

HEALTH AND SAFETY POLICY



ROCKLIFFE MANOR
PRIMARY SCHOOL

| | |
|-----------------------------------|---------------------------------|
| Reviewed policy agreed by GB: | Feb 2021 |
| Policy to be reviewed again on: | Feb 2022 |
| Committee responsible for review: | Premises and Health & Safety |

CONTENTS

1. Statement of intent

2. Organisation

2.1 Responsibilities

- 2.1.1 Board of Governors
- 2.1.2 Head Teacher
- 2.1.3 Health and Safety Advice
- 2.1.4 Staff
- 2.1.5 Health and Safety Committee
- 2.1.6 Health and Safety Representatives
- 2.1.7 Risk Assessors
- 2.1.8 First Aiders
- 2.1.9 Fire Marshalls / Emergency Controllers
- 2.1.10 Educational Visit Co-ordinators

3. Arrangements

- 3.1 Document Control
- 3.2 Co-operation
- 3.3 Communication
- 3.4 Competence
- 3.5 Planning
- 3.6 Risk Assessments
- 3.7 Fire
- 3.8 Contractors
- 3.9 Dealing with Enforcement Authorities
- 3.10 Active Monitoring
- 3.11 Accident Reporting
- 3.12 Auditing
- 3.13 Review

4. Appendices

- 4.1 Organisational structure
- 4.2 Forms in circulation
- 4.3 List of risk assessments
- 4.4 Risk assessors and areas assessed
- 4.5 Monitoring carried out

STATEMENT OF INTENT

The policy of Rockliffe Manor Primary School is to provide and maintain a safe and healthy teaching and learning environment.

The board of governors through the Headteacher will ensure that conditions, equipment and systems of work are of a satisfactory standard and provide such information, training and supervision as the staff need to undertake their teaching activities.

The minimum level of achievement will be the legal requirements of health and safety legislation.

The board of governors accept responsibility for the health and safety of other people who may be affected by our activities.

The board of governors recognise the importance of consultation with staff on health and safety matters.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in the attached health and safety policy document.

Safety and accident prevention shall be treated as an integral part of every operation and shall have parity with any other aspect of the school activities.

All staff will diligently discharge their duties to achieve satisfactory levels of health and safety in the school.

It is expected that the commitment to health and safety will contribute to the school performance by helping to reduce accidents and unnecessary losses and liabilities. It is recognised that accidents and ill health and incidents result from failings in management control are not necessarily the fault of individual employees.

The board of governors accept overall responsibility for policy formulation and development.

The Headteacher and governors will support the policy by ensuring adequate resources are committed to health and safety in the school.

Rockliffe Manor Primary School is committed to controlling workplace hazards by assessing risks and establishing suitable and sufficient risk control measures.

The board of governors will obtain support for the policy by ensuring the provision of any necessary expert health and safety advice.

The policy will be reviewed, at least annually, where the opportunity for improvement has been identified and to take into account changes in working practices and legislation.

2. ORGANISATION

This section outlines who has specific health and safety responsibilities.

In addition, this section is about how the health and safety management system is controlled procedurally and this section will include relevant procedures after the responsibilities section.

The health and safety management system is not necessarily contained in one document and other policies, procedures will be referred to as necessary.

The organisational structure can be found in Appendix 1.

2.1 RESPONSIBILITIES

2.1.1 Board Of Governors

- Devising health and safety policy
- Approving the policy statement. Chair of Governors to sign statement of intent
- Establishing strategies to implement policies
- Agreeing a structure for implementing policy and supporting plans
- Assigning responsibilities for planning, measuring and reviewing health and safety policy and procedure
- Ensuring health and safety performance is regularly reviewed

2.1.2 Headteacher

- Assisting to devise health and safety policy
- Establishing strategies to implement policies
- Specifying a structure for implementing policy and supporting plans
- Assigning responsibilities for planning, measuring and reviewing health and safety policy and procedure
- Ensuring health and safety performance is regularly reviewed
- Ensuring participation and involvement of all employees
- Obtaining and co-ordinating specialist advice as necessary
- Keeping up to date with changes in legislation and good practice
- Establishing management arrangements, risk control systems and workplace precautions together with associated procedures
- Ensuring health and safety objectives are an integral part of the schools business plan
- The provision of the necessary resources for those carrying out their work
- Periodic feedback to Governors on health and safety performance

2.1.3 Health and safety advice

- The school has access to competent health and safety advice from the Corporate Occupational Health and Safety Service (COHSS)



These advisors provide assistance with:

- Formulating policy
- Promoting a positive health and safety culture
- Planning and implementing plans ○ Risk assessment
- Monitoring and reviewing performance

2.1.4 Staff

Key responsibilities:

- Taking reasonable care for themselves and other persons who may be affected by their acts or omissions
- Co-operating with their employer to enable them to perform and comply with their health and safety duties
- Taking care not to intentionally or recklessly interfere with or misuse anything that has been provided for the purpose of health, safety and welfare
- Use machinery, equipment, substances and any other items provided in line with training and instruction provided
- Notify their manager of any work situation having the potential for serious and imminent danger to health and safety
- Other specific responsibilities are found in job descriptions or risk assessments.

2.1.6 Health and Safety Committee Members Key

responsibilities:

- To examine accident trends
- To examine audit reports
- To monitor training
- To assist in the development of procedures and or safe systems of work
- To monitor the implementation of risk assessments

2.1.7 Health and Safety Representatives

Trade union safety representatives are appointed by the trade unions and are not responsible to managers on health and safety issues.

They are allowed reasonable time off with pay to carry out their functions and attend any necessary training.

Their functions are as follows:

- Investigate hazards, dangerous occurrences and accidents in the workplace they represent.
- Consult with managers on health and safety matters
- Make representations on general health and safety matters
- Carry out termly inspections of the workplace as agreed with Headteacher
- Consult with enforcing inspectors and be made party to any relevant enforcement related information
- Attend Health and Safety Committee meetings

2.1.8 Risk assessors

Key responsibilities:

- To complete risk assessments as required by their manager
- The current list of risk assessors is found in appendix 4

2.1.9 First aiders

Key responsibilities:

- To provide the immediate treatment of injuries or illnesses prior to the arrival of proper medical assistance.
- To prepare the first aid risk assessment

2.1.10 Fire marshals / Emergency controllers

Key responsibilities:

- The fire log details responsibilities

2.1.11 Educational visit co-ordinators

Key responsibilities:

- To co-ordinate educational visits and provide advice and support to those organising such visits.

3. HEALTH AND SAFETY ARRANGEMENTS

This section consists of a number of procedures that detail how the health and safety policy statement will be implemented.

3.1 Procedure for the control of the health and safety management system documentation The preparation of specific documents will be delegated to specific staff as the need arises and these documents will be controlled by using issue dates and maintaining a record of which is the current version.

A list of all documents in circulation is maintained and kept as appendix 2 in this policy.

When new documents are issued advice will be given to destroy all previous versions.

Wherever possible electronic versions are used to reduce the chance of obsolete hard copies staying in circulation.

Certain records such as those relating to accidents or health records must be stored for specific periods of time see appendix 2.

3.2 Procedure for ensuring co-operation for health and safety within the school

The main formal method of ensuring co-operation is via the Resources Committee – health and safety is an agenda item which allows for issues to be raised ultimately with Governors.

The committee meets termly, follows an agenda and minutes are taken that identify action points and who is to take action. The Premises Manager submits a report on the premises and health and safety around the school.

The minutes are circulated to the Full Governing Body

3.3 Procedure for communication of health and safety within the school

It is important that communication is effective within the school. To assist this the school relies on the following sources of information:

- The LGFL website provides a resource on a variety of health and safety items and is updated on a termly basis by the Corporate Occupational Health and Safety Service.
- Education bulletins that are posted to the school and are also filed on the LGFL website

The LGFL site is checked termly by IT Co-Ordinator

Relevant updates are cascaded as required to individual staff, at staff meetings, management meetings and governors meetings. All meetings should include Health and Safety on the agenda.

Premises Managers are responsible for ensuring that the poster, "Health and Safety law, what you should know" is posted at all sites, at a location that ensures that all staff will see it in the normal course of their work.

Premises Managers are responsible for maintaining a Health and Safety notice board for safety committee minutes and papers and any other Health and Safety notices. This notice board should also include, names of first aiders, the location of the first aid box, names of fire marshals, the evacuation procedure, training courses, location of accident forms.

3.4 Procedure for ensuring the competence for health and safety Competence

is assured at three levels:

- Recruitment and placement
- Identification of training needs
- Training and instruction

At interview health and safety is tested as well as other criteria and job descriptions include health and safety related duties.

Once in post staff are given an induction that includes health and safety. In addition their longer term training needs identified which feeds into a training plan for the school.

Temporary and agency staff are given induction training that is proportionate to the work carried out and experience of the member of staff.

Work experience students are also given an induction and careful consideration given to their supervision needs.

Training may take the form of courses, or more informal small group or one to one sessions.

Those carrying out training have the necessary skills to train and are competent in the subject matter.

Health and safety performance is considered as part of staff appraisals to ensure on going needs are addressed and supervision is used to assess the effectiveness of training provided.

If staff move to new jobs or provide cover for absent staff suitable training is given to ensure competency.

3.5 Procedure for planning for health and safety

The health and safety function requires planning as with any other business function and the key planning forum is the premises sub-committee.

The Headteacher and Governors make policy and plan for its implementation.

The Resources committee meets termly, follows an agenda and minutes are taken that identify action points and who is to take action.

The minutes are circulated to the Full Governing body

The committee plans across a wide range of issue including:

- Establishing strategies to implement new policies
- Structures necessary for implementing policy and supporting plans
- Assigning responsibilities for implementing policy and procedures
- Ensuring health and safety performance is regularly reviewed
- Ensuring participation and involvement of all employees
- Obtaining and co-ordinating specialist advice as necessary
- Keeping up to date with changes in legislation and good practice
- Establishing management arrangements, risk control systems and workplace precautions together with associated procedures
- The completion of risk assessments and their periodic review

The planning extends to all aspects of health and safety and is not restricted to premises issues.

Where appropriate the school improvement plan is used to record planned items.

3.6 Procedure for the completion of risk assessments

Risk assessments result in the detailed control measures needed to be followed to reduce the chance of accidents and ill health.

The complete list of risk assessments is found in appendix 3 along with their location.

Certain risk assessments are completed using specific forms and require specific training these are:

- Control of Substances Hazardous To Health (COSHH)
 - Manual handling
 - Display screen equipment
 - Fire

Staff completing these assessments are listed in appendix 4 and have had the necessary training.

The general risk assessments are completed following steps outlined below.

STEP 1: Look for the hazards

STEP 2: Decide who might be harmed and how

STEP 3: Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done

STEP 4: Findings are recorded

STEP 5: Review your assessment and revise it if necessary

STEP 1 Look for the hazards

Decide what could reasonably be expected to cause harm. Ignore the trivial and focus on the significant hazards that may result in serious harm or affect a number of people.

Some examples include:

- Slipping/Tripping hazards (e.g. poorly maintained floors or stairs)
- Fire (e.g. from flammable materials)
- Chemicals (e.g. used in chemistry)
- Moving parts of machinery
- Work at height
- Electricity (e.g. poor wiring)
- Manual handling
- Poor lighting

Sources of information you may wish to use include:

- Staff who already do the job or who are familiar with it
- Manufacturer's instructions for equipment
- Industry or Trade Association guidance
- HSE guidance
- Accident records
- National and Industry standards
- Legislation
- Approved Codes of Practice

STEP 2 Decide who might be harmed and how

Think about staff who are exposed to hazards whilst at work and others who may be affected as a result of the school's activities.

You need to pay particular attention to:

- Young workers, work experience, trainees, new and expectant mothers, staff with disabilities, etc who may be at particular risk

- Cleaning operatives, visitors, contractors, maintenance workers, etc who may not be in the workplace all the time.
- Peripatetic workers
- Members of the public if there is a chance they could be hurt by your activities

- Pupils

STEP 3 Decide whether existing precautions are adequate or more should be done Remember the risks to health as well as safety

Ask yourself whether the existing precautions:

- As a minimum meet the standards set by a legal requirement
- Comply with a recognised industry standard
- Represent good practice
- Reduce the risk as far as reasonably practicable

Ask yourself whether you have provided:

- Adequate information, instruction, or training
- Adequate systems or procedures

If so, then the risks are adequately controlled, but, you need to indicate the precautions you have in place.

If not, you need to ask yourself the following:

- Can the hazard be eliminated?
- If not, how can the risk be controlled?

In controlling the risks, apply these principles if possible in the following order:

- Try a less risky option
- Prevent access to the hazard e.g. by guarding
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment – use this only as a last resort

STEP 4 Record your findings

Write down the significant hazards and control measures.

STEP 5 Review and Revise if necessary

Set a date for the review of the assessment – assessments must be reviewed:

- Following accidents or incidents
- If monitoring shows the current system to be inadequate
- Where working practices change
- On at least an annual basis – the frequency must reflect the extent and nature of the risk and the consequence of the hazard occurring

When reviewing your assessments, check that the precautions for each hazard still adequately control the risk. If not, indicate the action needed and who will complete it.

A list of risk assessors is in appendix 4 along with details of which area they have risk assessed or risk assessments they have completed.

3.7 Procedure for fire

The fire risk assessment can be found in the risk assessment section (*or if separate fire log is used refer to this*).

Additional information on fire is in the fire logbook on the lgfl web site.

3.8 Procedure for dealing with contractors and construction activities

Once a decision is made to contract out work it is important to carefully consider all the significant risks prior to work being contracted out. This will include ensuring that a competent contractor is selected from the outset and monitored throughout the period of the contract.

Consideration should be given to selecting from the Councils approved list in accordance with Standing Orders.

The responsibility also extends to monitoring the activities throughout the contract and making sure work is carried out according to agreed standards.

Staff who are appointed to assess the competence of contractors health and safety arrangements are adequately trained and competent to do so

Staff who have responsibilities for pro-active monitoring of contractors health and safety performance are also adequately trained and competent to do so.

When selecting a competent contractor the following is considered:

- Assessing their Health, Safety and welfare arrangements.
- Obtaining information of previous work, including references.
- Requesting information regarding qualifications & skills of employees and membership of any relevant trade associations.
- Ensuring that contractor has a effective selection procedure for appraising the competence of a sub-contractor.
- Arrange for a panel to be set up where appropriate to review and select candidates for the contract.

Other Considerations

- Making sure that relevant Health and Safety arrangements for the site are communicated to the contractor i.e. permit to work system, accident reporting etc.

- Set up regular meetings where relevant health and safety information is exchanged between client and contractor. These meetings should continue until contract is complete. Accurate records need to be kept of agreed arrangements.
- Where more than one contractor or sub-contractor are engaged in work on the same site, the client must set up liaison arrangements with all parties.
- Develop procedures for continuous pro-active monitoring of work throughout the contract period, to ensure that work is carried out according to the agreed standards.
- Ensure adequate systems are in place to rectify any health and safety problems identified.

3.9 Procedure for dealing with enforcing authorities - Health and Safety Executive (HSE) and London Fire and Emergency Planning Authority (LFEPA)

An HSE or LFEPA inspector can visit at any reasonable time and have right of access. A visit may be scheduled in which case contact will be made first, or unscheduled.

In either case there is still right of access even if the timing is not convenient.

The Council's corporate occupational health and safety service should be notified as soon as you are aware that a visit is going to take place and they will arrange for an advisor to attend the meeting where possible.

3.10 Procedure for active monitoring

Active monitoring are the monitoring activities that identify deficiencies in the health and safety system prior to an accident or onset of ill health.

The matrix in appendix 5 identifies what monitoring is carried out, when and by whom.

3.11 Procedure for accident reporting

The Greenwich accident incident report form is used for reporting all accidents/incidents that affect council staff, that occur on council premises or, are due to council activities.

The form is kept in the school office and should be completed by the staff member and countersigned by the Headteacher.

The only exceptions are the most minor pupil accidents that are not linked to a school activity or part of the premises. These accidents are recorded and stored at school on the medical sheet and kept in the medical room.

The Greenwich form, once completed should be distributed as follows:

- White copy to the Directorate Health and Safety Lead Officer
- Yellow copy to the Corporate Occupational Health and Safety Service
- Pink copy to be retained by the Section Head/Supervisor

Where the accident or incident is more serious the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations may apply (details are found on the cover of the Greenwich form). In these cases it is important that the instructions on the cover are followed and a copy of the form sent to the Health and Safety Executive at:

Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG
Facsimile: 0845 3009924

In the event of a fatality, major injury or dangerous occurrence, where a member of public is killed or taken to hospital, or where there is an over 3 day injury or notifiable disease, the HSE should be notified without delay by telephone on 0845 3009923.

The Corporate Occupational Health and Safety Service should also be informed on 020 8921 5561

All accidents will require investigation, however for minor accidents this may mean a simple consideration of what happened and what could be done to prevent a similar occurrence with a record made on the Greenwich form in the section 'action taken to prevent similar incident'.

For more serious accidents a fuller investigation may be required with the need for a specific accident report.

As the seriousness of the accident increases so too should the seniority of the person carrying out the investigation and as such the head teacher must be notified of all accidents that are reportable to the HSE in order that a decision can be made as to the extent of the investigation.

The report should contain the following:

- A summary of what has happened.
- An introductory summary of events prior to the accident.
- Information gained during investigation e.g. from accident site, witness statements
- Conclusions.
- Recommendations.
- Supporting material (e.g. photographs, diagrams to clarify).
- The date and be signed by the person or persons carrying out the investigation.

3.12 Procedure for auditing

Auditing is carried out by the corporate Occupational Health and Safety Service on an annual basis and audit findings are discussed at the review meeting and at the health and safety committee.

3.13 Procedure for review

The Head and Governors are responsible for reviewing health and safety performance.

This is done annually and the following information is used as a basis for the review:

- Information from active monitoring
- Information from accident reports
- Audit reports
- Changes in the legislation or guidance
- The achievement of objectives or targets

The review takes place termly, follows an agenda and minutes are taken that identify action points and who is to take action.

The minutes are circulated to full Governing Body

APPENDICES

List of Appendices

1. Organisational structure
2. Forms in circulation
3. List of risk assessments
4. List of risk assessors
5. Monitoring carried out

Appendix 1

Organisational Structure of school

Appendix 2

Forms in circulation

| Form No | Form | Version Number | How long to store completed forms |
|---------|-----------------------|----------------|--|
| 1. | Greenwich accident | Decs 269 | At least 5 years but note that pupils have until they are 21 to make a civil claim |
| 2. | Risk assessment forms | Rev1 08/05 | Keep last version |
| 3. | Induction forms | Rev1 08/05 | Three years following member of staff leaving |

| | | | |
|-----|---|------------|---|
| 4. | Action to take on receipt of bomb threat | Rev1 08/05 | Keep with incident file |
| 5. | Inspection forms | Rev1 08/05 | Keep for year |
| 6. | Training record form | Rev1 08/05 | Three years following member of staff leaving |
| 7. | Fire (see fire Log) | | |
| 8. | Contractors checklist – Prior to work | Rev1 08/05 | Keep with project file |
| 9. | Contractors checklist – During work | Rev1 08/05 | |
| 10. | List of risk assessors | Rev1 08/05 | On going |
| 11. | Minibus checklist | Rev1 08/05 | 3 months |
| 12. | Medical – Medicines administered | Rev1 08/05 | On child's file |
| 13. | Medical – Request for child to carry own medication | Rev1 08/05 | On child's file |
| 14. | Medical - Request For School To Administer Medication | Rev1 08/05 | On child's file |
| 15. | Medical – Heads agreement to administering medicines | Rev1 08/05 | On child's file |
| 16. | Medical – Healthcare Plan | Rev1 08/05 | On child's file |

Copies of forms are found below

- 1. The Greenwich accident form is ordered from corporate procurement and comes as a large A3 pad.**

2. Risk assessment form.

Risk Assessment Form

| Activity: | Assessor: | Date: |
|------------------|------------------------|----------------|
| Hazards | Who Is Affected | Control |
| | | |
| | | |
| | | |
| | | |

| | | |
|--|--|--|
| | | |
| | | |

3. Induction Form

Health and Safety Induction Checklist

| | | |
|------------------------|--|----------------------|
| Employee's Name | | |
| Department / | | |
| Where working | | |
| Job Title | | |
| 1. | Health and Safety Policy: | <u>Yes/No</u> |
| | Has the member of staff been made aware of the schools health and safety policy and relevant details discussed? | |
| 2. | Emergency Procedures: | |
| | Has the employee been advised on the actions to be taken on discovering a fire, including the: <ul style="list-style-type: none"> - method for raising the alarm - identification of the warning signal - identification of the fire marshals - evacuation procedure - 'Fire Action' notices. | |
| | Have the fire escape routes and assembly point been shown to the employee? | |
| | | |
| 3. | First Aid Arrangements | |
| | Has the location of the First Aid facilities been shown to the employee? | |
| | Have the first aiders been identified to the employee? | |
| | | |
| 4. | Accident/Incident Reporting | |
| | Has the accident/incident reporting procedure been explained to the employee? | |
| | Has it been explained that all accidents/incidents should be reported? | |
| | | |
| 5. | Safety Representatives | |
| | Have the staff safety representatives been identified to the employee, where there is one? | |

| | | |
|----|--|--|
| 6. | Site/Job Specific Procedures | |
| | <p>Have the relevant risk assessments been explained to the new member of staff, examples may include:</p> <ul style="list-style-type: none"> - the office environment - Display Screen Equipment - Manual Handling operations - Safety during lessons | |
| 7. | Possible Training Courses Needed | |
| | <u>Corporate Courses</u> | |
| | Practical management | |
| | Dealing with aggression | |
| 7 | Possible Training Courses Needed (Cont) | |
| | Building HS co-ordinators | |
| | Fire marshal | |
| | Risk assessment | |
| | Fire risk assessment | |
| | COSHH assessments | |
| | Display screen equipment | |
| | Manual handling assessments | |
| | <u>Possible External Courses</u> | |
| | Managing contractors | |
| | Mobile tower | |
| | Portable appliance testing | |
| | Safety in science | |
| | Safety in DT | |
| | First aid | |
| | Lifting and handling | |
| | | |
| | | |
| | | |
| | | |
| | | |
| 8 | Unauthorised Areas | |
| | If there are any unauthorised areas e.g roofs, attics have these been explained | |

Manager's Signature:

Employee's Signature:

Date:

4. Action to be Taken on Receipt of a Telephoned Bomb Threat

- Switch on tape recorder (if available)
- Tell the caller which organisation you are answering from
- Record the exact wording of the threat

- Ask the following questions

1. Where is the bomb right now? _____
2. When is it going to explode _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. What is your name? _____
9. What is your address? _____
10. What is your telephone number? _____

▪ **Record the time the call completed**

▪ **Where automatic number reveal equipment is available record number shown**
Inform the coordinator

- Name and telephone number of the person informed
- Contact Police by using the emergency telephone number
- Time informed

▪ This part should be completed once the caller has hung up and the police / supervisor have been informed.

▪ Time and date of call length.

▪ Number at which call is received (your extension number

▪ **About the caller** Sex of caller? Male Female Nationality?

▪ Age Threat

▪ language Well spoken Irrational Taped Foul

Incoherent Message read by threatmaker

Callers Voice

Calm Crying Clearing throat

Excited Angry Nasal

Rapid Slurred Stutter

Disguised Slow Lisp

Accent * Deep Familiar

Laughter Hoarse

If the voice sounded familiar, whose did it sound like?

*What accent?

Background sounds

- | | | | | | |
|------------------|--------------------------|--------------|--------------------------|-------------------|--------------------------|
| Street noises | <input type="checkbox"/> | House noises | <input type="checkbox"/> | Animal noises | <input type="checkbox"/> |
| Crockery | <input type="checkbox"/> | Motor | <input type="checkbox"/> | Clear | <input type="checkbox"/> |
| Voice | <input type="checkbox"/> | Static | <input type="checkbox"/> | PA System | <input type="checkbox"/> |
| Booth | <input type="checkbox"/> | Music | <input type="checkbox"/> | Factory machinery | <input type="checkbox"/> |
| Office machinery | <input type="checkbox"/> | | | | |
| Other (specify) | _____ | | | | |

Remarks

Signature _____ Date _____ Print name _____

5. Termly Health and Safety Inspection Form

Those carrying out inspection _____

Date _____

Areas of school inspected _____

| Item | Satisfactory (Y) (N) (N/A) | Action Required | Action Whom | Action By When |
|---|-------------------------------|-----------------|-------------|----------------|
| General | | | | |
| Is the policy statement on a school notice board | | | | |
| Is progress being made with the preparation of risk assessments | | | | |
| Is progress being made with training matrix | | | | |
| Are accident forms being completed correctly | | | | |
| Are health and safety law posters displayed and completed | | | | |

| | | | | |
|--|--|--|--|--|
| Buildings – External | | | | |
| Is condition of exterior fabric of building acceptable | | | | |
| Is condition of fencing | | | | |

| | | | | |
|--|--|--|--|--|
| acceptable | | | | |
| Are gates in good condition and suitable | | | | |
| Is glazing in good condition | | | | |
| Are grassed areas acceptable to play on | | | | |
| Are all external lights working | | | | |
| Are ponds securely fenced | | | | |
| Do the roof, gutters and down pipes appear to be in good condition | | | | |
| Are steps, stairs and handrails where applicable in good condition | | | | |

| | | | | |
|--|--|--|--|--|
| Are trees in good condition | | | | |
| Are walkways in good condition | | | | |
| In winter are there suitable arrangements for salting walkways | | | | |
| Are store cupboards kept | | | | |

| | | | | |
|---|--|--|--|--|
| locked | | | | |
| Buildings – Internal | | | | |
| Is asbestos being monitored in accordance with survey | | | | |
| Are boiler rooms free from excessive clutter and flammables | | | | |
| Are fire doors kept closed | | | | |
| Do fire doors fit closely in door frames | | | | |

| | | | | |
|---|--|--|--|--|
| Is electrical equipment tested in accordance with risk assessment | | | | |
| Are trailing cables kept clear of walkways | | | | |
| Are electric sockets free from damage | | | | |
| Are entrances fitted with mats to reduce slips when wet | | | | |
| Are stairs and steps in good condition | | | | |

| | | | | |
|--|--|--|--|--|
| Is lighting at an acceptable level | | | | |
| Has water supply been tested | | | | |
| Are all windows above ground floor fitted with restrictors | | | | |

| | | | | |
|---|--|--|--|--|
| Are standards of housekeeping acceptable e.g. clutter free, boxes on floor, tripping hazards | | | | |
| Is furniture in good condition | | | | |
| Are corridor widths maintained at 1 metre to ease evacuation and 1.2 metre where there are wheelchair users | | | | |
| Has a fire drill taken place this term | | | | |
| Are stairways free from furniture | | | | |
| Are combustible displays in corridors kept to a minimum | | | | |
| Are escape routes kept free from electrical equipment e.g. photocopiers and coats (as far as is reasonable) | | | | |

| | | | | |
|--|--|--|--|--|
| Are fire exit signs visible from all parts of the building | | | | |
| Are fire extinguishers in their proper place and not propping open doors | | | | |
| Have fire call points been checked every week | | | | |
| Have fire extinguishers been checked in the last year | | | | |
| Are all hazardous substances stored appropriately | | | | |

| | | | | | |
|------------------------------------|---|---|-----------|----------------------|--|
| | | One off job [] | | On going service [] | |
| Company: | | | | Telephone: | |
| Address: | | | | Fax: | |
| | | | | Email: | |
| <u>Questionnaire completed by:</u> | | <u>Position:</u> <u>Premises manager</u> | | <u>Signature:</u> | |
| | | | | <u>Date:</u> | |
| No | Standard to be met | Yes | No | Comment | |
| 1 | The contractor has demonstrated competence in type of work you want them to do? | | | | |
| 2 | They have in place risk assessments and method statements for the type of work you wish them to do? | | | | |
| 3 | They have the necessary supervisory arrangements in place for the work to be undertaken? | | | | |
| 4 | They have demonstrated membership of a relevant trade association? | | | | |
| 5 | They have provided you with evidence of suitable level of insurance cover, which is up to date? | | | | |
| 6 | They have provided you with a copy of their health and safety policy (if more than 4)? | | | | |
| 7 | If less the 4 employed, they have provided you with a written, dated and signed declaration of commitment to the health and safety of themselves and others | | | | |

| | | | | |
|----|--|--|--|--|
| 8 | The company has provided you with evidence of staff training with regards health and safety | | | |
| 9 | The company has provided you with evidence of their maintenance regime for plant and equipment | | | |
| 10 | The contractor has demonstrated to you that they have access to competent persons for health and safety advice | | | |

Rev1 08/05

9. Contractors Checklist – During Works

Inspection Report

Location of works:

| Item no. | Standard criteria to be met | Yes | No | If no, please state remedial action |
|----------|---|-----|----|-------------------------------------|
| 1 | Risk assessments are available for the work and have been communicated to trade personnel | | | |
| 2 | Method statements are available for the work and have been communicated to trade personnel | | | |
| 3 | COSHH assessments and other regulation specific assessments have been completed (If applicable) | | | |
| 4 | Safety barriers and signs are in place to keep unauthorised persons away | | | |
| 5 | Fire, first aid and emergency procedures are in place and understood by all parties involved in the work | | | |
| 6 | Contractor personnel are wearing identification badges | | | |
| 7 | Work areas are tidy and unobstructed | | | |
| 8 | Personal protective equipment is being worn in accordance with risk assessments and method statement provided | | | |
| 9 | Access equipment has been inspected for stability by a competent person | | | |

11. Minibus Checklist

Pre-Drive Safety Check

Do this before every journey. Walk around the vehicle, including the trailer, if applicable, to check for visible defects, and then check the items listed below.

| Item To Check | Satisfactory (Y) (N) | Checked By |
|---|----------------------|------------|
| Exterior Check | | |
| Oil level | | |
| Coolant level | | |
| Windscreen | | |
| Washer fluid level | | |
| Brake fluid level | | |
| Windscreen & windows clean and undamaged | | |
| Lights inc brake lights and indicators clean and working | | |
| Tyre pressures, inc spares (and inner tyres and tyres on trailer if applicable) | | |
| Tyre tread inc tyres as above. At least 2.5 mm across centre $\frac{3}{4}$ is recommended | | |
| Any cuts and bulges to tyres | | |
| Doors open and close properly | | |
| Trailer brake lights & indicators work, if applicable | | |
| Roof rack or trailer is properly fitted, and all luggage securely held. | | |

| | | |
|--|--|--|
| Interior check | | |
| Mirrors correctly adjusted, clean and unobstructed | | |
| Position & function of all dashboard controls | | |
| Position of driving seat so all pedals can be operated comfortably | | |
| Pressure on brake pedal | | |
| Lights & indicators are working | | |
| Wipers & washers working properly | | |
| Fuel level (and type of fuel) | | |
| Seat belts are undamaged and working properly | | |
| Location of wheel brace and jack | | |
| Location and contents of first aid kit & fire extinguisher(s) | | |
| Location of relevant paperwork (permit, MoT etc) | | |
| Change for parking or telephone (mobile / phonecard) | | |
| Luggage securely stowed; aisles & exits clear | | |
| Brake Checks | | |
| Check brakes before loading passengers | | |
| With engine running, check handbrake is working properly & brake pedal is firm when pushed | | |
| Conduct a moving brake test, off the road, if possible. Reach a speed of not more than 15 mph check mirrors and, if safe, apply brakes fairly firmly. Brakes should work efficiently; vehicle should not pull to one side; luggage should remain secure. | | |

If faults that might affect the vehicle's or passengers' safety are found, the vehicle must not be used until they are all remedied.

12. Medicines Administered

| Date | Pupil's Name | Time | Name Of Medication | Dose Given | Any Resources | Signature Of Staff | Print Name |
|------|--------------|------|--------------------|------------|---------------|--------------------|------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

13. Request for child to carry own medication

Form to be completed by parents/guardian

Pupil's Name _____ Class/form _____

Address _____

Condition or
illness_____

Name of medicine_____

Procedures to take in an emergency_____

Contact Information

Name_____

Daytime Phone No_____

Relationship to child_____

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

Signed_____

Date_____

Relationship to child_____

14. Request for school to administer medication

Details Of Pupil

Surname _____

Forename(s) _____

Address _____ M/F

Date of Birth _____ Class or Form _____

Condition or illness _____

Medication

Name/Type of Medication (as described on the container) _____

For how long will your child take this medication _____

Date dispensed _____

Full Directions For Use

Doseage and method _____

Timing _____

Special precautions _____

Side effects _____

Self Administration _____

Procedures to take in an emergency _____

Contact Details

Name _____ Daytime telephone number _____

Relationship to pupil _____

Address _____

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service which the school is not obliged to undertake.

Date _____ Signature(s) _____

Relationship to pupil _____

15. Heads Agreement To Administer Medication

I agree that (name of child) will receive (quantity and name of medicine) every day at (time medicine to be administered e.g lunchtime or afternoon break).

(Name of child) will be given/supervised whilst he/she takes their medication by (name of member of staff).

This arrangement will continue until (either end date of course of medicine or until instructed by parents).

Date:

Signed: Headteacher

16. Healthcare Plan

Name _____

Photo

Date of birth _____

Condition _____

Class/Form _____

Date _____

Name of school _____

Review date _____

Contact Information

Family contact 1

Family contact 2

Name _____

Name _____

Phone No (work) _____

Phone No (work) _____

Describe condition and give details of pupil's individual symptoms _____

Daily care requirements (e.g. before sport/at lunchtime) _____

Describe what constitutes an emergency for the pupil, and the action to take if this occurs _____

_____ Follow
up care_____

Who is responsible in an emergency_____

Form copied to_____

Rev1 08/05

Appendix 3

Building Hazards – External

Exterior fabric of building
Fencing damaged
Gates
Glazing
Grassed play areas
Lighting
Ponds
Roofs
Stairs and steps
Trees
Walkways

Building Hazards – Internal

Asbestos
Boiling rooms
Doors
Electricity
Entrances
Floors
Glazing
Heating
Lighting
Stairs and steps
Water supply
Windows

Activity Risk Assessments

Animals in schools
Arrival and departure of children
Bomb threats
Cash Handling
Catering
Child protection
Classroom safety
Cleaning contractors
Communicable diseases
Display screen equipment
Educational visits
Early years day care
Events

Fire
Hazardous substances
Housekeeping
Lone working
Maintenance – descaling
Maintenance – petrol storage/collection
Maintenance – floor stripping
Maintenance – gutter clearing
Maintenance – handtools
Maintenance – ladder work
Maintenance – retrieving items from the roof
Maintenance – roof work
Maintenance – contractors
Manual handling
Medical needs
Minibuses
Office
Personal protective equipment
Playground safety
Sunshine
Traffic management
Work experience

Appendix 4

Risk assessors and areas assessed

| Name of Assessor | Area Assessed / Assessments Prepared | Where Assessments Are Stored |
|------------------|--------------------------------------|------------------------------|
| Premises manager | Fire | |
| | COSHH | |
| | Manual handling | |
| | Working at height | |
| | Electricity | |
| | | |
| Admin officer | DSE | |
| | General office | |
| | | |
| A Teacher | General classroom | |
| A Teacher | Use of pond | |
| A Teacher | Lesson plans to include HS | |
| A Teacher | Playground | |
| A Teacher | Non fixed play equipment | |
| A Teacher | | |
| A Teacher | | |
| | | |
| EVC | Generic visit | |
| | | |
| First aider | First aid | |
| | Clinical waste | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Appendix 5

Monitoring carried out

| What Monitoring | Who Does It | When Is It Done | What Records Are Kept |
|--|---|--|--|
| Inspection of school | Group Consisting of headteacher, Governor representative and premises manager | Termly | Inspection form completed |
| Tour of school | Premises manager | Daily as part of opening and closing of school | List maintained of what work required |
| Classroom inspection | Class teachers | Before each class | Work required reported to premises manager |
| Equipment inspections | Nominated staff | Manufacturers guide frequency | Specific forms for each piece of equipment |
| Monitoring the completion of objectives / monitoring | Head teacher or other delegated manager | Termly | Report to Governors |
| <i>Include Others</i> | | | |

Can refer to fire log to following fire monitoring

| Monitoring For Fire | Frequency | Who Monitors | Where To Store Records | How Long To store Records For |
|---------------------|--------------------------------|------------------|------------------------|-------------------------------|
| Smoke alarms | As recommended by supplier | Premises staff | Fire log | 2 years |
| Heat detectors | As recommended by supplier | Premises staff | Fire log | 2 years |
| Call points | Each call point every 12 weeks | Premises staff | Fire log | 2 years |
| Fire alarm system | As recommended by supplier | Fire alarm staff | Fire Log | 2 years |
| Emergency lighting | Monthly check that they work | Premises staff | Fire log | 2 years |
| Emergency lighting | Full check | Fire alarm staff | Fire Log | 2 years |
| Extinguishers | Annually | Service engineer | Fire Log | 2 years |
| Hose reels | Annually | Service engineer | Fire Log | 2 years |
| Fire doors | Monthly | Premises staff | Fire Log | 2 years |

| | | | | |
|--|--|--|--|--|
| Other equipment e.g evac chairs list these as required | | | | |
|--|--|--|--|--|