parkinson , Water Safety Consultant. Craig Byatt, Site Services Officer is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water log book
- This risk assessment will be reviewed every 2 years and when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by the following: regular temperature checks, heating of water, monitored regular flushing.

## 6.3 Asbestos

- Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it
- Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work
- Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe
- A record is kept of the location of asbestos that has been found on the school site.

## 7. Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards. All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

## 7.1 Electrical equipment

- All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them
- Any potential hazards will be reported to Craig Byatt, Site Services Officer or Carly Arnold, School Business Manager immediately
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed
- Only trained staff members can check plugs
- Where necessary, a portable appliance test (PAT) will be carried out by a competent person
- All isolator switches are clearly marked to identify their machine
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions
- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person

## 7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym floor or other apparatus will be reported to Craig Byatt, Site Services Officer or Carly Arnold, School Business Manager.

## 7.3 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician.

## 8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

## 9. Working at height

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.

In addition:

- The Site Services Officer retains ladders for working at height
- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons

## 10. Manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

## 11. Off-site visits

When taking pupils off the school premises, we will ensure that:

- Risk assessments will be completed where off-site visits and activities require them
- All off-site visits are appropriately staffed
- Staff will take a school mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

## 12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

## **13. Violence at work**

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

## **14. Smoking**

Smoking / vaping is not permitted anywhere on the school premises.

## **15. Infection prevention and control**

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

### **15.1 Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### **15.2 Coughing and sneezing**

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

### **15.3 Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

### **15.4 Cleaning of the environment**

- Clean the environment, including toys and equipment, frequently and thoroughly

### **15.5 Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
- When spillages occur, clean using a product that combines both a detergent and a disinfectant, and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses, and suitable for use on the affected surface

- › Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- › Make spillage kits available for blood spills

## 15.6 Laundry

- › Wash laundry in a separate dedicated facility
- › Wash soiled linen separately and at the hottest wash the fabric will tolerate
- › Wear personal protective clothing when handling soiled linen
- › Bag children's soiled clothing to be sent home, never rinse by hand

## 15.7 Clinical waste

- › Always segregate domestic and clinical waste, in accordance with local policy
- › Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
- › Remove clinical waste with a registered waste contractor
- › Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

## 15.8 Animals

- › Wash hands before and after handling any animals
- › Keep animals' living quarters clean and away from food areas
- › Dispose of animal waste regularly, and keep litter boxes away from pupils
- › Supervise pupils when playing with animals

## 15.9 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

### Following good hygiene practices

- › We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

### Implementing an appropriate cleaning regime

- › We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned twice daily.

### Keeping rooms well ventilated

- › We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

## 15.10 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

### **15.11 Exclusion periods for infectious diseases**

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

## **16. New and expectant mothers**

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

## **17. Occupational stress**

We are committed to promoting high levels of health and wellbeing, and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns and monitoring staff workloads.

Further reference to Mental Health and Wellbeing policy.

## **18. Accident reporting**

### **18.1 Accident record book**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it and also inputted on Medical Tracker. An accident form template can be found in appendix 2
- As much detail as possible will be supplied when reporting an accident
- Information about injuries will also be kept in the pupil's educational record
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of

### **18.2 Reporting to the Health and Safety Executive**

The School Business Manager will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment
  - The accidental release of a biological agent likely to cause severe human illness
  - The accidental release or escape of any substance that may cause a serious injury or damage to health
  - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

### **18.3 Notifying parents**

The class teacher will inform parents of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

### **18.4 Reporting to child protection agencies**

The Child and Family Well Being lead will notify Coventry Local Authority of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

### **18.5 Reporting to Ofsted**

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

## 19. Training

Our staff are provided with health and safety training as part of their induction process.

Staff who work in high risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

## 20. Monitoring

This policy will be reviewed by the School Business Manager every year.

At every review, the policy will be approved by the headteacher and full governing board.

# A-Z of Arrangements

## Accident and Assaults and Near Misses

The recording of accidents, assaults and near miss incidents is one of the most effective ways of managing health and safety. Information from the facts gathered during accident reporting and investigations will highlight trends and patterns.

Incidents must be reported using the reporting form within 24 hours of occurrence and a member of senior leadership informed.

Incidents, which result in minor/insignificant injuries, e.g. graze from falling over in playground, to be recorded locally.

Incidents, which fall under RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences Regulations), must be reported to the Health and Safety Executive (HSE) within the required timescale. This is reported online via the HSE Website.

<https://www.hse.gov.uk/riddor/report.htm#online>

If an incident is RIDDOR reportable or results in a serious injury, the following people in the trust must be informed.

Nigel Broom BEng (Hons) MIWFM

Estates Technical Director

The Futures Trust

Tel: 024 7623 4600

Mob: 075 704 00678

Richard Perry  
Operations and Procurement Business Partner  
The Futures Trust  
Tel: 02476661416

Further clarification on what should be reported can be found in the flow chart

Incidents must be investigated in an attempt identify the root cause: where an incident does not require a full investigation, the relevant section on the reporting form should be completed. If a premises related issue is identified this must be addressed in a timely manner.

If a full investigation if needed, this must be completed using the incident investigation form. Relevant local policies, procedures and risk assessments should be reviewed and revised as required as part of the process .

Accident, assaults and near miss incidents should be monitored termly as part of the schools health and safety or resources committee; identification of significant trends or major incidents to be reviewed by senior leadership teams as required with information communicated to governing bodies.

Pupil forms/records to be retained for 24 years, employee forms for six years and forms relating to work related ill health for 6 years or longer (40 years where there has been potential exposure to radiation or asbestos).

### Useful Links

HSE's Information Sheet (EDIS01) <https://www.hse.gov.uk/pubns/edis1.pdf>

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations  
<https://www.hse.gov.uk/riddor/>

### Related Documents

Incident Flow Chart (**Appendix 1**)

Incident Reporting Form (**Appendix 2**)

Investigation Form (**Appendix 3**)

### Asbestos

All schools needs to manage any known or presumed asbestos containing materials on site to prevent the exposure to asbestos fibres to all persons that enter onto their premises.

Each school should have a whole site asbestos management survey from which a local asbestos management plan (lamp) and asbestos register is developed. A lamp is a crucial document designed to register and detail how asbestos will be managed in a property to ensure people remain safe from asbestos exposure.

Regular visual inspections must be carried out and recorded on the Every system of all identified asbestos containing materials (ACMs) that are not encapsulated or in restricted

access areas. This should be on a six monthly or annual basis depending on condition. Any concern relating to known or suspected ACMs should be addressed as per the procedures detailed in the schools' lamp.

Prior to any works that will, or have the potential to penetrate or damage the fabric of the building, a refurbishment and demolition survey must be completed in order to undertake a comprehensive assessment of the materials that have the potential to be disturbed prior to any works commencing.

All contractors that undertake any work on the site must be inducted on the whereabouts of any known or presumed asbestos containing materials, the induction must be relevant and proportionate to the works being undertaken.

Any works whereby direct access to, or contact with either known or presumed asbestos containing materials must be given detailed information relating to all of the areas in which they will be working. This will include the school's asbestos management plan, any surveys completed and any asbestos removal information. The contractor needs to sign to verify that they have received and understood the information.

All new staff members must receive an induction that will include information relating to the whereabouts of known or presumed asbestos within the school and have the content of the local asbestos management plan explained to them. This should be recorded and staff required to sign to say that they understand their responsibilities.

Staff with specific responsibilities relating to Asbestos Management must receive appropriate training.

### **Useful Links**

<https://www.hse.gov.uk/asbestos/> <https://www.ukata.org.uk/>

### **Related Documents**

Local Asbestos Management Plan (**Appendix 4**)

Contractor Declaration Form (**Appendix 5**)

## **Audit**

Health and safety management will be audited annually by Leicester County Council. The trust sees this process as a positive assessment of our health and safety management systems and will take appropriate action to continually improve health and safety across the trust.

Following the audit, the trust and the schools will receive a health and safety action plan. Futures Trust have appointed JCH Safety Services Ltd to carry out half termly visits to support both the trust and schools in the completion of their action plans.

Action plans should be updated half-termly and sent to:

Nigel Broom BEng (Hons) MIWFM

Estates Technical Director

The Futures Trust

[broom.n@barrshill.coventry.sch.uk](mailto:broom.n@barrshill.coventry.sch.uk)

## **Consultation and communication**

An open consultation and communication process with staff and staff representatives such as trade unions is essential to embed your health and safety arrangements and to create a positive health and safety culture.

Consultation includes: Health and safety Committees, resource meetings with management, staff, governors and safety representatives (if appointed) in attendance; regular meetings of Senior Leadership Team and both curriculum and support staff meetings; open door policy for staff, pupils or parents/carers to raise any health and safety concerns.

Communication of information must be clear and concise and where necessary evidenced.

## **Related Documents**

Health and Safety Committee Agenda (**Appendix 6**)

## **Contractor management**

The Futures Trust must comply with the requirements of the CDM regulations relating to the procurement, management and control of contractors. To do this the trust and each school will ensure that:

- competent contractors are used by verifying:
  - o membership of appropriate accreditation schemes such as SSIP, NICEIC, Gasafe, FENSA or other equivalent professional accreditation scheme
  - o relevant insurance requirements are in place
  - o history of any HSE enforcement action is checked
  - o references are obtained if available

- clear specifications of works are drawn up by a competent person and a construction phase plan is provided.
- RAMS (risk assessments and Method Statements) are provided and checked to ensure they are site specific and relevant to the project/task.
- pre start meetings take place to discuss how works will be managed, responsibilities, codes of conduct and to assess new hazards that may be introduced to the site
- inductions completed and recorded
- DBS checks have been completed and provided to the school
- key contacts are identified
- regular update meetings take place throughout any works/projects
- works are visually monitored and any concerns immediately reported
- works are signed off, any associated certification, and documentation is obtained.

Relevant staff must attend Managing Contractors and CDM training.

Each school must ensure that all staff, pupils and other users of the site remain safe for the duration of any works.

### Hot Work Permit

Any contractors carrying out hot work in non designated areas, including external areas must have a permit in place to start work. A permit may be issued by the site services team who will complete the following checks.

- Include the date and time of the permit inspection and duration for which the permit is valid. After the duration has expired, the permit is no longer valid and a further permit will be required.
- Add the location within the school the work will be carried out i.e. room number and a description where within the room. Is the area well ventilated?
- A description of the work that is to be carried out, including the equipment being used and any restrictions that must be in place i.e. welding screen, observer in place etc.
  
- Inspect the immediate area where the work will be carried out to ensure any combustible materials are removed and that any non-movable items are protected. If it is not possible to remove or protect items then the permit cannot be issued and the work must not take place.
- An appropriate fire extinguisher(s) must be located adjacent to the work area. Contractor should be responsible for providing his or her own extinguisher. In the event a school extinguisher is used, it must be replaced. Is the contractor / worker familiar with how to use the extinguisher?

- Some 'hot work' may require the support of an observer e.g., where there are blind spots, gaps into adjacent rooms or the work is extensive. The permit issuer will indicate if the particular work requires an observer.
- A check should be made to see if there are any fire alarm, smoke or optical detectors that may activate during work. Sensor may need to be temporarily covered for the duration of the work.
- Ensure the person carrying out the work is aware where the nearest fire alarm call point is located.
- Is the worker wearing appropriate PPE e.g. goggles, safety glasses, gloves?
- Carry out a brief visual inspection of the equipment being used for condition e.g. condition of hoses, flash back arrestors on welding bottles. If equipment does not look to be properly maintained then a permit should not be issued.
- The permit issuer and contractor / worker must sign if they are satisfied it is safe to continue.
- On completion of the 'hot' work both, the worker and permit issuer must check the area for possible risk of ignition e.g. smouldering. This check should be repeated by the permit issuer again approximately one hour after the work has been completed and if satisfactory, the permit signed and closed by the issuer or their representative.

## Useful Links

<https://www.hse.gov.uk/construction/cdm/2015/index.htm>

## Related Documents

Induction Form (**Appendix 7**)

Hot Work Permit (**Appendix 8**)

## Defect reporting

Each school must have a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings is reported. Staff to be reminded that defective equipment should be isolated and labelled to prevent use until replaced or repaired. Where premises defects are identified a dynamic assessment should be carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

## Display screen equipment (DSE)

Staff that use computers should be provided with suitable equipment for which to undertake the tasks that they are required to carry out and know how to safely use the equipment. A DSE self-assessment should be initially undertaken; where concerns are identified a detailed

assessment will be undertaken and documented, then reviewed at suitable intervals. The schools will ensure that:

- all static workstations used by staff meet the minimum standards required
- equipment is maintained in good working condition
- staff are aware of best practice in using DSE and issued with relevant information
- staff whose roles require significant use of DSE are prioritised for individual assessment
- assessments are reviewed every three years, earlier if there are significant changes to equipment/layout individual health

## Useful Links

<https://www.hse.gov.uk/msd/dse/>

## Related Documents

### DSE Self Assessment Form (**Appendix 9**)

#### Driving

All staff that drive their own cars for work purposes must have a full UK driving licence, business insurance and maintain their vehicle in a road worthy condition. Annual licence, insurance and MOT checks must be undertaken and documented, six monthly driving licence checks are required for minibus drivers.

Each school must ensure that the following is undertaken.

#### Use of private vehicles for business use:

- The driver holds the appropriate licence for the vehicle being driven.
- The driver is fit to drive the vehicle.
- The vehicle is taxed, has a valid MOT and is in a roadworthy condition.
- The vehicle is insured for business use.
- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.

#### Use of minibuses:

- The driver meets the age, licencing and experience criteria for driving minibuses
- The driver is fit to drive the vehicle.
- The driver has undertaken Defensive Driving or a MIDAS course

- The vehicle is taxed, has a valid MOT, insured and is in a roadworthy condition.
- The vehicle is maintained and serviced on a regular basis as part of a scheduled maintenance programme and is subject to formal safety inspections.
- The vehicle is operated under a Section 19 Permit and the permit disc is present and on display in the vehicle.
- A pre-use vehicle check is carried out and recorded for school owned, hired or leased vehicles.
- A record of the vehicle's usage is kept.
- The vehicle is fitted with a suitably sized first aid kit and fire extinguisher.
- A code of conduct indicating expectations in relation to behaviour is employed and adequate supervision of children is in place to prevent disruption to the driver.
- The vehicle is fitted with the correct safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.

#### **Use of mobile telephone and other electronic devices:**

It is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road:

- Drivers must not respond to calls or messages whilst driving. Calls or other communications must only be returned when safe and legal to do so, i.e. vehicle is stationary and in safe position with engine turned off.

#### **Accident reporting:**

All accidents that occur whilst on school business must be reported as per accident reporting procedures.

If you are involved in an accident DO NOT admit any liability or responsibility at the scene. Exchange insurance details and notify the school as soon as possible. The driver must complete an accident report form as soon as possible whilst the details of the accident are still fresh.

Staff must notify the Head Teacher of any driving convictions.

## **All staff must comply with the requirements of the Highway Code**

### **Related Documents**

Drivers Documentation Check sheet (**Appendix 10**)

Minibus Drivers Check Sheet (**Appendix 11**)

Driving Details Consent Form (**Appendix 12**)

### **Educational visits**

All schools within the Trust adopt the Coventry City Council Guidance for the Management of Off- site visits. A school specific Educational Visits Policy should be in place which details your local arrangements.

A trained Educational Visits Coordinator must be in place to oversee all visits. Staff are required to properly plan and assess any visits that they undertake.

The “EVOLVE” system is used for the recording and authorisation of trips.

### **Useful Links** Education Visits Policy

<https://evolve.edufocus.co.uk/evco10/unknown.asp>

### **Electrical systems and equipment**

Each school must maintain and service electrical systems and equipment in line with statutory guidance and best practice. Electrical systems (hard wiring) is periodically inspected every 5 years by a competent contractor and records maintained; any remedial works recommended are acted upon in a timely manner.

Portable electrical appliances must have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236), by a competent contractor with records maintained.

Below is a guide on frequency of testing, although this will be individual to each school depending upon the type of equipment and the environment it is used in.

<b>Equipment</b>	<b>Frequency of Testing</b>
Fixed, stationary and I.T equipment	Yearly
Portable items, those intended to be moved while attached to a power supply, and cables and chargers.	Yearly

High risk items or frequently used items e.g. power tools and vacuum cleaners (based on risk assessment)	Yearly
--	--------

Formal termly workplace inspections to be undertaken whereby all equipment should be visually inspected. Staff to be instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The schools defect reporting procedure to be followed as required.

Staff must not bring in items from home unless given specific agreement by the Head

Teacher. **Useful Links** <https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>

### Fire and emergencies

The trust is committed to providing a safe environment for both staff and pupils. Each school is required to manage the risk of fire by ensuring:

- a comprehensive fire risk assessment is in place, reviewed annually and any actions/improvements identified are progressed given consideration to risk and cost
- a detailed fire and emergency plan has been developed that clearly details actions to be taken when a fire is identified or suspected, individual responsibilities and arrangements for safe evacuation
- staff and pupils who require assistance in an evacuation are identified and a personal emergency evacuation plan completed and shared with relevant staff
- statutory inspections are carried out on all fire related systems and equipment either by competent contractors or in house by trained staff
- all staff receive fire awareness training that is regularly updated and fire marshals receive role specific instruction
- a fire drill is undertaken at least termly to practice evacuation arrangements and ensure working as expected.

### Related Documents

Personal Emergency Evacuation Plan Template (PUPIL) (**Appendix 13**)

Personal Emergency Evacuation Plan Template (STAFF) (**Appendix 14**)

Personal Emergency Evacuation Plan Template (VISITOR) (**Appendix 15**)

## **First aid**

Adequate first aid arrangements must be assessed and maintained for all activities that the school leads. The school will ensure that:

- a first aid risk assessment has been completed and is reviewed annually or before if required.
- an adequate number of staff are trained in the provision of first aid to facilitate both on and off site activities with training updated as required
- first aid provided is recorded in line with current standards
- a suitable number of first aid boxes/bags are available and adequately stocked  all staff know where to obtain first aid support.

## **Related Documents**

First Aid Risk Assessment (**Appendix 16**)

## Hazardous substances (COSHH)

If using hazardous substances staff must use and store safely in accordance with the documented assessment. Staff must not bring any hazardous substances in from home.

- An inventory of all hazardous substances on site is kept and updated regularly
- Wherever possible non-hazardous substances are used; if this is not possible, the least harmful substance is used
- A COSHH risk assessment will be completed for all hazardous substances on site and will be shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented; where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented • Where identified as part of the risk assessment, appropriate PPE will be provided to staff
- Any need for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by hazardous substances in the workplace, and the importance of control measures provided
- Training records are maintained for those who receive training in relation to hazardous substances and PPE
- Information will be given to others who may be affected by hazardous substances on site, such as contractors, temporary staff and visitors
- Only substances purchased through the school's procurement systems can be used on site • Substances are stored correctly and those that are no longer used disposed of properly
- COSHH risk assessments are monitored regularly and reviewed annually.
- Heads of Departments keep their own inventory of hazardous substances

## Useful Links

<https://www.hse.gov.uk/coshh/>

## Related Document

COSHH Assessment Template (**Appendix 17**)

## Infection control

Staff are employed to clean premises to maintain a clean, safe and healthy environment. Staff are required to maintain high standards of personal hygiene and to encourage and supervise as necessary the personal hygiene standards of pupils.

The HPA's guidance on managing infectious diseases within childcare settings is followed. Bodily fluids are cleaned up in a timely manner using appropriate cleaning substances (as appropriate sodium hypochlorite can be used). Staff are provided with disposable gloves and aprons for cleaning up potentially infectious or offensive materials.

**COV-ID 19** – The Futures trust is committed to ensuring the health and welfare of staff, pupils and visitors to our establishments during the current Coronavirus Pandemic. A risk assessment must be in place for each school and controls measures implemented to minimise the risk of infection. Staff to be made aware of the school's infection control procedures and contents of associated risk assessments in relation to coronavirus.

The Trust will keep up to date with the latest government guidance and safe working practices and advise schools as necessary.

## Useful Links

<https://www.gov.uk/government/organisations/health-protection-agency>

## Moving and handling

Within school there will be a variety of moving and handling tasks that may be necessary; this could range from moving files to assisting an individual with mobility issues. Each school manages the risk associated with moving and handling tasks by ensuring that:

- moving and handling is avoided whenever possible
- if it cannot be avoided, moving and handling is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- those undertaking specific moving and handling tasks have received appropriate training and training records are maintained
- any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- any defective equipment is taken out of use until repaired or is replaced.

- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks, these may result in some moving and handling task being restricted.
- any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

## Useful Links

<https://www.hse.gov.uk/msd/manual-handling/index.htm>

## Risk assessment

Risk assessments are undertaken for tasks/activities where significant hazards have been identified or where there is a foreseeable risk of injury/ill health. Within school, various persons should be tasked with the development of risk assessments based on their knowledge, experience and competence. Staff with the responsibility for undertaking risk assessments must attend training.

Relevant staff must be involved in the development of risk assessments prior to consultation with all staff to which they are relevant prior to sign off.

Risk assessments should also be completed for new and expectant mothers and for young or inexperienced workers should they be on site.

Generic risk assessments are available for a range of staff, premises and curriculum activities, which can be made site specific to each school. Contact JCH Safety Services for further information.

## Useful Links

<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>

## Related Documents

Risk Assessment Template (**Appendix 18**)

## Staff health/stress

The Trust acknowledges that there are many factors both work related and personal that may contribute to staff ill health including stress. The following arrangements are in place to locally manage staff health issues.

- employees are advised of the personal responsibility to inform their line manager, the Head Teacher or another member of the senior leadership team of any ill health issues or concerns that they may have
- an appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions could be taken to support the staff member and where appropriate assist in reducing stress levels
- the member of staff will be offered a referral to occupational health for advice and support, e.g. counseling, etc.
- the member of staff will be advised that support can also be provided through their trade union
- a series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- if it is identified that there is a high occurrence of staff ill health or stress within the school, the Head Teacher will actively seek support to undertake a holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

## Useful Links

Futures Trust Wellbeing Policy (**Appendix 19**) <https://www.hse.gov.uk/stress/>

## Statutory inspections – Every Systems

The school ensures that statutory inspections are undertaken at required intervals for all plant and equipment. A schedule detailing required inspections, is available on the Every system. Each school log their inspections on Every and this is monitored to ensure these are carried out at the prescribed frequencies.

## Related Documents

Inspection Schedule (**Appendix 20**)

Internal Health and Safety Check log sheets (**Appendix 21**)

## Training

Each school must ensure that staff are given appropriate health and safety training to carry out their role.

In some cases, attendance on a formal training course will not be required and it may simply mean providing staff with basic information and instructions about health and safety generally within the school

Health and safety inductions checklists should be used to assist with this process and records kept of all inductions undertaken.

A training matrix is in place for the Trust. This should be adopted and monitored regularly to ensure training is in date. Heads of department should hold their own staff training records for job specific training e.g. PE, Science etc.

## Related Documents

Training requirements (**Appendix 22**)

Health and Safety induction form (**Appendix 23**)

## Work related violence

The Trust are committed to providing a safe and secure working and educational environment for all staff, pupils and any other persons on our school sites. Where there is a foreseeable risk of

violent and/or aggressive behaviour a specific risk assessment relating to the individual circumstances should be developed. In addition to the control measures identified in each site specific violence and assaults risk assessment and/or lone working risk assessment, the following procedures to be in place:

- training provided on how to manage conflict and aggression and team teach
- staff informed to avoid confrontation if possible
- staff advised to withdraw from situations if safe to do so and seek support
- in meetings, if possible seating to be arranged so that a clear escape route is always available
- staff informed to follow measures/ procedures identified in violence and assaults risk assessment.
- as appropriate the emergency services to be contacted
- staff instructed to inform the Head Teacher or a member of the senior management team if confrontation has taken place.
- Head Teacher or member of the senior management team to attend site on being informed, if considered necessary
- assault/incident to be reported as per reporting procedures
- individuals to be debriefed and supported by the school following any incident.
- violence and assaults risk assessment and any other relevant procedures to be reviewed following any incident.
- counselling/ support to be offered to staff.

## Water Hygiene

Each school must ensure that there are effective measures in place for the management and control of legionella risks from water systems. Each school must have a written scheme of control in place for water hygiene and Legionella control.

A premises/site specific water management survey and risk assessment must be completed every two years by a competent person and a copy held on site.

- Hot and cold water temperature checks, as well as any scheduled 'flush-through' of water outlets, in line with the risk assessment, must be carried out and documented. **Useful Links**

<https://www.hse.gov.uk/legionnaires/>

## Workplace inspections

The Futures trust recognises the importance of undertaking regular formal workplace inspections to ensure that premises remain a safe working environment for staff and pupils. Formal termly workplace inspections must be undertaken with findings documented and any actions allocated with remedial actions. The termly inspection findings should be reviewed with actions monitored for close out at the health and safety committee. It is recognised that termly inspections alone will not

Keep premises safe and there is an expectation that staff will report any defects/damage to premises and equipment as per the school's defect reporting procedure.

## Useful Links

### Site Inspection Template (**Appendix 24**)

#### **Working at height**

Schools use a variety of access equipment for working at height tasks, ranging from kick stools for short low risk access such as the putting up of a poster, step ladders and ladders for short duration works. Each school must ensure that:

- working at height is avoided where possible
- if it cannot be avoided, working at height is properly planned, has a relevant risk assessment, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- those undertaking specific working at height tasks have received appropriate training and training records are maintained
- any equipment provided to assist with working at height tasks is maintained and serviced in accordance with statutory requirements.
- any defective equipment is taken out of use until repaired or is replaced.
- an individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking working at height tasks; these may result in some working at height tasks being restricted.
- any accidents resulting from working at height will be investigated to identify root causes and implement additional controls as required.

## Useful Links

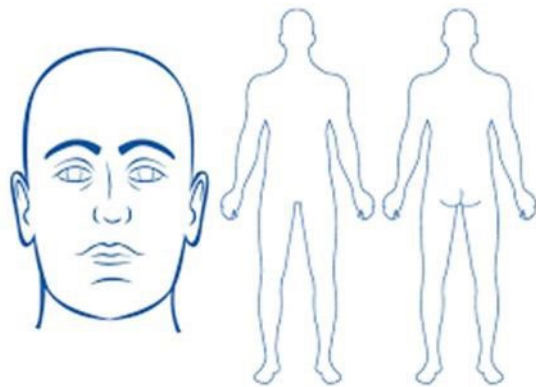
<https://www.hse.gov.uk/work-at-height/index.htm>

**Appendix 2**  
**Incident Report Form**

Injured Persons Name	
Address Details	
Date of Birth	
Gender	
Employee / Pupil / Member of the Public / Contractor – please circle	
Date of Incident:	
Time of incident	
Location of Incident	

Brief description of what happened

Has an injury been incurred: Yes / No If  
Yes, describe the injury and part of body  
injured, show on body map



Was first aid or medical attention required	Yes / No
Were the emergency services called	Yes / No
Has parent/carer/relative been notified	Yes / No

If medical attention given please circle:

First Aid / GP or Walk in centre / Hospital of own accord / Direct to hospital

If first aid given describe what action taken, by whom and when

Staff member completing form	Date
------------------------------	------

Incident Investigation Undertaken	Yes / No
Investigation Undertaken by	

## Investigation Outcome

### Appendix 3

#### Investigation Form

<b>School</b>	
<b>Name of person carrying out investigation</b>	
<b>Position</b>	
<b>Name of injured person</b>	
<b>Date of incident</b>	

**Brief description of the incident** (if this relates to an injury, describe what the injured person was doing and what activities were being carried out at the time):

Immediate Response - actions taken	YES	NO	N/A
Was first aid administered at site?			
Were the emergency services contacted at the time of the incident?			
Was the school reporting procedure correctly completed?			
Has the area been made safe?			
Has any residual risk been controlled?			

Immediate cause (s) (The most obvious reason why an adverse event occurred –e.g. trailing cable, uneven floor, faulty equipment etc)

**Underlying cause (s)** (consider unsafe act / unsafe condition):

--

**Underlying cause (s)** (consider unsafe act / unsafe condition):

--

**Recommendations to prevent reoccurrence**

What immediate steps have been taken to prevent a reoccurrence?

Date implemented:

--	--

What further steps should be taken to prevent a reoccurrence?

Responsible  
Manager

Date  
completed

--	--	--

<b>Signed:</b>		<b>Date:</b>

<b>Evidence</b> (list any evidence / documentation referred to in the investigation e.g. risk assessments, witness statements, photographic evidence.)	
Ref:	Description of Evidence / Documentation



## **Appendix 5**

### **Contractor Declaration**

Asbestos - Contractors Declaration

Building:

Manager:

Date:

I confirm that the content of the buildings asbestos survey, asbestos register and local management action plan has been communicated to me/us, highlighting any areas where there have been asbestos containing materials identified.

I confirm that I understand the content of the documents and will not carry out any works that may lead to asbestos fibres being released.

Contractor:

Name of representative:

Date:

## **Appendix 6**

### **Committee Agenda**

#### **Health and Safety Committee**

##### **Agenda**

- 1 Site Inspection
- 2 Apologies for absence
- 3 Confirmation of the minutes from the last meeting
- 4 Matters arising from the minutes
- 5 Premises issues
- 6 Reports on fire drills
- 7 Review of accidents/incidents/assaults inc first aid provision
- 8 Audit action plan review/progress
- 9 Health and Safety KPIs
- 10 Training
- 11 Reports from department heads
- 12 Health and safety implications on schools future plans
- 13 Any other business
- 14 Date of next meeting

## Appendix 7

### Contractor Induction Form (copy to be retained by contractor)

<b>Premises:</b>	
------------------	--

<b>Your contact on site:</b>	
------------------------------	--

*Your contact, detailed above is the person to whom you must report any accident or incident involving yourself, your employees, sub-contractors, premises staff, buildings and equipment or service users.*

<b>Hours of work agreed are:</b>	<b>From;</b>	<b>To;</b>	<b>From;</b>	<b>To;</b>
----------------------------------	--------------	------------	--------------	------------

*All workers must sign in and out of the premises unless the work site has been handed over to your control.*

### FIRST AID

<b>First aid supplies located at:</b>	
---------------------------------------	--

<b>Individuals designated as first aiders are:</b>
1.
2.

## **FIRE AND EMERGENCY**

<b>Fire alarm on this site is:</b>	<i>Premises management should describe sound etc here</i>
------------------------------------	---

<b>Fire alarm call points are located:</b>	
--	--

<b>In an evacuation, your assembly point is:</b>	
--	--

<b>Your route of evacuation is:</b>	<i>Premises management may wish to attach a plan of the premises to this form</i>
-------------------------------------	---

## ASBESTOS

<b>Asbestos information shared where relevant</b>	<i>Premises management to share information and ask contractor to sign declaration form.</i>
---	--

## WELFARE

<b>Welfare provision is available to your staff <i>only</i> at these locations:</b>	
---	--

*These welfare restrictions will apply unless other arrangements are made with the premises management. Any amendments must be recorded here:*

<b>Date;</b>	
--------------	--

<b>Contractor supplying own welfare facilities?</b>	<i>Detail arrangements here</i>
---	---------------------------------

<b>Contractor access is not permitted to these areas of the site:</b>	
---	--

## DECLARATION

**I will observe and follow the requirements of all relevant health and safety legislation and the schools policies and associated procedures. If there is any information I do not understand, I undertake to enquire from my premises contact identified above.**

**I undertake to inform my premises contact of any hazardous activities required and to provide suitable and sufficient risk assessments and method statements for any such activities.**

**I will inform my premises contact immediately of any changes to work plans, schedules or specifications that may have an impact on health and safety.**

**I understand and agree that if I engage any sub-contractors I will ensure that they comply with the same requirements as detailed above.**

<b>Contractor Name (Print):</b>		
<b>Contract Company:</b>	Tel:  Mobile:	
<b>Signed:</b>		<b>Date:</b>

## Appendix 8

### KERESLEY NEWLAND SCHOOL - 'HOT WORK' PERMIT

This form must be completed by 'Site Services' before and after any 'hot work' takes place, including welding, grinding, soldering, brazing or any other work likely to create a flame or sparks.

Date:

Time:

Permit Duration:

Location of Work:

Description of 'Hot Work' and Any Restrictions:

**Before Work Starts:**

Tick Box

Have combustible materials and liquids been removed from the area of work.....

Have any non-movable combustible items been protected .....

Is there an appropriate fire extinguisher adjacent and a competent user .....

Does this work require an observer .....

Yes

No

Are there any smoke detectors nearby that may be activated .....



Are those carrying out work aware where the nearest fire alarm call point is .....



Permit Issuer Name: Not Work' PPE being worn

Permit Issuer Signature:

Contractor Name: Does the equipment look to be in good working order

Contractor Signature:

**On Completion of Work:**

Area checked on completion of work .....

Final check of area made after 60 minutes .....

SSO Name:

SSO Signature:

---

## **KERESLEY NEWLAND SCHOOL - 'HOT WORK' PERMIT**

### PROCEDURE

**Any contractors or Barr's Hill School employees carrying out 'hot work' in non-designated areas, including external areas must have a permit in place prior to starting work. A permit may be issued by the site services team who will complete the following checks**

- 1/ Include the date and time of the permit inspection and duration for which the permit is valid. After the duration has expired, the permit is no longer valid and a further permit will be required.
  
- 2/ Add the location within the school the work will be carried out i.e. room number and a description

where within the room. Is the area well ventilated?

- 3/ A description of the work that is to be carried out, including the equipment being used and any restrictions that must be in place i.e. welding screen, observer in place etc.
- 4/ Inspect the immediate area where the work will be carried out to ensure any combustible materials are removed and that any non-movable items are protected. If it is not possible to remove or protect items then the permit cannot be issued and the work must not take place.
- 5/ An appropriate fire extinguisher(s) must be located adjacent to the work area. Contractor should be responsible for providing his or her own extinguisher. In the event a school extinguisher is used, it must be replaced. Is the contractor / worker familiar with how to use the extinguisher?
- 6/ Some 'hot work' may require the support of an observer e.g., where there are blind spots, gaps into adjacent rooms or the work is extensive. The permit issuer will indicate if the particular work requires an observer.
- 7/ A check should be made to see if there are any fire alarm, smoke or optical detectors that may activate during work. Sensor may need to be temporarily covered for the duration of the work.
- 8/ Ensure the person carrying out the work is aware where the nearest fire alarm call point is located.
- 9/ Is the worker wearing appropriate PPE e.g. goggles, safety glasses, gloves?

- 10/ Carry out a brief visual inspection of the equipment being used for condition e.g. condition of hoses, flash back arrestors on welding bottles. If equipment does not look to be properly maintained then a permit should not be issued.
  
- 11/ The permit issuer and contractor / worker must sign if they are satisfied it is safe to continue.
  
- 12/ On completion of the 'hot' work both, the worker and permit issuer must check the area for possible risk of ignition e.g. smouldering. This check should be repeated by the permit issuer again approximately one hour after the work has been completed and if satisfactory, the permit signed and closed by the issuer or their representative.

## Appendix 9

### DSE Self Assessment

#### Self-Assessment Questionnaire

##### Work Station Details

Assessment Date

Users Name

##### Assessment Question Sets

###### 1. User Conditions and Considerations

a) Do you think that you need an eye sight test?

(if any)

Comments

Yes

No

b) Do you have any pre-existing medical condition that might be linked to or aggravated by DSE work? Comments (if any)

Yes

No

c) On average how many hours do you normally spend working on a PC at work each day?

If less than 1 hour please go to the Self-Declaration Section

Comments (if any)

More than an hour

less than an hour

## 2. Display Screen

### 2a) GUIDANCE

Display screens should not flicker. If it does, and this cannot be cured by a simple adjustment of the colour scheme or brightness/contrast controls, contact IT Technician

a) Is the image clear, stable, legible?  
any) Comments (if

Yes                      No

### 2b) GUIDANCE

The screen should be adjusted so that the print is clear, but the contrast with the background is not so great that it causes glare.

b) Are you able to adjust the brightness and contrast between the  
characters and the background? Comments (if any)

Yes                      No

### 2 c,d,e ) GUIDANCE

Ideally the screen should be directly in front of you; about arm's length away; and should be sited so that you are looking slightly down towards the monitor.

c) Are characters clear, well defined, and easy to read? Comments (if any)

Yes                      No

d) Can the screen tilt and swivel? Comments (if any)

Yes                      No

e) Does the screen height, angle allow for a comfortable head position, without having  
to look down excessively? Comments (if any)

Yes                      No

### 2f) GUIDANCE

The Screen should be clean and free from reflected light. The adverse effects of reflected light can easily be countered by turning the screen down/away from light sources. The ideal situation is where the screen is positioned at right angles to the window and very slightly upwards towards your eyes. Adjustable blinds may help in some cases.

f) Is the screen positioned so it is free from glare and reflection?

			Comments
(if any)	Yes	No	

3. Keyboard, Mouse and Input devices

3a,b) GUIDANCE

Keyboards should be separate from the display screen so that they can be located in a position on the work surface that is comfortable to you.

a) Does the Keyboard have a shallow slope with an adjustable angle?

Comments (if any)

Yes                  No

3c) GUIDANCE

The keys on the keyboard should ideally be non-reflective and they should be kept clean, so that all the letters etc can be read easily.

			Comments
(if any)	c) Are keys clean and key characters legible?		

Yes                  No

3d) GUIDANCE

Unless the keyboard has a built in hand/wrist rest along its front edge, it should be located away from the front edge of the workstation so that the wrist of the hand can rest on the work surface.

d) Is there adequate space in front of the keyboard to provide support for your wrists?

			Comments
(if any)			

Yes                  No

3e) GUIDANCE

If the keyboard is of a depth that you are finding it uncomfortable, you may need to have a separate hand/wrist rest.

e) Do you require a wrist rest?  
(if any) Comments

Yes                      No

#### 4. Work Desk and Surface

##### 4 a,b) GUIDANCE

There should be sufficient space on the work desk to accommodate the display screen and clerical activities.

a) Is the surface area of the desk space adequate for essential equipment, files etc? Comments (if any)

Yes                      No

b) Is the desk surface stable and have a matt finish? Comments (if any)

Yes                      No

##### 4c) GUIDANCE

Arrange your desk layout to make best use of available space. Document management is very important. If you need to look at the keyboard when typing, the best place for the document holder is between the monitor and the keyboard. Remember that the computer is not the only tool in constant use and others (such as the telephone) should also be readily accessible without stretching or twisting. Use the mouse as close to the keyboard as possible.

c) Is the work equipment arranged so that extensive reaching/twisting is minimised?

(if any) Comments

Yes                      No

##### 4d) GUIDANCE

Make sure that there are no obstructions, for example, boxes, cables etc, under the desk that prevent you obtaining a suitable position.

d) Is the floor area below the desk clear and unobstructed?

(if any) Comments

Yes                      No

#### 4e) GUIDANCE

There should be adequate space under the desk to provide appropriate leg room.

e) Is the height of the desk suitable and comfortable for the user (usually 66-73cm) Comments (if any)

Yes                      No

f) Is a document holder available if wanted? Comments (if any)

Yes                      No

#### 5. Work Chair and Foot Rest

##### 5 a-e) GUIDANCE

Adjustment to the chair may be required and/or provision of a footrest. If you are experiencing any pain/discomfort report this to your manager.

The height of your chair must be adjustable and the back of the chair adjusted to provide support for your lower back.

a) Is the chair stable and have a 5 star base on castors? Comments (if any)

Yes                      No

b) Does it provide a suitable back support? Comments (if any)

Yes                      No

c) Does the chair swivel freely and adjust in height (usually 38-53cm)?

Comments (if any)

Yes                      No

d) Does the backrest adjust and tilt (17-30cm)?

Comments (if any)

Yes                      No

e) Do you know how to make the above adjustments? Comments (if any)

Yes                      No

f) Is the chair clean, comfortable and in good condition? Comments (if any)

Yes No

g) If provided, are the armrests comfortable?  
Comments (if any)

Yes No

#### 5 h, i) GUIDANCE

If your feet are not flat on the floor when typing, you may require a foot rest. High heels can affect posture. It is recommended that where long periods of DSE use take place flat shoes should be worn.

h) Can your feet be placed flat on the floor? Comments  
(if any)

Yes No

i) Do you require a foot rest? Comments (if any)

Yes No

### 6. Working environment and practices

#### 6 a,b) GUIDANCE

Your workstation must have adequate space and flexibility to allow you to change position and vary movements.

a) Do you have sufficient space at your workstation to change position or vary movements?  
(if any) Comments

Yes No

b) Is the floor surface sound, stable and clear of trailing cables? Comments (if any)

Yes No

- c) Is there enough room for you to get to and from your workstation safely and easily?  
(move chair etc) Comments (if any)
- Yes No

6d,e) GUIDANCE

The overall lighting level in your office should not be so bright that it makes the information on the screen difficult to read (causing eye discomfort, headaches etc) and not so low that non-display screen work is difficult.

- d) Are there windows to the room with adequate day light? Comments (if any)
- Yes No

- e) Is the provision of artificial light adequate? Comments (if any)
- Yes No

6 f,g,h) GUIDANCE

Ensure that the workstation surfaces are matt, and that glare is reduced as far as possible.

- f) Is the screen free from glare from windows and artificial lighting  
(if any) Comments
- Yes No

- g) Is the screen positioned between overhead lights rather than directly below?  
(if any) Comments
- Yes No

- h) If required, are windows blinds or curtains provided? Comments (if any)
- Yes No

6 i) GUIDANCE

Computers generate small amounts of dry heat, which can cause problems if there is insufficient ventilation. Ideally temperatures should be within the range 19C to 23C (66F to 73F), and the humidity levels should range between 40% to 60%. However these are only guidelines and not statutory requirements.

i) Can the heat and ventilation be maintained at a comfortable level?

(if any)

Comments

Yes

No

6 j) GUIDANCE

The introduction of laser printers has removed most noise problems that used to be associated with printers. If one of the older dot – matrix printers is still in the office, it should be housed in an acoustic cabinet.

j) Are printers and other sources of noise located to allow normal conversation?

Comments (if any)

Yes

No

6 k,l) GUIDANCE

To avoid unnecessary stress and fatigue, you should try to mix display screen/ keyboard work with other work wherever possible.

k) Do you take sufficient breaks from your DSE activities?(e.g job design or natural breaks in activities)

l) Comments (if any)

Yes

No

m) Do you use these breaks for non-DSE or similar work?

Comments (if any)

Yes

No

7. Software

7 a,b) GUIDANCE

The software should be suitable fast enough and user friendly for the particular job that you do.

a) Is the software you use suitable for the task?

Comments (if any)

Yes

No

b) Have you received adequate training, support to enable you to use the software?

Comments (if any)

Yes

No

## 8. Laptop Users including Agile and Flexible Workers

### 9 GUIDANCE

If the laptop is your main computer and you use it for long periods, it is advisable that you use a separate keyboard and mouse. The laptop should be on a firm surface and at the right height for typing. The use of a good working surface, separate keyboard and mouse will help to minimize the risk of pain and discomfort.

a) Is the laptop your main computer?

If no, please go to Self-Declaration section.

			Comments
(if any)	Yes	No	

b) Do you use a separate keyboard when using the laptop for long periods?

Comments (if any

Yes                  No

c) Do you use a separate mouse when using the laptop for long periods?

			Comments
(if any	Yes	No	

c) Are you able to ensure that there is space in front of your keyboard to support your wrists?  
(if any)

Comments

Yes                  No

d) Are you able to place the laptop on a firm and level surface and at a comfortable height for typing?

Comments (if any)

Yes    No

### 9. Self-Declaration.

a) I have completed this DSE workstation self-assessment and believe it to be a fair and accurate assessment of my workstation, working environment and health as it relates to my DSE use.

Comments (if any)



Yes

No

Name:

Date:

## Appendix 10

### Driving Data

Driving licence, insurance and MOT check sheet

Name	Licence			Insurance		Mot	Date checked	Signature of checker	Signature of employee
	Licence number	Expiry date	Points / endorsements	Expiry date	Business cover	Expiry date or n/a			

## Appendix 11

### Mini Bus Checks

Minibus six monthly Checks

Name	Licence			
	Licence number	Expiry date	Points / endorsements	Checked by

## Appendix 12

### Driving Details Consent Form

I....., consent for my employer, Keresley Newland School, to check the details of my driving licence on the GOV.UK website, <https://www.gov.uk/view-driving-licence> , and have provided the following information voluntarily:

- My driving licence number:

- My National Insurance number:

- The postcode on my driving licence:

Whilst I continue to drive my own or a school vehicle as part of my duties, Keresley Newland school has my permission to review this information on a regular basis\* in line with the school policy.

Name:

Signature:

Line Manager:

Signature:

Date:

\*6-monthly for those driving school-owned vehicles; and annually for those using their own vehicles; and prior to driving for any volunteers/3<sup>rd</sup> parties in either type of vehicle.

## Appendix 13

### Personal Emergency Evacuation Plan

**Personal Emergency Evacuation Plan for:**

**Class/area of building where xxxx is located:**

**Consider:**

The disability, impairment or any other condition that may affect ability to react to the alarm or evacuate the building in the event of an emergency

	Comments
Mobility	
Hearing	
Visual	
Cognitive impairment.	

**Controls in place for xxxx are (tick as appropriate):**

Has taken part in emergency evacuation drills in a safe and timely manner.	
Is aware of the fire evacuation procedures for the school	
Has a member of staff who is responsible for aiding their evacuation from the building.	
Evacuation equipment required:	
Arrangements for break and lunchtimes are:	
Specific details of the route and assembly point for xxxx's evacuation are:	
Requirements for xxxx at assembly point are	
All employees, including temporary or agency, working in this area have been informed of the content of this PEEP and are aware of the evacuation routes to be used.	

Date:

Review date:

(Also need to review when there is a change in circumstances such as a change in health or condition, the equipment being used etc)

Employees working in area	Signed

## Appendix 14

### Staff PEEP Form

#### PERSONAL EMERGENCY EVACUATION PLAN

The school have a legal responsibility to protect you from fire risks and to ensure your health and safety. In order to do this, your line manager needs to know what assistance you would require during an emergency.

Please take a few minutes to complete this form with your manager. They will then use the information to obtain any assistance you may need to escape safely from the building.

NAME	
School	
Contact Telephone Number	
Mobile Telephone Number	
E-mail Address	
Date:	
Form completed by:	1

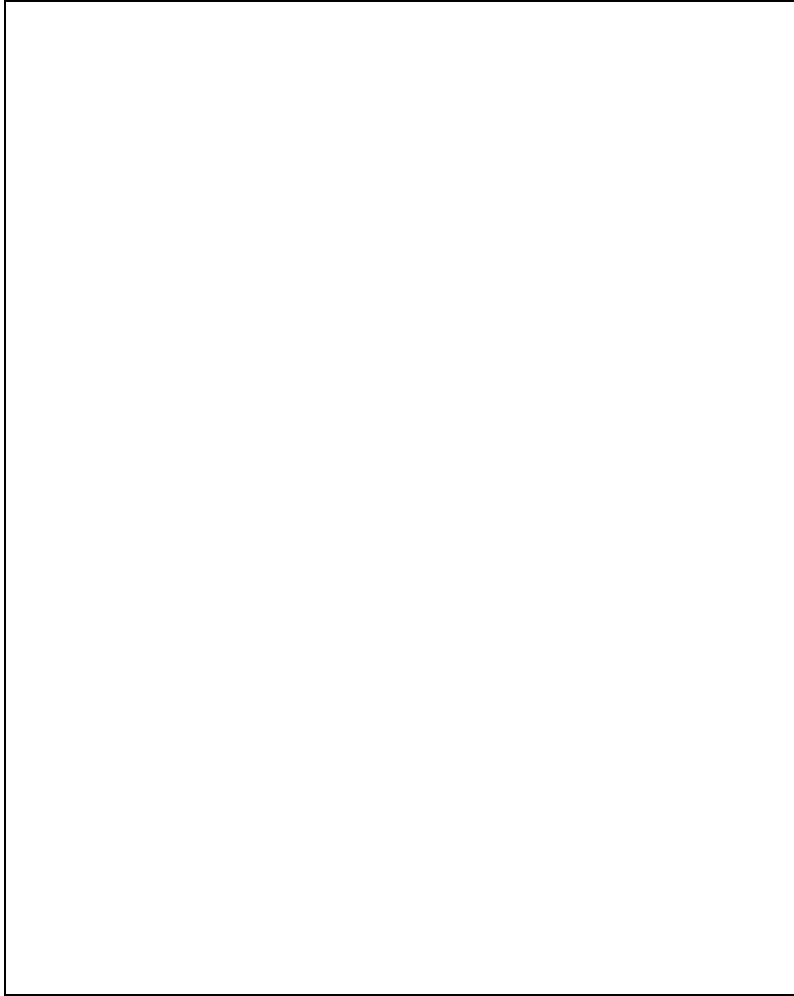
	2
	3
Nature of Disability	

Where are you based for most of the time whilst in school?					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Building					
Floor					
Room Number					
Time of Day					
Awareness of Emergency Evacuation Procedures				YES	NO
Are you aware of the emergency evacuation procedures which operate in the building(s) in which you work?					
Do you require written emergency evacuation procedures?					
<b><u>Do you require written Emergency Evacuation Procedures to be:</u></b>					
Supported by British Sign Language Interpretation?					

In Braille?		
In large print?		
it you prefer?		
If so, please specify what type and size of fo		

<u>Signage</u>	<u>YES</u>	<u>NO</u>	
Are the signs which mark the emergency exits and the routes to the exits visible to you?			
If no, in which specific buildings?			
a.			
b.			
c.			
Emergency alarm	<u>YES</u>	<u>NO</u>	<u>DON'T KNOW</u>
Can you hear the fire alarm(s)?			
Could you raise the alarm if you discovered a fire?			
If there are specific problem areas in a building, please give details			

<b>Assistance</b>	<b>YES</b>	<b>NO</b>
Do you need assistance to get out of any buildings in an emergency?		
Is anyone designated to assist you to get out in an emergency?		
If so, please give their name		
Telephone Number		
Are they with you at all times?		
In an emergency, could you contact the person(s) in charge of evacuating the building(s) in which you study or live and tell them where you were located?		
<b>Getting Out</b>		
Can you move quickly in the event of an emergency?		
Are you a wheelchair user?		
Do you find stairs difficult to use?		
Are there any doors that you are unable to open alone or without difficulty?		
<b>Other</b>		



## Appendix 15

### Visitor Personal Emergency Evacuation Plan

Name of visitor	Name of staff member filling out this form
Contact Telephone Number:	Contact Telephone Number:
Mobile Telephone Number:	Mobile Telephone Number:
<b>Information and Designated Assistance:</b>	
Nature of disability: (E.g. wheelchair user, sight impairment)	
Date(s) and time of day of visit:	
I am informed of the emergency by:	
Existing Alarm System	<input type="checkbox"/> My carer or buddy* <input type="checkbox"/>
Visual Alarm System	<input type="checkbox"/> Other (please specify <input type="checkbox"/>
Pager Device	<input type="checkbox"/> below)
*A "Buddy" should be a staff member appointed for the duration of the visit	
Name and phone number of the "Buddy" appointed for assistance:	
<b>Evacuation Equipment:</b>	
I need the following equipment, and the location / use of this equipment has been explained to me:	
Evac Chair or ResQmat (specify) <input type="checkbox"/>	Not applicable <input type="checkbox"/>
Vibrating Pager (Deaf Alerter) <input type="checkbox"/>	Other (specify) <input type="checkbox"/>

Evacuation Procedure:	
<p>The evacuation procedure is a step-by-step account beginning from the first alarm. The following is an example that might be appropriate for someone with a vision impairment who is unfamiliar with the building and whose exit involves stairs:</p>	
<b>ALARM ACTIVATION</b>	
1	Meet designated buddy or helper at prearranged location.
2	Move without delay to the nearest safe refuge. Helper will guide me by taking my arm, and will follow the green signs
3	Wait for the crowd of other evacuees to disperse, and carefully descend the stairs to the final exit and assembly point.
4	Report to one of the building's evacuation marshals at the assembly point (they will be wearing high visibility jackets), or to a member of security staff.
<b>ALARM CEASES – WAIT FOR INSTRUCTIONS TO RE-ENTER THE BUILDING</b>	
Awareness and communication of the procedure:	
<p>I will need my personal emergency procedure to be communicated to me in:</p> <p>In Braille <input type="checkbox"/>      Verbal Instruction <input type="checkbox"/></p> <p>In British Sign Language <input type="checkbox"/>      In Print (specify font <input type="checkbox"/></p> <p style="text-align: center;">size)</p>	
Other	

If there is anything else that we need to know that would be relevant in an emergency situation, then please give details:

Thank you!

**Appendix 18**

**Insert  
School  
Logo**

**RISK ASSESSMENT**

Date of risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?

**Actions Required**

What Action is required	By Who	By When

<b>Signature</b>	<b>Name:</b>	<b>Position:</b>	<b>Date:</b>
<b>Manager:</b>	<b>Name:</b>	<b>Position:</b>	<b>Date:</b>

<b>Review Date:</b>			
---------------------	--	--	--

## Appendix 20

### External Inspection Requirements

Statutory Inspection	Frequency
Fire alarm testing	Quarterly and annually ( as per schedule)
Emergency lighting	Annually
Fire extinguisher maintenance	Annually
Sprinkler system	Not Applicable
Fixed electrical installations testing	Five Yearly /as required
Portable electrical appliance testing (including electric kilns)	Annually
Lightning protection system	Not Applicable
Gas systems(inc boilers/catering equip/kilns)	12 monthly
Water Hygiene - monitoring/risk assessment	As per risk assessment
Intruder alarm and panic alarm tests	Six monthly and annually
Hazardous work equipment	As per manufacturer's instructions
General lifting equipment for lifting persons	Six monthly
General lifting equipment not for persons	Annually
Passenger lifts (maintenance and insurance)	Not Applicable
Stair lifts	Not Applicable
Non-passenger lifts	Not Applicable
Access equipment - ladders, foot stools etc.	Annually
Access equipment - scaffold	As per scheme of examination
Powered doors testing & maintenance	Six monthly and annually
Powered gates testing & maintenance	Annually
Local exhaust ventilation (inc kitchen extraction)	Annually
Pressure systems	As per scheme of examination
Gas cylinders and welding equipment	Not Applicable

Fall arrest systems	Annually or as per manufacturer's instructions
Fixed outdoor play equipment	Termly and annually
PE/gymnasium equipment	Termly and Annually
Kilns and furnaces	Not Applicable
Swimming pools - water quality checks	Not Applicable
Tree safety survey	3 yearly – Maintenance annually

### Local in House Checks

Check	Frequency
General premises inspection (workplace/site)	Termly
Fire drills	Termly
Fire alarm testing	Weekly
Emergency lighting	Monthly
Fire extinguisher maintenance	Weekly
Fire doors and escape routes	Weekly
Refuge Communication System	Not Applicable
Sprinkler system	Not Applicable checks
Asbestos management - visual check LAMP review	Annual
Water hygiene - flushing Water hygiene -temperature checks	As per 'Scheme of Control'
Panic alarms test	Not Applicable
Disabled toilet alarm system	Weekly
General work equipment	Termly
Local exhaust ventilation (inc kitchen extraction)	Annually (general maintenance/cleaning)
Fixed outdoor play equipment	Routine -weekly
	Operational - termly
Gymnasium equipment (cleaning/maintenance)	monthly
Swimming pools - backwash Water quality checks - in house	Not Applicable

Tree Safety	As per survey requirements
Site security perimeter fencing inspection.	Weekly





















## Appendix 22

### Health and Safety Training Requirements

Job Role	Training Course
Governors	<b>Health and Safety Awareness for Senior Management</b>
Head Teacher  Deputy Head Teacher/School Business Manager  (dependant on role within school)	<b>Health and Safety Awareness for Senior Management</b>  <b>Asbestos Awareness</b>  <b>Legionella Awareness</b>  <b>Selection and Management of Contractors</b>  <b>Risk Assessment</b>  Accident Investigation
SLT	<b>Health and Safety Awareness for Senior Management</b>  <b>Risk Assessment (dependant on role within School)</b> Accident Investigation
Appointed Health and Safety Person (depending on level of responsibility)	IOSH Managing Health and Safety Risks in the Education Sector
Learning Mentor/Attendance Officer/staff carrying out home visits etc	Lone Working/Personal Safety
Site Services Staff	<b>Moving and Handling</b>  <b>Safe Use and Inspection of Ladders</b>  <b>Legionella Awareness</b>  <b>Asbestos Awareness</b>  <b>Selection and Management of Contractors on site</b>  <b>Dealing with Violence and Aggression</b>

	<b>Infection Control</b>
Cleaning Staff	<b>Health and Safety for Cleaning staff to inc Infection Control and COSHH</b>
Admin Staff	Depending on role staff may need to undertake specific training, such as manual handling, ladder safety etc Front facing staff – dealing with violence and aggression
Catering Staff	Health and Safety training specific to department.

## Appendix 23

# Health and Safety Induction Checklist

**Employee Name:** \_\_\_\_\_

**The following information is to be shared with new employee, copies of documentation to be given where stated.**

	Signed and dated
Issue employee with a copy of the schools health and safety policy and staff handbook.	
Explain where to access health and safety information and how information is communicated to staff.	
Inform the employee of who the responsible persons are for health and in school.	
Explain the school fire evacuation procedures including location of call points and assembly points. Inform employee of any children who have a personal emergency evacuation plan in place where relevant.	
Ensure employee is aware of who the first aiders are and the location of first aid provision in school.	
Issue employee with copies of risk assessments relating to their role. Explain content and ask employee to sign.	
Inform employee of the schools lone working procedures where relevant.	
Show employee the location of toilets, washing facilities, kitchen and rest areas.	
Inform employee of the schools incident reporting procedures.	
Inform employee of the schools defect reporting procedures.	
Ensure employee has been made aware of the asbestos containing materials in school where relevant.	
Discuss health and safety training requirements and inform employee of any training that they are required to attend.	
Inform employee to let the school know of any ill health conditions, which may affect their ability to undertake any tasks relating to their role.	

Supervisor/Manager's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 24

### Site Inspection

#### 1. Inspection Details

<b>Date of visit:</b>	
<b>Reason for visit:</b>	
<b>In attendance:</b>	
<b>Copy report to:</b>	

#### 2. Internal Areas

Area	Observation	Actions recommended	Action required by		Action completed	
			Name	Date	Signed	Date

<p><b>General areas including corridors, common areas, waiting areas, staffrooms, offices</b> Examples of faults:</p> <ul style="list-style-type: none"> <li>▪ Slip and/or trip hazards</li> <li>▪ Damaged furniture</li> <li>▪ Poor housekeeping</li> <li>▪ Damage to fabric of the building</li> <li>▪ Damage to fixed electrical switches/sockets</li> <li>▪ Poor ventilation</li> <li>▪ Poor temperature</li> <li>▪ Poor lighting</li> <li>▪ Appropriate safety signage not displayed</li> <li>▪ Equipment not inspected as per statutory requirements</li> <li>▪ Obstruction of walkways/escape routes</li> <li>▪ Fire exits locked/fire doors left open</li> <li>▪ Accumulation of waste/rubbish</li> <li>▪ Fire fighting equipment not in its correct place, obstructed, incorrect type and/or not inspected within the last twelve months.</li> <li>▪ Door vision panels obstructed</li> </ul>						
--	--	--	--	--	--	--

Area	Observation	Actions recommended	Action required by		Action completed	
			Name	Date	Signed	Date

<p><b>Classrooms</b></p> <p>Examples of faults:</p> <ul style="list-style-type: none"> <li>▪ Slip and/or trip hazards</li> <li>▪ Damaged furniture</li> <li>▪ Poor housekeeping</li> <li>▪ Damage to fabric of the building</li> <li>▪ Damage to fixed electrical switches/sockets</li> <li>▪ Poor ventilation</li> <li>▪ Poor temperature</li> <li>▪ Poor lighting</li> <li>▪ Appropriate safety signage not displayed</li> <li>▪ Equipment not inspected as per statutory requirements</li> <li>▪ Obstruction of walkways/escape routes</li> <li>▪ Fire exits locked/fire doors left open</li> <li>▪ Poor room layout</li> <li>▪ Accumulation of waste/rubbish</li> <li>▪ Fire fighting equipment not in its correct place, obstructed, incorrect type and/or not inspected within the last twelve months.</li> <li>▪ Door vision panels obstructed</li> </ul>						
--	--	--	--	--	--	--

Area	Observation	Actions recommended	Action required by		Action completed	
			Name	Date	Signed	Date

<p><b>Hall/Gymnasia</b> Examples of faults:</p> <ul style="list-style-type: none"> <li>▪ Slip and/or trip hazards</li> <li>▪ Damaged equipment/mats</li> <li>▪ Poor housekeeping</li> <li>▪ Damage to fabric of the building</li> <li>▪ Poor ventilation</li> <li>▪ Poor temperature</li> <li>▪ Poor lighting</li> <li>▪ Appropriate safety signage not displayed</li> <li>▪ Equipment not inspected as per statutory requirements</li> <li>▪ Obstruction of escape routes</li> <li>▪ Obstructions/hazardous projections, unprotected windows, low-level mirrors or fixed equipment that encroaches onto the playing area</li> <li>▪ Fire exits locked/fire doors left open</li> <li>▪ Poor room layout</li> <li>▪ Fire fighting equipment not in its correct place, obstructed, incorrect type and/or not inspected within the last twelve months.</li> </ul>						
Area	Observation	Actions recommended	Action required by		Action completed	
			Name	Date	Signed	Date

<p><b>Welfare facilities</b> Examples of faults:</p> <ul style="list-style-type: none"> <li>▪ Slip and/or trip hazards</li> <li>▪ Damaged sanitary ware</li> <li>▪ Poor housekeeping/hygiene</li> <li>▪ Damage to fabric of the building</li> <li>▪ Damage to fixed electrical switches/sockets</li> <li>▪ Poor ventilation</li> <li>▪ Poor temperature</li> <li>▪ Poor lighting</li> <li>▪ Appropriate safety signage not displayed</li> <li>▪ Lack of waste receptacles, both normal and hazardous</li> <li>▪ Accumulation of waste/rubbish</li> <li>▪ Lack of hand washing and drying items</li> <li>▪ Lack of drinking water facilities</li> <li>▪ Unclean drinking water facilities</li> <li>▪ Cleaning products within easy reach of pupils</li> <li>▪ Door vision panels obstructed</li> </ul>					
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Area	Observation	Actions recommended	Action required by		Action completed	
			Name	Date	Signed	Date

<p><b>Kitchen facilities</b> Examples of faults:</p> <ul style="list-style-type: none"> <li>▪ Slip and/or trip hazards</li> <li>▪ Damaged furniture, racking, storage and/or equipment</li> <li>▪ Poor housekeeping</li> <li>▪ Damage to fabric of the building</li> <li>▪ Damage to fixed electrical switches/sockets</li> <li>▪ Poor ventilation/extraction</li> <li>▪ Poor temperature</li> <li>▪ Poor lighting</li> <li>▪ Appropriate safety signage not displayed</li> <li>▪ Equipment not inspected as per statutory requirements</li> <li>▪ Obstruction of walkways/escape routes</li> <li>▪ Fire exits locked/fire doors left open</li> <li>▪ Accumulation of waste/rubbish</li> <li>▪ Hazardous substances not stored correctly or securely ▪ Fridge and/or freezer checks not being completed ▪ Poor room layout</li> <li>▪ Lack of hand washing and drying items</li> <li>▪ Lack of drinking water facilities</li> <li>▪ Unclean drinking water facilities ▪ No PPE or PPE in poor condition</li> <li>▪ No fire fighting equipment</li> <li>▪ Fire fighting equipment not in its correct place, obstructed, incorrect type and/or not inspected within the last twelve months.</li> <li>▪ Door vision panels obstructed</li> <li>▪ First aid box incorrectly and/or poorly stocked</li> </ul>						
--	--	--	--	--	--	--

**The following areas may not apply to all schools**

Area	Observation	Actions recommended	Action required by		Action completed	
			Name	Date	Signed	Date

<p><b>Workshops (Design &amp; Technology) Classrooms:</b></p> <p>Examples of faults:</p> <ul style="list-style-type: none"> <li>▪ Slip and/or trip hazards</li> <li>▪ Damaged furniture, racking, storage, tools and/or equipment</li> <li>▪ Tools not suitably stored</li> <li>▪ No PPE or PPE in poor condition</li> <li>▪ Poor housekeeping (not clean and dust free)</li> <li>▪ Damage to fabric of the building</li> <li>▪ Damage to fixed electrical switches/sockets</li> <li>▪ Poor ventilation and/or extraction</li> <li>▪ Poor temperature</li> <li>▪ Poor lighting</li> <li>▪ Appropriate safety signage not displayed</li> <li>▪ Equipment not inspected as per statutory requirements</li> <li>▪ Obstruction of walkways/escape routes</li> <li>▪ Fire exits locked/fire doors left open</li> <li>▪ Poor room layout</li> <li>▪ Accumulation of materials</li> <li>▪ Accumulation of waste/rubbish</li> <li>▪ Equipment not isolated when not in use</li> <li>▪ Hazardous substances not stored correctly or securely</li> <li>▪ No fire fighting equipment</li> <li>▪ Fire fighting equipment not in its correct place, obstructed, incorrect type and/or not inspected within the last twelve months.</li> <li>▪ Door vision panels obstructed</li> </ul>						
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Area	Observation	Actions recommended	Action required by		Action completed	
			Name	Date	Signed	Date

<p><b>Kitchen facilities/food technology</b> Examples of faults:</p> <ul style="list-style-type: none"> <li>▪ Slip and/or trip hazards</li> <li>▪ Damaged furniture, racking, storage and/or equipment</li> <li>▪ Poor housekeeping</li> <li>▪ Damage to fabric of the building</li> <li>▪ Damage to fixed electrical switches/sockets</li> <li>▪ Poor ventilation/extraction</li> <li>▪ Poor temperature</li> <li>▪ Poor lighting</li> <li>▪ Appropriate safety signage not displayed</li> <li>▪ Equipment not inspected as per statutory requirements</li> <li>▪ Obstruction of walkways/escape routes</li> <li>▪ Fire exits locked/fire doors left open</li> <li>▪ Accumulation of waste/rubbish</li> <li>▪ Hazardous substances not stored correctly or securely ▪ Fridge and/or freezer checks not being completed ▪ Poor room layout</li> <li>▪ Lack of hand washing and drying items</li> <li>▪ Lack of drinking water facilities</li> <li>▪ Unclean drinking water facilities</li> <li>▪ No fire fighting equipment ▪ No PPE or PPE in poor condition</li> <li>▪ Fire fighting equipment not in its correct place, obstructed, incorrect type and/or not inspected within the last twelve months.</li> <li>▪ Door vision panels obstructed</li> </ul>						
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Area	Observation	Actions recommended	Action required by		Action completed	
			Name	Date	Signed	Date

<p><b>Science laboratories, technician's rooms</b> Examples of faults:</p> <ul style="list-style-type: none"> <li>▪ Slip and/or trip hazards</li> <li>▪ Damaged furniture, racking, storage and/or equipment</li> <li>▪ Equipment not suitably stored</li> <li>▪ No PPE or PPE in poor condition</li> <li>▪ Poor housekeeping</li> <li>▪ Damage to fabric of the building</li> <li>▪ Damage to fixed electrical switches/sockets</li> <li>▪ Damage to gas switches and outlets</li> <li>▪ Poor ventilation and/or fume extraction</li> <li>▪ Poor temperature</li> <li>▪ Poor lighting</li> <li>▪ Appropriate safety signage not displayed</li> <li>▪ Equipment not inspected as per statutory requirements</li> <li>▪ Obstruction of walkways/escape routes</li> <li>▪ Fire exits locked/fire doors left open</li> <li>▪ Poor room layout</li> <li>▪ Accumulation of materials and/or chemicals</li> <li>▪ Accumulation of waste/rubbish ▪ Gas not switched off when not in use</li> <li>▪ Chemicals and/or hazardous substances not stored correctly or securely</li> <li>▪ No fire fighting equipment</li> <li>▪ Fire fighting equipment not in its correct place, obstructed, incorrect type and/or not inspected within the last twelve months.</li> <li>▪ Door vision panels obstructed</li> </ul>						
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### 3. External Areas

Area	Observation	Actions recommended	Action required by		Action completed	
			Name	Date	Signed	Date
<p>Examples of faults:</p> <ul style="list-style-type: none"> <li>▪ Playground and/or walkway surfaces in poor condition, e.g. uneven, cracked, slippery, etc</li> <li>▪ Slip and/or trip hazards</li> <li>▪ Steps in poor condition</li> <li>▪ No handrail for steps</li> <li>▪ Poor lighting</li> <li>▪ Play equipment in poor condition and/or damaged</li> <li>▪ Inadequate and/or damaged fencing</li> <li>▪ Inadequate and/or damaged walls</li> <li>▪ Surfaces not clear of glass, animal faeces, litter, etc</li> <li>▪ Holes for goal posts, etc not covered when not in use</li> <li>▪ Unsafe condition of trees</li> <li>▪ Unsuitable impact absorbing surface under play equipment and/or in vulnerable areas</li> <li>▪ Inadequate parking facilities</li> <li>▪ Gutters and drainpipes obstructed and/or in poor condition.</li> </ul>						

**The following areas may not apply to all schools**

Area	Observation	Actions recommended	Action required by	Action completed
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			Name	Date	Signed	Date
<p><b>Ponds, nature areas, forest schools</b> Examples of faults:</p> <ul style="list-style-type: none"> <li>▪ Unprotected/insecure ponds and/or nature areas, i.e. easily accessible, not fenced off</li> <li>▪ Area not clear of glass, animal faeces, litter, etc</li> <li>▪ Unsafe condition of trees</li> <li>▪ Inadequate signage for ponds</li> </ul>						