

**Policy Document****Health and Safety Policy and Arrangements****1.1 The Law**

Health and safety in schools is governed by legislation and associated regulations. These are enforced by the Health and Safety Executive (HSE).

In an Academy school such as Stanchester statutory health and safety responsibilities fall on the Academy Trust (as the employer) and on the Principal and other school staff (as employees).

**1.2 The Role of Employees**

Employees must take reasonable care of their own health and safety, and that of anyone else who may be affected by what they do at work. They must also cooperate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices. The Principal, who has delegated responsibility for the day-to-day management of the school, has a particular role in seeing that the governing body's health and safety policies and procedures are carried out.

**1.3 The Role of the Governing Body**

The governing body, as employer, has a duty (as required by The Management of Health and Safety at Work Regulations, 1999):

- School staff and premises comply with Health and Safety Policy and practice guidance provided by the HSE and Department for Education.
- To institute the Stanchester Academy Health and Safety Policy (based upon SCC guidance contained within the SCC Health and Safety Manual, 2010) and advise employees of it.
- To have a critical incident/emergency contingency plan.
- To ensure, so far as is reasonably practicable, the health, safety and welfare of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to schools, and volunteers involved in any school activity.
- To assess the risk of all activities, both in school and off-site; introduce measures to manage those risks, and tell employees about those measures.
- To ensure that staff are competent and trained in their health and safety responsibilities; and are actively involved in health and safety.
- To take reasonable steps to make sure that the buildings, equipment and materials are safe and do not put the health of users and visitors at risk.
- The governing body has delegated the implementation of this policy to the Principal.
- Health and Safety is a standing agenda item at all Finance and Buildings meetings.
- The Governors, through the Finance and Buildings committee, will review Health and Safety issues at least annually using the Health and Safety Inspection Checklist.

In practice, the governing body will delegate specific health and safety tasks to others at the school. **However, the governing body retains the ultimate responsibility no matter who carries out the tasks.**

The governing body, and Principal, will comply with any direction given to them by the Department for Education, HSE and LA concerning the health and safety of persons on the school's premises or taking part in any school activities elsewhere.

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**2 Health & Safety Policy Statement of intent.**

Within the general principles for the provision of safe working conditions and ensuring the health & safety of staff, students and visitors the Principal will ensure:

- Specific responsibility within the School management structure for each aspect for health, safety & welfare policy is identified to a named post.
- That the nature of all hazards to staff, students and visitors arising from work conditions, the use of plant, machinery, tools, equipment and materials will be identified.
- That appropriate standards of procedure for all activities and adequate protection and control measures will be set out in relation to each potentially hazardous situation and/or substance.
- That appropriate health & safety training will be provided ~~in relation to:~~
- The interpretation and application of statutory requirements under the Health & Safety at Work Act 1974.
- The use and handling of plant, machinery, tools, equipment, substances and materials so that hazards are eliminated at source or to reduce or minimise any risks.
- That all employees know what to do in the case of accident, fire or emergency, where first aid can be obtained and where firefighting equipment is located and how to use it.
- That appropriate warning signs are displayed at all potentially hazardous areas and where potentially hazardous equipment is located and used.
- That safety equipment, protective clothing and other aids are provided as identified by COSHH and risk assessment and training is provided on its use, application and maintenance.
- That joint consultation with staff representatives will take place on all matters relating to measures for ensuring the health & safety off all staff, students and visitors.
- That all staff are made aware that this document is available on the M Drive.

**This policy is to be reviewed:**

- Annually
- As a result of:
  - A serious incident, accident or near miss
  - Changes or amendments to the Somerset County Council Health & Safety Manual
  - Changes of roles or responsibilities within the Stanchester Academy Senior Leadership Team.

The Governors and Principal will draw this policy to the attention of all staff, and review annually.

Signed:  Chair of Governors

Dated: 10/12/2018

Signed:  Principal

Dated: 10/12/2018

**Policy Document****3 Aims & Objectives of Governors**

The aims and objectives of Governors are to:

- Provide as far as reasonably practicable a safe and healthy environment for all persons who work at, attend or visit the school.
- Ensure, as far as reasonably practicable, the health and safety of pupils, staff and volunteers on off-site visits and activities.
- Seek improvement to working conditions according to priorities within existing resources, and sustain a role to monitor standards at the school as an essential part of good safety management. Recognise their responsibilities when they make available premises or equipment for hire, and will ensure that risks to the safety or health of hirers and other persons are adequately controlled as far as possible.
- Support effective consultation, through encouraging informal meetings and by making time available in staff meetings where health and safety issues can be raised.
- Ensure that all staff have access to training to ensure their competence for their tasks.
- Accept the duties that they may hold as a client where they arrange for work through contractors or volunteers. Follow the Council's guidance for the selection of competent contractors and will seek assistance from the Council's Property Services when necessary. Ensure that volunteers receive adequate instruction and supervision to work safely.
- Report all incidents/accidents, using the Accident Reporting Module in EEC Safety Suite and ensure appropriate follow up action has been carried out.
- To ensure that Risk Assessments are carried out within the school using an identified method for recording (EEC Live) and to review as appropriate.
- With the Principal, to review on an annual basis, all accidents and other incidents reported to the school to identify trends and make a summary available to parents.
- Ensure that incident investigations are carried out in sufficient detail.
- Consult with the school council and inform pupils of their responsibilities for Health and Safety.
- The Governors and Principal will draw this policy to the attention of all staff, and review as necessary in the light of any changes.

**Policy Document****4 Organisation & Responsibilities**

Departmental Heads and Team Leaders are responsible for seeing that their Area of Responsibility/Department staff follow the school's policy, and in particular in respect of:-

- The identification and control of risks associated with any hazardous or dangerous substances.
- The selection of equipment, which is suitable for its purpose, and ensuring that it is properly used.
- Identifying and securing the training needs of members of their Area/Department.
- The provision of suitable personal protective equipment when its need is identified, and ensuring that it is properly used.
- The Principal and Governors recognise the importance of all staff being competent and possessing the necessary current skills, knowledge and qualifications for the use of specialist equipment or facilities.
- They will ensure that all staff have the necessary skills and qualification on appointment, or are able to receive the necessary training and certification, after appointment or on change of responsibilities or work methods.
- The Governors will monitor safety performance within the school against the standards of Somerset County Council through the use of an annual Health and Safety Inspection Checklist and provide an annual summary of their findings. With regard to premises issues this will include a check of the school buildings, in conjunction with their property surveyor and prioritisation of needs on the schools AMP. Also ensuring that appropriate training needs of person responsible for premises is delivered.
- Governors to agree delegation for approval of off-site visits and activities and review on an annual basis
- The Governing body is to appoint a Governor to have a watching brief for health and safety issues, and bring to their notice such issues that require their attention.
- Assistance on health and safety issues is provided by The County Health and Safety Unit, Somerset County Council

**Policy Document**

The Principal has delegated the following people for the direct responsibility for the following matters in relation to the application of the Academy’s Health and Safety Policy.

**Name of School: Stanchester Academy**

Appointment of Appropriate Persons:

- Principal: Amy Joynes
- Delegated Senior Leader: **Matt Clinkard**
- Site Manager: Terry Pittard
- HR Manager/EVC: Liz Joynes
- Oversight of risk assessments: Sue Flynn
- First Aid Coordinator: Ginny Hodges

| Area   | Location of Policy/Guidance   | Name of person responsible |
|--|---|----------------------------|
| <b>ACCIDENTS/INCIDENTS (NEAR MISSES):</b>  |   |                            |
| Incidents/Injuries   | <a href="#">Accident Reporting</a> (EEC Safety Suite)   | First Aid Coordinator      |
| <b>EMERGENCY PROCEDURES:</b>   |   |                            |
| Critical/Major Incidents<br>Emergency Procedures<br>Updating your Contingency Plan | <a href="#">Critical Incidents in Academies</a><br><br>Academy Closures<br><a href="#">Guidance for Schools Vol 2 Section 4</a><br><br><a href="#">Dealing with Major Incidents</a><br><a href="#">Major Incidents Out of Hours</a> | Principal                  |
| <b>EXTERNAL VISITS:</b>  |   |                            |
| External Visit Co-ordinator  | <a href="#">Outdoor Education and External Visits Website</a><br><br><a href="#">EEC Safety Suite&gt;External Visits Management</a><br><br><a href="#">Policy for Offsite Visits and Activities - in academy</a>                    | HR Manager                 |
| <b>MEDICAL:</b>  |   |                            |
| First Aid  | <a href="#">Guidance for Schools Volume 4 Section 15</a>  | First Aid Coordinator      |
| Hygiene Control  | <a href="#">Guidance for Academies: Volume 4</a>  | First Aid Coordinator      |
| Infection Control  | <a href="#">Health Protection Agency Guidance</a>   | First Aid Coordinator      |

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| Area  | Location of Policy/Guidance   | Name of person responsible   |
|---|---|------------------------------|
| Medicines in academy                              | <a href="#">Guidance for Academies: Volume 4</a>  | First Aid Coordinator        |
| Needlestick Injuries, Hepatitis B, HIV            | <a href="#">H &amp; S Policy Manual</a> - HS007   | First Aid Coordinator        |
| New and Expectant Mothers                         | <a href="#">H &amp; S Policy Manual</a> - HS017   | HR Manager                   |
| Pupils with medical needs                         | <a href="http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=2629">http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=2629</a>   | First Aid Coordinator/ SENCO |
| Stress  | <a href="#">Guidance for Schools Volume 4, document 35</a>  | Principal HR Manager         |
| <b>MANAGEMENT</b>                                 |   |                              |
| Computer Use                                      | <a href="#">DSE Assessment Form</a> , Managers Guide, User Guide and also training course and descriptions  | ICT Manager / Site Manager   |
| COSHH   | <a href="#">H &amp; S Policy Manual</a><br>Hazardous substances<br>COSHH Assessment Form (F08)  | Site Manager/ Science Tech   |
| Employee or Volunteer Driver                      | <a href="#">Driver Risk Assessment F14a</a>   | HR Manager                   |
| First Aid   | <a href="#">H &amp; S Policy Manual</a>   | First Aid Coordinator        |
| Manual Handling                                   | Risk Assessment plus training course.   | HR Manager & Site Manager    |
| Traffic on academy site                           | <a href="#">Guidance for Schools Volume 4 section 30</a>  | Principal                    |
| Slips and Trips                                   | <a href="#">Guidance for Schools Volume 4 section 11</a>  | Site Manager                 |
| <b>SITES AND BUILDINGS:</b>                       |   |                              |
| SCC Overarching Guidance document                 | Corporate Property Standards and Guidance<br><a href="http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=24714">http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=24714</a><br>including construction work/contractors on academy site | Site Manager                 |
| Asbestos  | Asbestos Register - in Academy  | Site Manager                 |
| Electrical Safety<br>• Portable Appliance Testing | <a href="#">Guidance for Academies: Volume 4</a>  | Site Manager                 |

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| Area  | Location of Policy/Guidance  | Name of person responsible                 |
|---|--|--|
| Equipment Maintenance <ul style="list-style-type: none"> <li>• Lifting Equipment</li> <li>• PE Equipment</li> <li>• CDT Equipment</li> <li>• LEV</li> </ul> | Contact Property Services<br><br>- Contracts available for purchase by academies.  | Site Manager/<br>HODs/ PE &<br>DT          |
| Fire Safety <ul style="list-style-type: none"> <li>• Arson Prevention</li> <li>• Fire Safety</li> </ul>   | <a href="#">H &amp; S Policy Manual</a><br><br><a href="#">Guidance for Schools Volume 4 Sections 23 &amp; 46</a><br>SA Fire Evacuation Policy | Delegated<br>Senior Leader<br>Site Manager |
| Gas Appliances <ul style="list-style-type: none"> <li>• Boilers</li> <li>• Kitchen</li> </ul>   | Contact Property Services:<br>Contracts available for purchase.<br>Inspected by RSA Insurance.   | Site Manager                               |
| Security  | Security Risk Assessment (revised annually on EEC Live)  | Site Manager                               |
| Minibus Safety  | <a href="#">Guidance for Academies: Volume 4 Sections 6 and 10</a>   | Site Manager                               |
| Pressure systems - e.g. steam ovens/stills  | Academy responsibility - contact Insurance<br>Inspected by RSA Insurance.  | Site Manager                               |
| Safety Glazing  | <a href="http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346">http://www.six.somerset.gov.uk/sixv3/content_view.asp?did=13346</a>  | Site Manager                               |
| Legionella  | <a href="#">Guidance for Academies: Volume 4 Section 28</a>  | Site Manager                               |
| Smoking   | SA Smoke Free Policy (2013)  | Delegated<br>Senior Leader                 |

**Policy Document**

**6 Establishment Policy**

Documents relating to this Policy are listed below and can be found on the school M Drive

- Lettings Policy
- Off Site Visits Guidance Policy
- The Use of Force by Staff to Control or Restrain Students
- Critical/Major Incidents

| <b>Document</b>                          | <b>Location<br/>(e.g. office, web address)</b>   |
|--|--|
| <b>Critical Incident Plan</b>            | M Drive  |
| <b>Health and Safety Manual</b>          | <a href="http://www.six.somerset.gov.uk/sixv3/content.asp?did=16178">http://www.six.somerset.gov.uk/sixv3/content.asp?did=16178</a><br>M Drive<br><u>M:\_General\Site Team</u> |
| <b>Security Policy</b>                   | Security Risk Assessment (annual) on EEC Live  |
| <b>DSE Assessment Forms</b>              | M Drive<br><u>M:\_General\Risk Assessment</u>  |
| <b>Driver Risk Assessments</b>           | M Drive<br><u>M:\_General\Risk Assessment</u>  |
| <b>Safety Glazing</b>                    | Site Manager's Office  |
| <b>Asbestos Register</b>                 | Site Manager's Office  |
| <b>Smoke Free Policy</b>                 | M Drive<br><u>M:\_General\Policies\current policies\Policies that are up to date</u>   |
| <b>Lettings Policy</b>                   | M Drive<br><u>M:\_General\Policies\current policies\Policies that are up to date</u>   |
| <b>Staff Sickness and Absence Policy</b> | M Drive<br><u>M:\_General\Policies\current policies\Policies that are up to date</u><br>HR Manager's Office  |
| <b>Visits and Activities Policy</b>      | M Drive<br><u>M:\_General\Policies\current policies\Policies that are up to date</u>   |



**Policy Document****7 Monitoring & Reviews**

The monitoring/review arrangements in place are summarised below:

**Active Monitoring****External Monitoring**

Safety Audit/Inspection Report (CHSU)  
Accident/Incident Report (various)  
Safety Representation Reports (Recognised Trade Union/Professional Association)  
Fire Risk Assessment  
Legionella Risk Assessment

**Internal Monitoring**

Governors Annual Report / Health and Safety Inspection Checklist  
Buildings and Finance Committee  
Fire drills and analysis  
First Aid incidents  
EEC software regarding Risk Assessment  
Display screen equipment assessment  
Monitoring of water temperature and checking of water storage tanks regarding Legionella risk  
Portable Appliance Testing – electrical items  
Environmental Health Report  
Contractors Reports  
Occupational Health Service Reports  
Insurer's Report  
Accident/Incident Investigations

**Reactive Monitoring****Internal Monitoring**

Buildings and Finance Committee  
First Aid incidents/near misses  
Fire alarm incidents  
Responding to equipment safety reports

**PLANNED REVIEW:**

Annual Safety Self Review (Health and Safety Inspection Checklist)  
Audits

**ARRANGEMENTS**

The framework and arrangements for communicating with employees and consulting on levels of performance in health and safety (and any proposals for change, which might affect the health and safety of those involved) are as follows:

Guidance for Schools – Volumes 4 and Outdoor Education and External Visits Website  
CHSU H & S Circulars and Guidance notes to schools.

Exposure

Identified person/persons responsible for Health and Safety.

Health & Safety Policy.

Buildings and Finance Committee

Staff meetings.

The Governors and Principal will draw this policy to the attention of all staff, and review as necessary in the light of any changes.

**Policy Document****Appendix 1****ANNUAL HEALTH & SAFETY INSPECTION CHECKLIST****Guidance Notes on using this checklist**

Under health and safety law, the employer (either the LA or governing body) is required to monitor activities to ensure compliance with locally set policies and procedures.

There is a therefore a requirement for schools to formally monitor and evaluate the effectiveness of the health and safety systems within the school / their departments.

This safety checklist has been designed to assist governors and SLT when conducting a health and safety inspection. Its completion forms part of the schools strategy to demonstrate that the principles of HSG 65 'Effective Management of Health and Safety' which is both the Health and Safety Executive's (HSE) and HCC's benchmark are in place.

The school completes its own Health Safety audit and regularly-updates the Health and Safety policy

Separate checklists for higher risk areas (DT, Science, PE etc.) are available for heads of department to use for their curriculum specific risks and responses to these should be co-ordinated by a member of SLT.

**Definitions**

- Tools/Equipment – Includes hand tools (e.g. hammers, chisels etc.), Buffer machines, strimmer's, PE Equipment.
- Hazardous Substances – Substances that are covered by the Control of Substances Hazardous to Health (COSHH) Regulations ( substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and orange pictogram but there are other substances such as dusts to consider).
- Off Site Activities – Any activity that takes place beyond the school site (e.g. trips, visits, sports fixtures); details can be found in the "Off Site Visits" documents.
- DSE – Display screen Equipment such as computers, laptops etc.

**Policy Document**

**STANCHESTER ACADEMY**

**DATE INSPECTED.....**

**AREA(S) INSPECTED.....**

**INSPECTED BY.....**

|                        |  | Y | N | N/A | COMMENTS / ACTIONS/EVIDENCE   |
|------------------------|--|---|---|-----|---|
| <b>POLICY</b>          | Is there a health & safety policy (signed & dated by Principal/ Chair of Governors)?   |   |   |     | DATE OF LAST REVIEW:<br>(Good practice is to review annually, max of 2 yearly)          |
|                        | Policy in line with latest LA/comparable for schools?  |   |   |     |   |
|                        | Are there effective arrangements for ensuring that all staff are aware of the relevant contents of the Health and Safety policy?   |   |   |     |   |
| <b>RISK ASSESSMENT</b> | Are school specific risk assessments in place for those school activities presenting a <i>significant</i> risk?  |   |   |     | DATE OF LAST REVIEW :<br>(Should be reviewed annually / sooner if circumstances change) |
|                        | Are individual risk assessments being carried out where applicable?<br>(E.g. pregnant employees, known medical conditions where there are H&S implications, such as epilepsy etc.) |   |   |     |   |
|                        | Is there evidence that heads of department/ curricular leads are adopting / adapting model risk assessments for curriculum activities?   |   |   |     |   |
|                        | Are staff aware of the content and location of all relevant risk assessments?  |   |   |     |   |
|                        | Are all notifiable off site visits (overseas, self led adventurous activities, fieldwork in wild /open country etc.) entered and approved on EEC Live?                             |   |   |     |   |
|                        | Is a member of staff designated as an Educational/External Visits Coordinator (EVC) and have they received training?   |   |   |     |   |
| <b>INSPECTION</b>      | Regular (e.g. termly) health and safety inspections of site undertaken and documented?   |   |   |     | DATE OF LAST INSPECTION:  |
|                        | Have recommendations arising from inspections been actioned?   |   |   |     |   |
|                        | Curriculum specific checklists completed by heads of department (e.g. KS 3-4 in art, PE, science and DT)?  |   |   |     |   |
|                        | Have recommendations arising from inspections been actioned?   |   |   |     |   |

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|             |   | <b>Y</b> | <b>N</b> | <b>N/A</b> | <b>COMMENTS / ACTIONS NEEDED</b>  |
|-------------|---|----------|----------|------------|---|
| <b>FIRE</b> | Has a fire risk assessment been completed / reviewed within the last 12 months?   |          |          |            | DATE OF LAST REVIEW:  |
|             | Have there been any recent changes to the building?<br>If <b>YES</b> , has the Fire risk assessment been altered to reflect these changes?  |          |          |            |   |
|             | Documented school evacuation plan in place?<br><br>Evacuation plan considers any individuals who may need specific assistance during evacuation. (E.g. due to mobility impairment etc.) |          |          |            |   |
|             | Fire drills conducted termly and recorded?<br><br>Have any issues identified as a result been resolved?   |          |          |            | DATE OF LAST DRILL:<br>TIME TAKEN TO EVACUATE BUILDING:   |
|             | Fire alarm call points tested weekly (different call point each week on a rotational basis) and documented?   |          |          |            |   |
|             | Appropriate fire extinguishers are available and inspected annually?  |          |          |            | DATE OF ANNUAL INSPECTION:  |
|             | All emergency exits / routes clearly signed and unobstructed?   |          |          |            |   |
|             | Areas of school used for lettings outside of ambient daylight hours have emergency lighting available on escape routes?   |          |          |            |   |
|             | Emergency lighting tested monthly (in house) and full discharge test completed annually (by competent service engineer)?  |          |          |            | DATE OF FULL DISCHARGE TEST:  |
|             | Fire alarm serviced / inspected by a competent engineer (6 monthly for systems with a battery backup, annually for mains only systems)?   |          |          |            | DATE OF LAST SERVICE / INSPECTION:  |
|             | Does the fire alarm system have a battery back up?  |          |          |            | If fire alarm is mains powered only (240V) there should be a plan for replacement and in the interim a management procedure for how an alarm would be raised in event of a power failure. |
|             | Key internal fire doors (e.g. cross corridor and stairwell) in place and fully closing?   |          |          |            |   |

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|                           |  | <b>Y</b> | <b>N</b> | <b>N/A</b> | <b>COMMENTS / ACTIONS NEEDED</b>  |
|---------------------------|--|----------|----------|------------|---|
| <b>FIRST AID</b>          | Adequate numbers and levels of first aiders on site?   |          |          |            | Number of staff trained in:<br>Pediatric first aid under EYFS :<br>First aid at work :<br>Emergency first aid : |
|                           | First aid boxes in appropriate places and maintained no unapproved content (medicines etc.)?   |          |          |            |   |
| <b>MEDICATION</b>         | Pupils with medical needs and allergies are clearly identified, annual review of care plans undertaken for complex cases?                                    |          |          |            |   |
|                           | Documented system for acceptance and administration of medication in line with DfE guidance 'Managing Medicines in Schools and Early Years Settings'?        |          |          |            |   |
|                           | Training for epi-pens / medical procedures up to date? (Should be carried out annually)  |          |          |            |   |
| <b>ACCIDENT REPORTING</b> | Accident records kept locally and monitored for trends?  |          |          |            |   |
|                           | Have all accidents to employees and significant incidents to pupils / visitors been reported using HCC accident forms (IDOR)?                                |          |          |            |   |
|                           | Are governors notified of any significant accidents, such as those that are RIDDOR reportable and ensured that an appropriate investigation has taken place? |          |          |            |   |
| <b>COMMUNICATION</b>      | Is there a system whereby all defects found with equipment / plant /premises are notified to management and taken out of service?                            |          |          |            |   |
|                           | Is health and safety a standing agenda item at relevant governing body committee meetings?   |          |          |            |   |
|                           | Are there formal arrangements in place to discuss health & safety matters with other users/groups/other occupants of the site? E.g. Children's Centre.       |          |          |            |   |
| <b>TRAINING</b>           | All staff health and safety training needs are assessed?   |          |          |            |   |
|                           | All health and safety training recorded and available to view?   |          |          |            |   |
|                           | Have all staff received an effective and documented health and safety induction?   |          |          |            |   |

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|                                     |   | <b>Y</b>  | <b>N</b> | <b>N/A</b> | <b>COMMENTS / ACTIONS NEEDED</b> |
|-------------------------------------|---|---|----------|------------|----------------------------------|
| <b>PLANT/ TOOLS &amp; EQUIPMENT</b> | Has training and instruction been given to relevant members of staff in the safe use of tools & equipment (including ladders and mobile tower scaffolds)?   |   |          |            |                                  |
|                                     | Have Work at height risk assessments been conducted?  |   |          |            |                                  |
|                                     | Is a Ladder register and checklist in place and reviewed termly?  |   |          |            |                                  |
|                                     | Is there any significant use of power tools / machinery? If so, a register of such equipment should be in place, which identifies if there are there any significant safety issues to consider, (Noise and vibration levels, guards that should be in place, PPE required, maintenance or training / instruction required)? |   |          |            |                                  |
|                                     | Planned preventative maintenance schedule in place for all plant / equipment?   |   |          |            |                                  |
|                                     | PE and outdoor play equipment inspected annually by competent contractor?   |   |          |            | DATE OF INSPECTION               |
|                                     | <b>LIFTS</b>  | Are passenger lifts serviced regularly (6 monthly)? |          |            |                                  |
|                                     | Is there a protocol for responding to passenger alarms in place?  |   |          |            |                                  |
| <b>MINIBUSES</b>                    | List of nominated minibus drivers maintained and training conducted?  |   |          |            |                                  |
|                                     | Are driving licences checked annually to identify any penalties, which might affect insurance cover?  |   |          |            |                                  |
|                                     | Are inspection, MOT / servicing records in place?   |   |          |            |                                  |
| <b>HAZARDOUS SUBSTANCES</b>         | Inventory of chemicals (e.g. cleaning and maintenance products) and safety data sheets available and reviewed in last 12 months?  |   |          |            |                                  |
|                                     | Have substances identified as presenting a significant risk (for example, swimming pool chemicals) had a COSHH risk assessment conducted?   |   |          |            |                                  |
|                                     | Are hazardous substances stored appropriately e.g. secured out of the reach of children?  |   |          |            |                                  |
|                                     | Are all containers clearly labeled and marked (e.g. irritant, flammable)?   |   |          |            |                                  |

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|                                |   | Y | N | N/A | COMMENTS / ACTIONS NEEDED  |
|--------------------------------|---|---|---|-----|--|
| <b>ASBESTOS</b>                | Is the asbestos permission to work system used on every occasion before any work is conducted on building fabric? (This applies equally to the site team / caretaker as to contractors)         |   |   |     | NUMBER OF ENTRIES IN PERMISSION TO WORK LOG IN PAST 12 MONTHS :<br>DATE OF LAST ENTRY: |
|                                | Minimum of 2 asbestos authorised officers present and trained within last 3 yrs.?   |   |   |     |  |
|                                | Asbestos visual inspection completed (minimum of annually) and recorded in asbestos log?  |   |   |     | DATE OF LAST VISUAL INSPECTION:  |
| <b>ELECTRICAL / GAS</b>        | Portable electrical appliances tested by a competent according to relevant timescales?  |   |   |     | DATE OF PAT TEST:  |
|                                | All emergency shut offs accessible, clearly identified and functioning?   |   |   |     |  |
|                                | Fixed electrical wiring inspected within last 5 years and all remedial actions completed?   |   |   |     | DATE OF LAST TEST-   |
|                                | All gas appliances tested in past 12 months by gas safety registered contractor?  |   |   |     | DATE OF LAST TEST  |
|                                | Gas cylinders stored appropriately? (Secured upright, separated from flammables, room signed and location marked on plan within fire risk assessment)   |   |   |     |  |
|                                | <b>LPG tanks</b><br>External above ground pipework and fittings visually checked for any signs of corrosion or damage?<br><br>Emergency control valves checked for accessibility and operation? |   |   |     |  |
| <b>CONTRACTORS</b>             | When awarding contracts health and safety is included in specifications and contract conditions?  |   |   |     |  |
|                                | Are appropriate competency checks undertaken prior to engaging a contractor? (In particular where contractors are used who are not on HCC framework contracts)                                  |   |   |     |  |
| <b>WELFARE AND ENVIRONMENT</b> | Fingerguards in place on vulnerable doors i.e. toilet & classrooms in nursery, KS1 and special schools?   |   |   |     |  |
|                                | Any outstanding items from the last EHO report for the school kitchen?  |   |   |     | DATE OF REPORT   |
|                                | All DSE (computer) users identified and workstations assessed?  |   |   |     |  |

**Policy Document**

|                                |   | <b>Y</b> | <b>N</b> | <b>N/A</b> | <b>COMMENTS / ACTIONS NEEDED</b>   |
|--------------------------------|---|----------|----------|------------|--|
| <b>WELFARE AND ENVIRONMENT</b> | Glazing filmed / safety glazing to BS 6206 in place in vulnerable areas? (E.g. panes >250mm wide in or adjacent to doors, areas where PE is conducted etc.) |          |          |            |  |
|                                | Lettings policy in place and emergency procedures clearly communicated to hirers?   |          |          |            |  |
|                                | Water risk assessment conducted and operational controls being recorded in water log book?  |          |          |            | DATE OF ASSESSMENT   |
|                                | Hazard areas (kitchen, labs, workshops etc.) locked when unsupervised?  |          |          |            |  |
|                                | Is kitchen access restricted to authorised personnel only?  |          |          |            |  |
|                                | Do catering providers have a food safety management system complaint with HACPP (hazard analysis and critical control point)?                               |          |          |            | Where the service is provided by Herts Catering then food safety management system meets this standard |
| <b>HOUSEKEEPING</b>            | Housekeeping satisfactory?  |          |          |            |  |
|                                | Is flooring in good condition and free of slip / trip hazards?  |          |          |            |  |
|                                | Are items that are stored at height (e.g. files/folders on shelves) accessible, secure and safe?  |          |          |            |  |
|                                | Are boiler rooms and electrical intake areas kept free of combustible materials?  |          |          |            |  |
| <b>EXTERNAL AREAS</b>          | Pedestrian routes clearly defined and segregated from vehicles?   |          |          |            |  |
|                                | Risk assessment in place?   |          |          |            |  |
|                                | Tree survey conducted by appropriately qualified specialist?  |          |          |            | DATE OF SURVEY   |
|                                | Adequate access maintained for emergency services?  |          |          |            |  |
| <b>SECURITY / SAFEGUARDING</b> | Clear signage directing visitors to reception / other services on site?   |          |          |            |  |
|                                | Visitor access to buildings adequately controlled?  |          |          |            |  |
|                                | Where visitors can gain access to pupils, e.g. playgrounds there is a risk assessment in place, which demonstrates that there is effective supervision?     |          |          |            |  |
|                                | External lighting adequate?   |          |          |            |  |
|                                | Clearly defined route between site entrance(s) and reception with access to children avoided where practicable?   |          |          |            |  |



**Policy Document**

|                                 |  | <b>Y</b> | <b>N</b> | <b>N/A</b> | <b>COMMENTS / ACTIONS NEEDED</b> |
|---------------------------------|--|----------|----------|------------|----------------------------------|
| <b>SECURITY / SAFEGUARDING</b>  | Gates and perimeter fencing of adequate height and maintained?                               |          |          |            |                                  |
|                                 | Access to low roofs restricted?<br>(Any anti-climb paint/ anti-scale devices clearly signed) |          |          |            |                                  |
|                                 | Fragile roof surfaces identified by signage on site?   |          |          |            |                                  |
|                                 | External storage / waste bins secured and located away from buildings?                       |          |          |            |                                  |
|                                 |  | <b>Y</b> | <b>N</b> | <b>N/A</b> | <b>COMMENTS / ACTIONS NEEDED</b> |
| <b>ANY OTHER SPECIFIC ITEMS</b> |  |          |          |            |                                  |
|                                 |  |          |          |            |                                  |
|                                 |  |          |          |            |                                  |
|                                 |  |          |          |            |                                  |