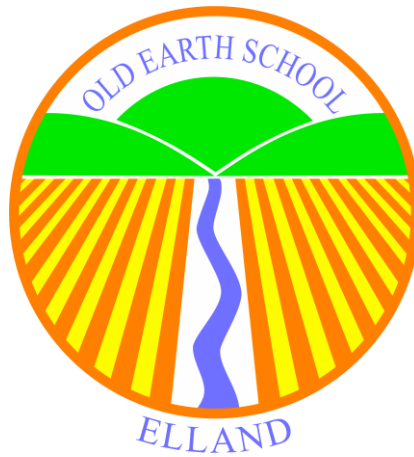


OLD EARTH SCHOOL



Name of Policy Writer/Amendments	Date Written/Amended	Next Review Date
D Burns	May 2021	May 2022
D Burns & N Jackson	May 22	May 23

HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

PART A GENERAL STATEMENT

Preamble

This policy is produced in respect of **OLD EARTH SCHOOL** and is supplemental to Calderdale & Kirklees H&S Policies held in the school office.

Statement of Intent

The Trustees and the Headteacher regard the promotion of good Health and Safety practice at Old Earth School as of the highest importance. The safety of those who study, work at, or visit the school, is always our paramount concern.

Our Health and Safety policy and practices will seek to protect from injury and work related ill health all those who come to Old Earth School. We will achieve this by employing a suitably qualified Health and Safety professional, who will act as the Competent Person and assist staff to implement the provisions of the school specific Health and Safety policy

The Trustees and the Headteacher are committed to:

- the basic requirements of the HSAWA 1974 Section 2 (a) (b) (c) (d) (e) - safe access, egress, site, systems of working, handling, transport and storage of articles and substances, information, training and supervision;
- the additional requirements of the Management of Health and Safety at Work Regulations – risk assessment and the application of the principles of prevention, emergency procedures, health surveillance, employment of competent persons;
- providing necessary resources to achieve the objectives of the policy;
- consulting with employees on health and safety issues; ensuring the provision of safety awareness induction training, role and task specific safety training and periodic refresher training;
- regularly reviewing Health and Safety matters at Trustee and staff meetings;
- meeting specific immediate and long term Health and Safety performance targets;
- maintaining a climate of awareness and vigilance by all persons within school and during out of school activities.

HEALTH AND SAFETY POLICY

In order to help us achieve a safe school we remind staff, students and visitors they have a legal duty to co-operate with the terms of the Health and Safety policy by taking reasonable care of their own safety and that of others, and to not interfere with any equipment provided for the purposes of managing Health and Safety in the school. (Health and Safety at Work Act –1974)

The Health and Safety Policy will be regularly reviewed and revised if required. There will also be periodic reviews of the effectiveness of the Health and Safety regime in keeping staff, students and visitors safe from accidents or work related illness.

Signed

D Burns
Headteacher

Signed

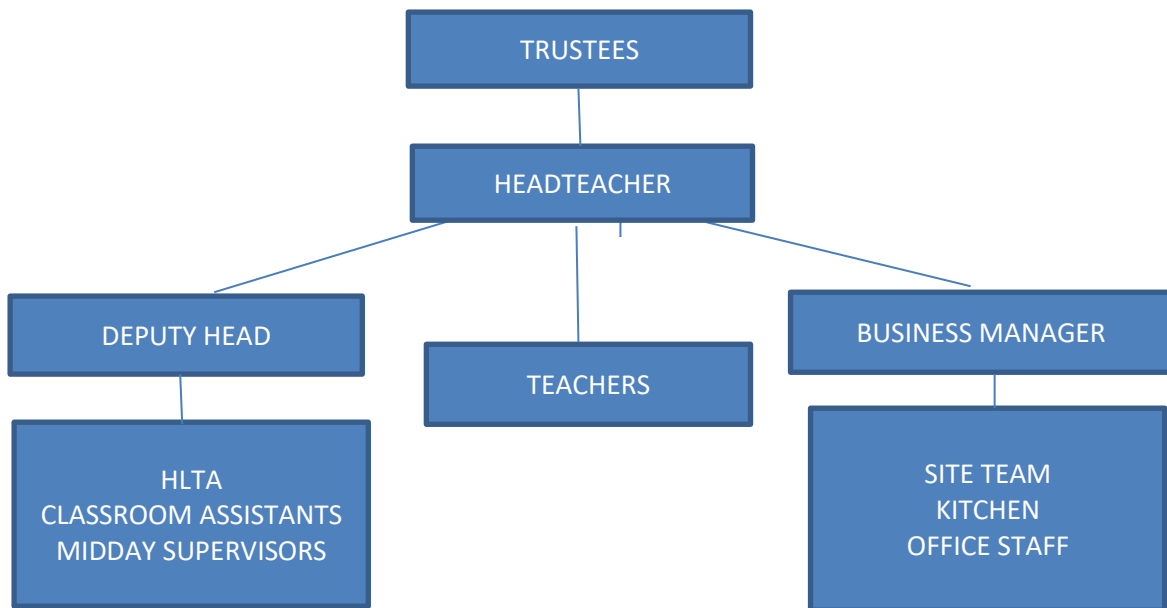
M Wragg & A Aspin
Co- Chair of Governors

HEALTH AND SAFETY POLICY

PART B ORGANISATION

Hierarchy of Seniority within the Academy

This table show shows the reporting lines for health and safety through the management structure



TRUSTEES

The Trustees are responsible for ensuring that the declared statement of intent is effective in achieving, so far as is reasonably practicable, the health and safety of all Academy employees, contractors, pupils and members of the general public working within, hiring or visiting the Academy premises.

The Trustees will ensure that the functions listed below are carried out:

- That there is an effective and enforceable policy for the provision of health and safety throughout the Academy, including a signed declaration of the Trustees commitment to the safety of the Academy premises for persons employed there, those who may be affected by the Academy's activities or those who use of hire the Academy premises;
- Make appropriate decisions about remedial action, under their jurisdiction, which are found necessary by inspections carried out in the Academy;
- That health and safety issues receive appropriate attention and that sufficient funds/resources are made available to implement any such issues;
- Establish and maintain an effective communication system on health and safety matters between the Trustees and the Academy Management Team;
- Periodically assess the effectiveness of this policy to ensure that any necessary changes are made to its implementation.

HEALTH AND SAFETY POLICY

HEADTEACHER

The Headteacher has been delegated responsibility for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using or hiring the premises or who are engaged in activities sponsored by the Academy. The Headteacher will take all reasonable steps to achieve this through the involvement of all staff at the Academy.

The Health and Safety functions to be carried out by the Headteacher are to:

- ensure they are familiar with the Academy's Health and Safety Policy;
- meet the declared aims of the Health and Safety Policy;
- ensure that effective information and instruction on health and safety risks and control measures is provided to employees and that an appropriate level of training is delivered as set out in this document relating to competencies;
- ensure they take a positive lead in the Academy's Health and Safety systems by promoting and developing healthier and safety working practices;
- ensure that Health and Safety is monitored and reviewed regularly with particular reference to organisational changes with the co-operation and involvement of the Governing Board.
- establish and implement any recommendations made to improve standards in areas of low performance.
- ensure that risk assessments are undertaken and that any control measures which are identified as being required are implemented, adhered to and regularly reviewed as appropriate.
- advise managers on new regulations and on proposed changes to existing regulations.
- take appropriate action with regard to any employees who fail to carry out any health and safety duty, or who endanger any of their colleagues by any of their acts or omissions.
- investigate any accident, occurrence or industrial disease, which causes injury or illness to an employee or member of the public and to ensure the appropriate accident report is completed.
- seek advice and guidance as appropriate from the Competent Person.
- immediately alert the Governing Board to any health and safety concerns.

HEALTH AND SAFETY POLICY

COMPETENT PERSON

The Academy is committed to maintaining access to the services of a competent Health and Safety professional to carry out the role of Competent Person to assist with undertaking the measures needed to comply with the requirements and prohibitions imposed by or under the relevant health and safety regulations. They will be appropriately qualified to carry out this role with a minimum training of IOSH Managing Safely.

The Competent Person shall:

- have experience of the risks associated within the education sector;
- remain up to date with new and impending legislation ie attending relevant courses, subscribing to health and safety publications or accessing appropriate web sites;
- ensure that the academy is aware of all relevant legislation/approved codes of practice and remains legally compliant;
- ensure that the academy has an effective Health and Safety Policy in place which includes a statement of intent, organisation and procedures showing how risks are managed;
- ensure key personnel understand the requirements of the Health and Safety policy and their duties and responsibilities;
- develop a register of all required risk assessments and ensure that these are completed by appropriately trained persons;
- carry out regular reviews of the Health and Safety Policy to ensure it remains fit for purpose;
- carry out regular audits of the procedures within the Health and Safety policy to ensure that the academy remains compliant.

HEADTEACHER

The Health and Safety functions to be carried out by the Headteacher are to:

- ensure they are familiar with the Health and Safety Policy and its effective implementation within their own area of responsibility;
- co-operate with the Governing Board in complying with statutory duties for health and safety by undertaking any duties which have been delegated to them;
- ensure they are familiar with the appropriate legal requirements concerning the health, safety and welfare of all employees in their area of responsibility and that they are complied with;
- ensure that the advice of their management on health and safety matters is sought, when necessary;
- ensure that risk assessments and safe working practices for their area of responsibility are implemented and adhered to;

HEALTH AND SAFETY POLICY

- ensure any identified unsafe and unhealthy situations are reported and rectified so far as is reasonably practicable.
- ensure that regular health and safety inspections are carried out
- ensure that a record of all near misses is maintained
- ensure that accident investigation records are maintained and where necessary making reports to the HSE in line with RIDDOR 2013
- maintain a record of all Health and Safety training within the Academy
- maintain health and safety records, risk assessments and records of corporate compliance

ALL EMPLOYEES

All employees must comply with the requirements listed below:

- To take reasonable care of their health, safety and welfare and others who may be affected by their acts or omissions.
- Report immediately or as soon as is practicable thereafter to their line manager any defects in equipment, machinery or fabric of the building that are deemed to pose a health and safety risk.
- Not misuse anything provided for health and safety purposes.
- Co-operate with their employer to comply with statutory duties for health and safety.
- Use correctly and safely any work item provided by their employer in accordance with the training and instruction given.
- To assist the Headteacher/Deputy Headteacher in reporting any accident, near misses or dangerous occurrence or case of ill health arising from work related activities and co-operate with management in the investigation of such accidents or incidents.
- comply with all H&S requirements as laid down in this policy.

PUPILS

All pupils will be expected to:

- comply with the school's behaviour policy relating to general behaviour in and around school
- follow instructions of all staff and comply with information provided for safety at all times
- in cases of emergency remain quiet, listen and carry out instructions given by staff immediately
- never misuse anything provided for H&S reasons

HEALTH AND SAFETY POLICY

PREMISES STAFF AND CLEANERS

Will have the same responsibilities as all staff and in addition:

- will be responsible for ensuring all cleaning materials remain locked in the caretaker's store and are clearly labelled
- will ensure all decanted substances are clearly labelled
- will not use any substances that do not have COSHH documents held in the school office
- will comply with the Calderdale MBC Ladder and Manual Handling Policies which school adopts
- will be responsible for ensuring the building is fully secured and alarmed at the end of each day
- carry out visual checks of the playground and steps with regard to ensuring the ground is clear of tree branches and leaves
- grit the playground, steps and ramps in the event of ice and snow
- will take responsibility for his own safety when working alone in the building and will inform the Headteacher when he intends to be in the building alone

MIDDAY SUPERVISORS

Will have the same responsibilities as all staff and in addition:

- will ensure children behave appropriately in the dining room and follow the school rules together with the appropriate rewards and sanctions
- will ensure children carry hot food correctly and safely
- will ensure the floor is kept free from food and that any spills are cleaned up immediately
- will ensure all children play in the designated play areas in the playground
- will ensure all gates enclosing the playground are closed when children are in it
- will carry a basic first aid kit with them when supervising children

SUPPLY TEACHERS AND VOLUNTEER HELPERS

Will have the same responsibilities as all staff and will receive instruction in day to day health and safety procedures via the Induction briefing.

PART C ARRANGEMENTS

The following arrangements have either been established through risk assessments at school level or are national standards.

1 ACCIDENT/INCIDENT REPORTING AND INVESTIGATION

The Academy has a policy of recording all accidents/incidents to employees, non-employees and pupils including those of violence or aggression.

The Academy recognises the role of employees in health and safety and will encourage and provide means for employees to report matters of concern regarding health and safety.

All accidents/incidents are to be reported using the appropriate accident/incident form.

Where necessary the accident/incident/ill health will be reported to the Health and Safety Executive (HSE) in line with the reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Investigations, reporting and recording of accidents/incidents and dangerous occurrences are to be carried out by the Headteacher, Deputy Headteacher or School Business Manager. If necessary assistance will be provided by the Competent Person to assist in the investigation and preparation of reports in accordance with the agreed procedures and to meet the needs of statutory and civil law requirements.

2 ASBESTOS

The Academy recognises that materials containing asbestos can, under certain circumstances, pose a risk to the health of people breathing in asbestos fibres. The health effects attributed to asbestos have been well-researched and documented.

The Academy will undertake to identify the presence of asbestos in its property and ensure it is maintained and managed in such a condition that it does not pose a risk to health until such time that it can be removed.

The Academy's Asbestos Policy and Premises Asbestos Management Plan (PAMP) includes arrangements to ensure that the legal duties and obligations for managing asbestos in the school building or on the school site are carried out effectively.

This policy along with the Asbestos policy will ensure so far as is reasonably practicable the health, safety, security and welfare of:

HEALTH AND SAFETY POLICY

All persons employed by the Academy whilst they are at work.

Persons other than the Academy's employees who may be exposed to risks arising out of or in connection with the activities of the Academy.

3 BULLYING AND VIOLENCE

The Academy has in place a Bullying and Harassment Policy which should be read in conjunction with the Health and Safety Policy.

4 BUSINESS CONTINUITY

The Academy is committed to ensuring that an up to date Business Continuity Plan is accepted and signed by the Trustees

5 CHILD PROTECTION/SAFEGUARDING

The Academy has in place a Safeguarding and Child Protection Policy which should be read in conjunction with the Health and Safety Policy.

6 CLINICAL WASTE

The Academy is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health Regulations 2002

7 CONTRACTORS ON SITE

There are two distinct types of contractor who will have access to the school site. These will be: **Service Contractors and Building Contractors**

Service Contractors – will have regular access to the site as specified by a contract e.g. Boiler Servicing, TMV Servicing, Fire Alarm Testing etc. The individual contracts specify the work to be carried out and what is expected of the contractors and what they can expect from the school. Service Contractors are not admitted to the building when there is no authorised personnel present and all visiting contractors are asked to complete a VC1 form (Appendix 6)

Building Contractors – are contractors who attend site to undertake building works both indoors and outdoors for example replacing broken windows, decorating, roofing, flagging, remodelling parts of the building etc. . All contractors are asked to complete a VC1 form. Building Contractors are not admitted to the building when there is no authorised personnel present but are occasionally permitted to work unsupervised in the school grounds. Due to the size of the building all structural work, for example that requiring scaffolding, power tools, paint, varnish etc is carried out in the absence of pupils during the school holidays.

HEALTH AND SAFETY POLICY

Any emergency work required during term time will be carried out before or after the school session times as far as is practicable.

Procedures Small Scale Building Work - This includes day to day maintenance work or work undertaken on site where a pre-site meeting has not taken place

- All contractors must report to the main entrance on their arrival and under no circumstances are they to commence work until authorised to do so by the Headteacher or School Business Manager
- Before work commences it is essential that the Headteacher/ School Business Manager is made aware of:
 - what work is to be undertaken
 - where the work is to be carried out
 - an indication of the likely timescale
 - what equipment is to be used
 - what services are required
- Before work commences the contractors must be advised by the Headteacher/ SBM/ Site Team :
 - where they can gain access to services
 - what the fire precautions for the building are: *on hearing fire bell which is a continuous bell, they must exit the building immediately and report to the school field*
 - any problems arising from the work to be undertaken
- All contractors requiring ladders must supply their own
- All Contractors must complete a VC1 form
- Contractors will be advised to contact the Site Team if they encounter any problems

Procedures Large Scale Building Works

- Prior to all large scale building works a site meeting will take place between the Headteacher, Building Surveyor and Contractor and the Site Team.
- The meeting will identify timescales for work, methodology, access requirements, emergency access requirements etc
- Should scaffolding be required, the area in which it is positioned will be made inaccessible to children, staff and visitors
- Prior to commencing work all contractors must report to the main entrance on their arrival and seek authorisation to commence work from the Headteacher or School Business Manager

HEALTH AND SAFETY POLICY

- **All contractors must refer to the 'Constructions, design and management regulations (2015)'**.
- All Contractors must complete a VC1 form
- Contractors will be advised to contact the site team if they encounter any problems during the works
- In the case of a major emergency i.e. electricity failure, heating failure, severe weather conditions or the building being assessed as dangerous, the school will be closed with immediate effect to staff and pupils

8 DISPLAY SCREEN EQUIPMENT

The Academy is committed to complying with the legislative requirements as stated within the Health and Safety (Display Screen Equipment) Regulations 2002.

Members of staff who regularly use DSE will be required to complete a user audit.

9 DRIVING AT WORK

The Academy is committed to complying with the general requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 2006 and the Provision of Use of Work Equipment Regulations 1998 as they apply to vehicles.

Any employee of the Academy required to use their own vehicle for Academy business must ensure that they are suitably licensed to do so and that they are insured.

10 ELECTRICITY AND APPLIANCES

The Academy is committed to complying with the legislative requirements of the Electricity at Work regulations 1989 and the Provision and Use of Work Equipment Regulations 1998. Testing and inspection of the electrical installation of the Academy will be undertaken every 5 years. The electrical installation is deemed to be all the fixed wiring, accessories and equipment throughout the building.

Portable Appliance Testing - The Academy is committed to testing portable appliances annually. A portable appliance is defined as a moveable item designed to be connected to a source of electricity.

The Headteacher will ensure that all employees are aware of the process of carrying out informal visual user checks and inspections before using any appliance and the process by which defects are reported. It will also be made clear to employees that they must not use in school electrical appliances not belonging to the Academy unless they are new or PAT tested.

All electrical equipment used within the Academy must be CE marked.

Inspection reports will be maintained within the Corporate Compliance Log.

11 FIRE/SMOKE DETECTION/EMERGENCY LIGHTING

The Headteacher will ensure that a fire risk assessment of the Academy is carried out as required by the Regulatory Reform (Fire Safety) Order 2005. This will be reviewed annually.

The Headteacher will ensure that termly emergency evacuation drills are carried out. All drills are to be recorded in the Premises Fire Log.

The Headteacher will ensure that all persons using the building with disabilities (whether permanent or temporary) have been given specific consideration in relation to their evacuation procedures through the completion of a Personal Evacuation Plan (PEEP).

The Headteacher will ensure that all means of escape, fire detection, alarm systems and fire fighting equipment are fully maintained. Inspection reports will be maintained within the Premises Fire Log.

All persons who undertake design work for or specify or undertake alterations to the premises that may affect the premises' fire precautions (including procedures) must consult the Headteacher on the effects on the premises' fire risk assessment and where necessary notify, consult, seek and gain approval from an approved building consultant.

12 FIRST AID

The Academy is committed to providing first aid services and facilities for employees to at least the minimum standards as required by the Health and Safety at Work (First Aid) Regulations 1981.

The Academy will ensure that there is an up to date First Aid Policy and associated risk assessment and that the appropriate number of first aiders are appointed and trained as determined by the risk assessment. The Academy will also ensure that at least two members of staff (including one member of the Early Years staff) will hold a Paediatric First Aid Certificate.

First Aid Certificates will be renewed every three years.

13 GAS AND HEATING SYSTEMS

The Academy is committed to complying with the legislative requirements of the Gas Safety Regulations and all gas appliances are inspected and serviced annually.

Inspection reports will be maintained within the Corporate Compliance Log.

14 HAZARDOUS SUBSTANCES (COSHH)

HEALTH AND SAFETY POLICY

The Academy is committed to complying with the legislative requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002.

The Headteacher shall ensure that any substance/process which is hazardous to health, has been adequately assessed before purchasing the substance or allowing a process to start.

The Headteacher shall ensure that COSHH assessments are made available and disseminated to those employees who will be using the substance.

15 INFECTIOUS DISEASES

The Academy will follow the national guidance produced by the Department of Health which is summarised in the poster: '**Guidance on Infection Control in Schools and Nurseries**' copies of which can be found in the school office.

16 INVACUATION

The Academy has in place an Invacuation Policy which should be read in conjunction with the Health and Safety Policy.

The Headteacher will ensure that **termly** invacuation drills are carried out. All drills are to be recorded in the Premises Fire Log.

17 LEGIONELLA

The Academy is committed to complying with the Health and Safety at Work Act 1974, The Control of Substances Hazardous to Health and the Management of Health and Safety at Work Regulations with regard to legionella.

The Academy will employ a Competent Contractor to carry out a legionella risk assessment on the premises which will be reviewed every 2 years. Records of all monitoring, inspections and tests will be maintained by the Academy within the Corporate Compliance Log.

18 LIFTS

The Academy is committed to testing and servicing its lift installation every 6 monthly. Inspection reports will be maintained within the Corporate Compliance Log.

19 LONE WORKING

The Academy recognises the increased risks to lone workers and will extend existing risk assessments to cover lone workers and implement control measures as appropriate to reduce the risks. Employees will be informed of any additional risks they may face as a lone worker.

20 MANAGEMENT OF HEALTH AND SAFETY

The Academy Governing Board is committed to ensure that a high level of Health and Safety performance is established, maintained and promoted throughout the Academy and will monitor that the Health and Safety policy is being implemented in the Academy.

The Academy will continue to develop, produce and implement Health and Safety management and implement systems with regard to:

Policy

Planning for health and safety (including hazard identification, risk assessment and risk control)

Implementation and operation arrangements for the policy and health and safety system

Checking and corrective action (including measurement of performance arrangements to ensure that the policy and organisational and planning and implementation arrangements are put into operation, and reviewing performance and audit arrangements to ensure that the policy addresses legal and organisational requirements and is revised if it does not. Performance review and audit also ensure that the other elements adequately provide measures to implement the policy throughout the Academy).

21 MANUAL HANDLING

The Academy is committed to complying with the legislative requirements of the Manual Handling Operations Regulations 1992.

The Headteacher is responsible for identifying all activities within the work area that involve manual handling and the employees who carry out these tasks continually as part of their normal working day. The Headteacher must make provision for those employees who carry out manual handling activities on an occasional basis.

The Headteacher's first requirement with regard to manual handling is to avoid the need where reasonably practicable.

Employees who habitually carry out manual handling operations will be provided with suitable and sufficient training in safe kinetic lifting techniques.

22 MEDICAL NEEDS AND INFECTION CONTROL

The Academy is committed to complying with the Medical Needs and Infection Control guidance documents distributed by Public Health England, 'Health protection in schools and other childcare facilities'.

HEALTH AND SAFETY POLICY

The Headteacher will ensure that any pupil within its care which require specific medical care are subject to a health care plan produced in conjunction with parents, health professionals, the Academy and any other relevant organisation which provides guidance and advice about arrangements which need to be made to ensure their health, safety and welfare.

The Headteacher will ensure that the necessary consent and notification forms and training records are completed and retained should the Academy allow the administration of medicines on behalf of parents.

23 NEW AND EXPECTANT MOTHERS

The Academy recognises the increased risks to new and expectant mothers and will extend existing risk assessments to cover new and expectant mothers and implement control measures as appropriate to reduce the risks. Women will be informed of any additional risks they may face as a new or expectant mother.

Risk assessments will be reviewed when a women notifies the Headteacher she is pregnant and revised where necessary. Additional control measures will be applied for six months after the birth or where necessary until such time as the new mother is no longer breast-feeding.

24 PE EQUIPMENT AND OUTDOOR FIXED PLAY EQUIPMENT

The Academy is committed to servicing and maintaining its PE equipment and outdoor fixed play equipment. A suitably qualified contractor will be procured to inspect this equipment annually.

Visual inspections will be made on an ongoing basis.

Inspection reports will be maintained within the Corporate Compliance Log.

25 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Academy is committed to complying with the legislative requirements stated within the Personal Protective Equipment Regulations 2002.

The Headteacher will be responsible for identifying and issuing PPE based upon risk assessments relevant to the specific task being considered. However staff should, wherever reasonably practicable, eliminate or reduce the risk at source before PPE is considered. The use of PPE should only be considered as a last resort. Detailed advice on the selection and suitability and use of PPE can be obtained from the Academy upon request. Where the use of PPE cannot be avoided, provision for the storage and maintenance of it must be provided.

Where the need for PPE has been identified and its requirement is unavoidable, the Headteacher should follow guidance and implement the required control measures as referenced in the Safety Assurance System.

HEALTH AND SAFETY POLICY

All PPE equipment must be appropriately CE marked.

26 PERSONAL SAFETY (VIOLENCE AND AGGRESSION)

The Academy recognises the fact that there are risks to employees in the provision of its services, but expects that people generally should be able to go about their duties without threat or fear of violence or aggressive intimidation resulting from their work.

The Headteacher will assess, through risk assessment, the risk of aggression, violence or potential violence to employees and take all reasonably practicable measures to eliminate or reduce the level of risk to employees' health and safety.

Employees are not expected to go into a potentially dangerous situation or unnecessarily put themselves at risk.

The Academy will undertake to identify and evaluate systems for keeping a database of premises and persons where and with whom violent incidents may occur, so that employees can more easily be made aware of challenging individuals.

27 PHYSICAL EDUCATION AND OUTDOOR PURSUITS

The Academy will ensure that relevant staff have access to the afPE (formerly known as BAALPE) publication, 'Safe Practice in Physical Education and School Sports'. PE Activities will be carried out in accordance with the guidance.

All outdoor and indoor PE/adventurous equipment will be inspected at least annually by a competent person and records kept with the Corporate Compliance Log.

28 RISK ASSESSMENTS

The Academy is committed to implementing risk assessment procedures in order to comply with the Management of Health and Safety at Work Regulations 1999. These assessment procedures will ensure the identification, assessment and subsequent control of hazards and risks presented by its undertakings to employees and others is suitable and sufficient.

29 ROLLER SHUTTERS

The Academy is committed to servicing and maintaining roller shutters within the building. Servicing and inspections will take place annually.

Inspection reports will be maintained within the Corporate Compliance Log.

30 SAFETY SIGNS AND SIGNALS

The Academy is committed to complying with the Health and Safety (Signs and Signals) Regulations 1996 and will ensure that where necessary suitable and sufficient signs and

HEALTH AND SAFETY POLICY

signals are provided to indicate safe conditions, prohibitions, mandatory control measures and specific hazards.

31 SECURITY

The Academy has in place a Security Policy which should be read in conjunction with the Health and Safety Policy.

32 STRESS AND EMPLOYEE WELLBEING

The Academy is committed to protecting the health and welfare of its employees with regard to work-related stress and general employee wellbeing and will ensure that necessary suitable and sufficient actions are undertaken to meet the Health and Safety Executives Stress Management Standards.

The Academy has in place a Stress Policy which should be read in conjunction with the Health and Safety Policy.

33 THERMOSTATIC MIXER VALVES (TMVs)

The Academy is committed to servicing and maintaining thermostatic mixer valves within the building. Servicing and inspections will take place annually.

Inspection reports will be maintained within the Corporate Compliance Log.

34 TRAINEES, VOLUNTEERS AND AGENCY WORKERS

The Academy recognises its responsibilities to all its trainees, volunteers and agency workers. Therefore trainees and agency workers must be afforded the same level of commitment to health and safety as any employee.

35 TRAINING AND INDUCTION IN HEALTH AND SAFETY

Health and safety information, instruction and training form an integral part of the overall training within the Academy. This is particularly important with regard to induction training, which is arranged for all new employees by the Headteacher, and completed within the first month of their employment start date. A record of employee Health and Safety Training will be maintained on the employee profile on the Academy MIS system.

The Headteacher shall ensure that all Health and Safety training needs are considered in employees' Performance and Development Reviews and that training is provided to employees and is recorded

36 VISITORS AND THE PUBLIC

HEALTH AND SAFETY POLICY

The Academy will conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that members of the public are not endangered by work carried out on Academy premises.

All reasonable action will be taken to ensure that visitors are accompanied in areas where risks are known to exist, or that they are made aware of such risks.

37 VISITS AND JOURNEYS

The Academy is committed to complying with the general requirements of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 as they apply to visits and journeys whether they involve employees and non-employees of the Academy.

The Academy will ensure that before embarking on a visit or journey, the necessary risk assessments are carried out and appropriate control measures introduced in accordance with the Academy's guidance documents on Educational Visits.

38 WATER PRESSURISATION UNITS

The Academy is committed to servicing and maintaining Water Pressurisation Units within the building. Servicing and inspections will take place annually.

Inspection reports will be maintained within the Corporate Compliance Log.

39 WORK EQUIPMENT (INCLUDING ELECTRICAL APPLIANCES)

The Academy is committed to complying with legislative requirements of the Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 1998 and the Academy's schedules for ensuring all work equipment is registered and inspected in accordance with statutory requirements

The Headteacher must ensure that all employees receive suitable and sufficient information, instruction and training on the correct use of work equipment before they are charged in its use.

The Headteacher is responsible for ensuring all work equipment is registered and maintained.

All work equipment used within the Academy must be appropriately CE marked.

40 WORK SAFE PROCEDURES

No employee will be expected to carry out tasks where the risk to their health, safety and welfare is considered to be unacceptable. Similarly no employee will be expected to carry out any task, which would impose a similar such risk to others. All employees will be briefed of the work safe procedure so that they understand the process by which they can bring such

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work activities to the attention of the person in charge of the work, and the subsequent procedure to resolve the matter.

41 WORKING AT HEIGHT

The Academy is committed to complying with the Working at Height Regulations 2005.

The Headteacher must ensure suitable safe systems of work are implemented for working at height, including the provision of appropriate information, instruction and training.

42 WORKPLACE (HEALTH, SAFETY AND WELFARE)

The Academy is committed to establishing and maintaining a healthy safe workplace for all its employees and others who may enter the premises by implementing the requirements of the Workplaces (Health, Safety and Welfare) Regulations 1992 and the Education (Academy Premises) Regulations 1999.

The Headteacher is responsible for ensuring that frequent inspections are carried (ie at least termly)

HEALTH AND SAFETY POLICY

PART D HEALTH, SAFETY, RECORDING, REPORTING AND EMERGENCY RESILIENCE

REQUIREMENTS AND MONITORING

The Academy will produce a detailed Health and Safety Policy that will be reviewed annually.

The Academy will report at Trustee meetings on Health and Safety within the Academy.

The Academy will complete an annual Health and Safety Audit.

The Academy will produce all required risk assessments.

The Academy will have an action plan to implement Health and Safety competencies.

The Academy will have an up to date Emergency Plan

The Academy will have an up to date Business Continuity Plan

The Academy will have up to date Fire Log Books

The Academy will notify the Trustees immediately in the event of a serious or critical incident.

The Academy will notify the Trustees in the event of serious Health and Safety concerns.

The Academy will record and monitor near misses.

The Academy will monitor and audit Health and Safety compliance on an on-going basis.

The Academy will monitor premises and facilities within its Corporate Compliance Log.

COMPETENCIES

In order to achieve successful Health and Safety management, the Health and Safety Executive (HSE) state that:

“If employees are to make a maximum contribution to health and safety there must be proper arrangements in place to ensure that they are competent. This means more than simply training them, experience of applying skills and knowledge is another important ingredient.

Managers need to be aware of relevant legislation and how to manage Health and Safety effectively. All employees need to be able to work in a safe and healthy manner.”

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All staff appointed are considered to be competent to perform the tasks associated with the job for which they are employed. Competence is viewed as one of the key elements of risk management – competent staff are able to react to change and take appropriate measures. School considers its staff to be competent but provides regular training/instruction as appropriate.

The guidance below details health and safety competencies which employees in the Academy are required to meet in order to implement the responsibilities detailed in this Policy.

Headteacher's Competencies

Knowledge of the Academy's health and safety management system including the provisions for monitoring.

Knowledge of the Academy's monitoring regime for health and safety.

Knowledge of the Academy's protocols and procedures for corporate governance, strategic and operational risk management and statement of internal control.

Knowledge of the operational control, co-ordination, consultation and communication networks for health and safety.

Knowledge of the Academy's emergency resilience arrangements and the role/functions of all staff who have duties as outlined in the Academy's Emergency Plan and Business Continuity Plan.

Knowledge of the risk assessment process and particularly risk assessments which have been developed for the staff, premises and classroom based activities and lessons.

Competent Person Competencies

IOSH Working Safely certificate or the IOSH Managing Safely certificate

Headteacher Competencies

Knowledge of the Academy's Health and Safety management systems and arrangements for monitoring.

Knowledge of the Academy's protocols and procedures for operational risk management.

Knowledge of the Academy's operational control, co-ordination, consultation and communication networks for health and safety.

Knowledge of the Academy's emergency resilience arrangements and the role/functions of all staff who have duties outlined within the Academy's Emergency Plan and Business Continuity Plan.

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Knowledge of the risk assessment process and particularly risk assessments which have been developed for the staff, premises and classroom based activities and lessons.

Employee Competencies

Knowledge of the Academy's Health and Safety system

Knowledge of the risk assessments and safe systems of work for their role and activities undertaken within their role.

Knowledge of the Academy's consultation and communication arrangements for Health and Safety.

Knowledge of any duties they have as outlined in the Academy's Emergency Plan and Business Continuity Plan.

Access to general or specific information, instructions and training as is appropriate for the tools, machinery and equipment used by them or their pupils.

HEALTH AND SAFETY POLICY

ABBREVIATIONS

The following are used in this policy:

BAALPE	British Association of Advisers and Lecturers in Physical Education
COSHH	Control of Substances Hazardous to Health
DSE	Display Screen Equipment (Computers)
HSE	Health & Safety Executive (enforcing body for health & safety legislation in school)
H & S	Health & Safety
NAAIDT	National Association of Advisers in Design & Technology
ASE	Association for Science Education
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
PPE	Personal Protective Equipment
PAMP	Premises Asbestos Management Plan

Near Miss Report
Part 1: Completed by person observing near miss
Date: Time: Name:
Record the details of the Near Miss:
Record any corrective action you have taken:
Record any additional corrective action you think is required:
<i>Please send completed reports to the Headteacher/ SBM (delete as appropriate)</i>
Part 2: Completed by the Headteacher/ SBM
Further investigation required: Y / N What: By When: Who: Completed: Y / N

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APPENDIX 2

Accident Investigation Record			
Details of the Incident:			
Reported By:		Date and Time of Incident:	
Name of Injured Person:			
First Aid Required:	Y / N	Hospital Required:	Y / N
Brief Details (eg what, where, when, who and action taken):			
Investigation Findings:			
Question		Answer	
1	Where did the incident happen?		
2	Who was injured/suffered ill health, and who else was involved?		
3	What happened?		
4	What activity was taking place at the time of the incident		
5	Was there anything unusual about the circumstances at the time of the incident?		
6	Were adequate procedures in place and were they followed?		
7	What is the nature of the ill health/injury?		
8	Was the hazard/risk known?		
9	Did the arrangements and organisation of the work contribute, if yes how?		
10	Was maintenance or cleaning adequate? If not, why not?		
11	Were people involved trained/experienced?		
12	Did the workplace layout contribute, if so how?		
13	Did the nature or shape of materials contribute, if yes how?		
14	Did difficulties using equipment contribute,if yes how?		

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15	Was safety equipment/PPE satisfactory, if no why?	
16	Did other conditions contribute, if yes how?	
17	What are the Immediate, Underlying and Root Causes of the incident?	
18	Do similar risks exist elsewhere? Or, have similar incidents happened before?	
19	Do any risk assessments and related procedures require review an updating? If so which?	
Recommendations:		
20a	What additional control measures are required/recommended for this incident?	
20b	By when?	
20c	By who?	
Records Reviews and Retained as Evidence:		
Additional Information	Type	Included Y / N
Appendix 1	Accident Report	
Appendix 2	Investigation Report	
Appendix 3	Witness Statements	
Appendix 4	Photographs/Diagrams	
Appendix 5	Training Records	
Appendix 6	Risk Assessments (before)	
Appendix 7	Risk Assessments (after)	
Appendix 8	Other Relevant Records	
Completed By:		Date:

Health and Safety Checklist for School Caretakers and Premises Team

Monthly/Weekly (delete as appropriate)

Report to Headteacher/SBM (delete as appropriate)

Area checked (if not whole site) Month 20 ...

Date/s Checked

Perimeter Fencing, Gates & Playing Fields (Damage caused by inclement weather/vandalism etc)

Defects & Actions:

Car Parks & Footpaths (Surface damage eg potholes/other, raised paving, damage etc)

Defects & Actions:

Internal Areas (Corridors, Doors, Classrooms, Stairs) (Signs of damage/defects/trips & slip hazards/articles blocking walkways)

Defects & Actions:

Playground/Storage Areas (Damage to floor surface/equipment, litter etc)

Defects & Actions:

School Safety and Security systems (Alarms, shutters, other safety/security equipment)

Defects & Actions:

Caretaker Signature:

LMT Actions:

Signature:

School Health and Safety Inspection Checklist

This checklist could be completed on a monthly or termly basis, depending on individual circumstances. It could be undertaken by the Deputy Headteacher and/or alternating members of the Senior Leadership Team. It is important however, to ensure the results and any actions are communicated and tracked through to completion.

Date of inspection:	
Persons involved:	

Section 1 – External Areas and Play Equipment & Wild Space

		Yes	No	Comments
1.1	Are paths and playgrounds free from foreseeable trip/slip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Are manholes secure?	<input type="checkbox"/>	<input type="checkbox"/>	
1.3	Do trees/branches/grass areas appear safe?	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Is the perimeter fencing sound?	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	Is play equipment well maintained and free from sharp edges or rough surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	
1.6	Are all external lights working?	<input type="checkbox"/>	<input type="checkbox"/>	
1.7	Are the grassed areas/ gardens safe to use?			

Section 2 – Vehicles on Site

		Yes	No	Comments
2.1	Are traffic routes marked or signed?	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	Where possible, is there segregation of vehicles and pedestrians?	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Are traffic warning signs and markings clear and adhered to?	<input type="checkbox"/>	<input type="checkbox"/>	

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Section 3 – Fire Safety				
		Yes	No	Comments
3.1	Are escape routes clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Are evacuation notices displayed adjacent to alarm call points and key locations?	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Are fire drills held termly?	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Have extinguishers/alarm/emergency lighting been serviced within last year?	<input type="checkbox"/>	<input type="checkbox"/>	
3.5	Is the alarm tested weekly?	<input type="checkbox"/>	<input type="checkbox"/>	
3.6	Is the emergency lighting tested monthly?	<input type="checkbox"/>	<input type="checkbox"/>	
3.7	Do fire doors fully close without any intervention?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 4 – Building Issues				
		Yes	No	Comments
4.1	Are floors and floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Are handrails on stairs sound?	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Do roof tiles appear secure?	<input type="checkbox"/>	<input type="checkbox"/>	
4.4	Are security systems adequate?	<input type="checkbox"/>	<input type="checkbox"/>	
4.5	Can reasonable room temperature and ventilation be maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
4.6	Is access to electrical system restricted to authorised persons? Is there warning signage?	<input type="checkbox"/>	<input type="checkbox"/>	
4.7	Are materials in the electrical cupboard and server rooms appropriate and stored in a safe manner?	<input type="checkbox"/>	<input type="checkbox"/>	
4.8	Are materials in the boiler house appropriate and stored in a safe manner?	<input type="checkbox"/>	<input type="checkbox"/>	
4.9	Are wall mounted fixtures, shelving, furniture etc in good condition and secure?	<input type="checkbox"/>	<input type="checkbox"/>	
4.10	Is storage of small quantities of flammable/hazardous substances suitable?	<input type="checkbox"/>	<input type="checkbox"/>	
4.11	Has the retaining wall been inspected? Any changes noted?			

HEALTH AND SAFETY POLICY

Section 5 – First Aid and Accident Reporting				
		Yes	No	Comments
5.1	Are all incidents & accidents recorded as per the academy policy?	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	Where appropriate, have investigations into incidents & accidents been completed?	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Are names of First Aiders displayed or known?	<input type="checkbox"/>	<input type="checkbox"/>	
5.4	Are first aid boxes adequately stocked?	<input type="checkbox"/>	<input type="checkbox"/>	
5.5	Are the arrangements in place for safe disposal of body fluids and sharps still effective?	<input type="checkbox"/>	<input type="checkbox"/>	

Section 6 – Working at Height				
		Yes	No	Comments
6.1	Are steps or 'kick-stools' available and used appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	
6.2	Are ladders/scaffold towers in good condition and stored securely?	<input type="checkbox"/>	<input type="checkbox"/>	
6.3	Are ladders/scaffold towers used by authorised persons only?	<input type="checkbox"/>	<input type="checkbox"/>	
6.4	Is there a safe system for working at height eg roofs and is it communicated?	<input type="checkbox"/>	<input type="checkbox"/>	

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Action Plan

Any actions identified within the checklist which were not corrected at the time of the inspection should be added to the action plan and assigned responsibility/target completion date. The action plan should act like a live document and should be updated as the actions are completed.

Key Actions			
Ref	Action	Responsibility & Target Date:	Completed?
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

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APPENDIX 5

TRUSTEES ANNUAL HEALTH AND SAFETY AUDIT CHECKLIST

Date of inspection:	
Inspected By:	

Health and Safety Policy	Y	N	N/A	Comments/Action Needed
Is there a health and safety policy (signed and dated by Headteacher/Chair of Governors)				Date of Last Review:
Policy is in line with latest DFE/RPA guidance for schools and considers all key risks?				
The H&S policy is included in the induction process and policy changes are effectively communicated to all staff?				
Risk Assessments	Y	N	N/A	Comments/Action Needed
Are school and trip specific risk assessments in place for those activities presenting a significant risk? Are staff completing risk assessments appropriately trained?				Date of Last Review:
Are individual risk assessments being carried out/added to an existing risk assessment where required? (eg known medical conditions where there are H&S implications, such as epilepsy etc)				
Is there evidence that heads of department/subject leads have adopted/adapted model risk assessments for relevant curriculum areas?				

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Are staff aware of the content and location of all relevant risk assessments?				
Is a member of staff designated as an Educational Visits Co-ordinator (EVC) and have they received training?				Date of training?
Inspection/Monitoring	Y	N	N/A	Comments/Action Needed
Have appropriate H&S inspections been undertaken and documented as per the H & S policy?				
Have actions/recommendations within those inspections been completed in good time?				
Are the H&S inspections considered effective? For example are they completed correctly and are genuine issues raised within them?				
Is an effective H&S/maintenance log and communication system in place for reporting defects and H&S issues?				
Have issues identified within the previous annual audit been completed?				
Fire Safety	Y	N	N/A	Comments/Action Needed
Has a suitable fire risk assessment been completed/reviewed within the last 12 months? (If there have been subsequent changes to the site/building layout the fire risk assessment should be revised to reflect these changes)				Date of last review:
Has the capacity for communal areas such as the main hall been calculated as part of this assessment?				
Is a documented school evacuation/invacuation plan in place? Does this evacuation/invacuation plan also consider any individuals who may need specific assistance during evacuation eg due to mobility impairment (PEEPs)				
Are fire drills conducted termly and recorded?				Date of last drill?

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Have any issues identified as a result been resolved?				Time taken to evacuate building?
Are fire alarm call points tested weekly and documented? A different call point to be tested each week on a rotational basis				
Are appropriate fire extinguishers available and inspected annually?				Date of annual inspection?
Are all emergency exits/routes clearly signed, available for immediate use and unobstructed?				
Do all areas of the school used outside of ambient daylight hours have emergency lighting available on escape routes? In particular focus on those areas used for lettings				
Is emergency lighting tested monthly (in house) with a full discharge test completed annually (by a competent service engineer)?				Date of full discharge:
Is the fire alarm system serviced/inspected by a competent engineer (6 monthly for systems with a battery backup, annually for mains only systems)?				Date of last service/inspection:
Are all key internal fire doors (eg cross corridor and stairwell doors) in place and fully closing?				

Asbestos	Y	N	N/A	Comments/Action Needed
Is the school's Asbestos Management Plan and Register up to date? Is the site specific management plan up to date eg If any subsequent work on asbestos (encapsulation/removal etc) has been undertaken this must have been recorded in the management plan?				Date of last survey: Date of Management Plan:
Is the asbestos permission to work system used on every occasion before any work is conducted on building fabric and well maintained? Eg pages in order, all entries signed and dated, no gaps etc.				Number of entries in permission to work log in past 12 months: Date of last entry:

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Is regular monitoring of the asbestos condition undertaken and recorded (as per the Asbestos Management Plan)				
Has the location of known ACM remaining in situ been communicated effectively to all relevant staff/building users?				
Have the relevant members of staff undergone "Asbestos Awareness" training? Refresher training is strongly recommended – approximately every 3 years				Name and date of training:
Has the annual asbestos visual inspection been completed and recorded on the management plan or in the asbestos log?				Date of last visual inspection:

Contractor Management	Y	N	N/A	Comments/Action Needed
When awarding contracts directly is health and safety included in specifications and contract conditions?				
Are appropriate competency checks undertaken prior to engaging a contractor directly? Eg insurance, risk assessments, evidence of training and membership of professional bodies, declaration of any previous enforcement action.				

Electrical/Gas	Y	N	N/A	Comments/Action Needed
Portable electrical appliances tested by a competent person according to relevant timescales (PAT testing)				Date of PAT test:
All emergency shut offs are accessible, clearly identified and functioning?				
Has the fixed electrical wiring been inspected within the last 5 years?				Date of test certificate:
All gas appliances inspected and safety tested in past 12 months by gas safe registered contractor? Have all remedial actions been followed through to completion				Date of last inspection:

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Are gas cylinders stored appropriately (eg secured upright, separated from flammables, room signed and location marked on plan within fire risk assessment)				
<p>LPG tanks:</p> <p>Check external above ground pipework and fittings visually, are there any signs of corrosion or damage?</p> <p>Are emergency control valves readily accessible and operational?</p>				

Legionella Management	Y	N	N/A	Comments/Action Needed
Has a legionella risk assessment been carried out by a competent contractor?				Date of assessment:
If there have been subsequent changes to the building/hot and cold water system since this assessment has this assessment been reviewed?				
Have the initial recommendations from the water risk assessment been actioned?				
Are all in house operational controls (eg flushing of seldom used outlets, temperature control and monthly monitoring etc) being completed and documented in the water log book?				
Where non-compliance temperatures are identified have other actions been implemented to reduce risks? eg increase in flushing regime, raising calorifier temperatures etc or a contractor call out				
Is annual servicing carried out in line with the risk assessment?				Date of last service:

Plant, Tools and Equipment	Y	N	N/A	Comments/Action Needed
Have task specific work at height risk assessments been conducted?				Date of last review:
Is a ladder register and checklist in place and reviewed appropriately?				

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<p>Is there any significant use of power tools/machinery?</p> <p>If yes a register/risk assessment of equipment should be in place which identifies any significant safety issues to consider, (noise and vibration levels, guards that should be in place, PPE required, maintenance or training/instruction required)</p>				
<p>Is a planned preventative maintenance schedule in place for all plant/equipment?</p>				
<p>Is PE and outdoor play equipment inspected annually by competent contractors?</p>				Date of inspection:
<p>Are electronic powered gates/doors subject to regular maintenance and inspection by a competent person? In particular for gates ensure that force limitation and all safety controls for electronic gates are being checked and working properly as part of that process.</p>				Date of last inspection:
<p>Have the applicable statutory inspections been carried out within the correct time frame and the certificate of 'thorough examination' retained?</p> <p>Eg Lifts carrying people – every 6 months</p>				Date of last inspections:

Vehicles/Minibuses	Y	N	N/A	Comments/Action Needed
A list of nominated minibus drivers and training is maintained?				
Are driving licences checked annually to identify any penalties which might affect insurance cover?				
Are all inspections, MOT/Service records in place for all vehicles?				Date of last inspections:

Hazardous Substances	Y	N	N/A	Comments/Action Needed
Is there an inventory of chemicals (eg cleaning and maintenance products)?				

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Have substances identified as presenting significant risk (for example swimming pool chemicals) had specific COSHH risk assessment conducted and communicated?				
Are all hazardous substances stored appropriately eg secured out of the reach of children and all containers clearly labelled and marked (eg irritant, flammable)?				
Is appropriate testing provided for those using/handling hazardous substances? Eg A COSHH Awareness course				

First Aid	Y	N	N/A	Comments/Action Needed
Are there adequate numbers and levels of first aiders on site?				Detail number of staff trained in: Paediatric First Aid: First Aid at Work: Emergency First Aid at Work: Other:
Are first aid boxes stored in appropriate places and maintained, with no unapproved content (medicines etc)?				

Accident and Incident Reporting	Y	N	N/A	Comments/Action Needed
Are accident and incident records kept? Are they monitored for trends?				
Have all significant accidents and incidents been investigated and suitable actions implemented?				
Are the requirements of RIDDOR understood and adhered to? Is there a nominated person who undertakes accident reporting within the school?				

Communication of Health and Safety	Y	N	N/A	Comments/Action Needed

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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/SLT meetings?				
Is there a good awareness amongst staff regarding the location of H&S documentation eg risk assessments, the H&S policy? Is adequate H&S information displayed across site eg Names and locations of First Aiders, the H&S Policy (the 'Statement of Intent'), hazard warning signage (chemical, electrical etc) PPE requirement signage etc.				

Employee Training	Y	N	N/A	Comments/Action Needed
Have all staff health and safety training needs been assessed eg training needs analysis matrix				
Is all health and safety training recorded?				
Have all staff received an effective and documented health and safety induction?				

Welfare and Environment	Y	N	N/A	Comments/Action Needed
Are finger guards in place and effectively maintained on vulnerable doors ie toilet and classrooms in nursery, KS1 and special schools?				
Are there any outstanding items from the last EHO report for the school kitchen				Date of Report:
Is a lettings policy in place and are key risks and emergency procedures clearly communicated to hirers?				
Are potentially hazardous areas (kitchen, labs, workshops etc) locked when unsupervised?				

HEALTH AND SAFETY POLICY

Do catering providers have a food safety management system compliant with HACPP (hazard analysis and critical control point)?				
---	--	--	--	--

Internal Areas	Y	N	N/A	Comments/Action Needed
Is the general housekeeping satisfactory?				
Is flooring in good condition and free of slip/trip hazards?				
Are items stored at height (eg files/folders on shelves) accessible, secure and safe?				
Are boiler rooms and electrical intake areas kept free from combustible materials?				

External Areas	Y	N	N/A	Comments/Action Needed
Are pedestrian routes within the site clearly defined and segregated from vehicles? If no: A risk assessment should be in place demonstrating the controls in place to mitigate the risk to pedestrians				
Has a tree survey been conducted by arboriculturalist?				Date of survey:
Is adequate access to the site maintained for emergency services?				

Security and Safeguarding	Y	N	N/A	Comments/Action Needed
Is there clear signage directing visitors to the main reception/other services on site?				
Is access to buildings adequately controlled?				
Is there a clearly defined route between site entrances and reception with direct access to children avoided where practicable? Where the access routes means visitors could potentially gain access to pupils a risk assessment should be in place which				

VISITOR CONTRACTORS - HEALTH AND SAFETY AT WORK - VC1 FORM

Reception Action: As each Contractors signs in, you must ask them to read the notification below and sign it. Give the contractor a copy of the signed form to keep a copy for reference in the school file. Make sure that management is notified immediately that a Contractor is on site.

INSTRUCTIONS TO CONTRACTORS

1. In accordance with the Health and Safety at Work Act 1974, on arrival, report to the premises manager or delegated officer to brief them on any hazard that could arise from your work that could expose personnel or customers to any risk.
2. Obtain from the premises manager, or delegated person a brief on any hazard within this workplace that may expose you or your employees to any risk.
3. You must report any accident or dangerous occurrence involving you or your employees immediately to the premises manager.
4. Specific instructions, if applicable, from premises manager to contractors (including any specific hazards or vulnerable persons)
-
5. You must sign out when leaving the site – this is required for fire precautions and security reasons.

ON SITE, YOU MUST FAMILIARISE YOURSELF WITH THE FOLLOWING:

1. THE EMERGENCY EVACUATION PROCEDURE
2. WHERE YOU CAN AND CANNOT PARK
3. THE SMOKING POLICY OF THE PREMISES
4. WHERE YOU CAN/CANNOT EAT
5. WHAT YOU CAN/CANNOT USE

IF IN DOUBT, ASK FOR THE PREMISES MANAGER

SITE RULES:

1. You must wear ID at all times
2. Contractors must use personal protective clothing and equipment, when required
3. You must ensure that all your work equipment is in a safe condition and that all your portable electrical equipment is either 110 volt or protected by an RCD (Residual Current Device) and has been tested
4. Any chemicals used by the contractors on site must have a COSHH assessment
5. Any work at height must meet the requirements of the Construction Regulations and works using ladders must meet the Council's Ladder Policy (issued to all contractors)
6. You must inform the premises manager if you are going to break utilities ie Gas/Electricity/Water
7. No work in a confined space, or hot work, will be undertaken without the following a Permit to Work system.

ASBESTOS CAUTION! I the undersigned have requested sight of the asbestos register and have been given adequate instruction/information about asbestos in the building.

NAME OF COMPANY

NUMBER OF OPERATIVES ON SITE I have read and understood the above

SIGNATURE OF REPRESENTATIVE PRINT NAME

ON BEHALF OF OLD EARTH..... PRINT NAME.....

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