

# 2018 -2019

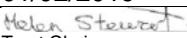
Potential in Everyone Academy Trust  
CEO – David Whitehead

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## HEALTH & SAFETY POLICY

**November 2018**

<b>Committee</b>	Board of Directors
<b>Version</b>	1.1
<b>Author</b>	Linda Lucas
<b>Approved on</b>	01/02/2019
<b>Signature</b>	 Trust Chair
<b>New Review date</b>	November 2019

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## Section A – Statement of Intent

1. It is the policy of the Potential in Everyone Academy Trust to do all that it reasonably can to provide a healthy and safe working and learning environment in all its schools. Health and Safety due diligence will be undertaken for all schools who are prospective joiners to the Trust
2. The Trust will comply with the provisions of the Health and Safety at Work etc. Act 1974 and the Regulations that apply to the Trust's activities.
3. To achieve this, the Trust will, so far as is reasonably practicable, provide and maintain in all its schools:
  - a. plant and systems of work that are safe and without risks to health;
  - b. arrangements for the safe use, handling, storage and transport of articles and substances;
  - c. a workplace that is safe and poses no threat to health;
  - d. any information, instruction, training and supervision that is necessary;
  - e. a working environment that provides adequate facilities for the employees' welfare while at work.
4. The Trust also recognises its duty of care towards those who are not employees but who may be affected by its activities (pupils, parents, visitors, and contractors) and will ensure that arrangements are kept in place to ensure their health and safety.
5. The Trust will review this Policy annually and make whatever changes are required to keep it up to date with current Trust and legislative requirements.
6. The Policy and all future updates are given to all staff, Governors and contractors.

Signed:  Date 1 February 2019  
**Chair**

Signed  Date 1 February 2019  
**Chief Executive Officer**

## Section B – Organisation – Roles and Responsibilities

Board of Directors

- Taking overall responsibility and accountability for health and safety.
- Strategic policy making.
- Setting in place a plan for implementing the policy that includes identifying priorities and setting objectives.
- Ensuring that schools have sufficient resources to properly implement the policy.
- Reviewing the effectiveness of the Trust policy, in co-operation with Governors and staff and making any changes to the policy that are necessary.
- the implementation of the policy.

School Governing Bodies

- Ensuring the Trust policy is implemented in their school.
- Monitoring the effectiveness of the health and safety policy in their school at least three times a year (Appendix B)
- Ensuring school budgets take account of the resources required to manage health and safety effectively.
- Providing the Board of Directors with accurate information on their school's health and safety management at least once a year.
- Reviewing their school's health and safety management and making any changes that are necessary.
- Complete the annual health and safety check list (Appendix B)
- Appoint a Health and Safety Governor: **Name of Governor**

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Head Teachers

- Putting systems in place to implement the Trust's policy in their school. (Appendix C and Appendix D)
- Use of HSE's [classroom checklist](#) [how often?]
- Monitoring the effectiveness of the Trust policy in their school.
- To include health and safety issues in the school development plan, if necessary
- Reviewing the school's systems and making any changes that are necessary.
- Providing information on the school's health and safety management to the Board of Governors as required.

All employees

- Implementing the school's health and safety systems and procedures.
- Taking reasonable care for their own health and safety and that of others who may be affected by their work activities.
- Co-operating with the School in its efforts to implement the Trust policy.
- Feeding back comments and suggestions on the policy for review.
- Reporting any shortcomings in the policy to the Head Teacher.
- Reporting any serious hazards that they are unable to deal with.
- Feeding back comments and suggestions on the policy and its effectiveness.

<sup>1</sup> The HSE classroom checklist is a good way of ensuring day to day compliance:  
<http://www.hse.gov.uk/risk/classroom-checklist.htm>

# Section C – Arrangements for Implementing the Policy

## C.1. Health and Safety Management

### 1.1 Risk assessment

- 1.1.1 Each Head Teacher ensures that their School's risks are properly assessed, using a suitable system of risk assessment. The task of assessing risks is delegated to staff responsible for the work activity that is being assessed.
- 1.1.2 Where any risk assessment shows that action needs to be taken to reduce risks, the Head Teacher ensures that such actions are dealt with in a reasonable time. If there are insufficient resources to do this, the Head Teacher alerts the Chair of Governors to the situation. The decision on how further resources will be provided rests with the Governing body.
- 1.1.3 Where risk assessments have identified a risk to a new or expectant mother, this is noted. Once an employee informs the School that she is pregnant and gives the School a certificate from her Doctor, the employee's line manager discusses with her how the work can be altered to reduce those risks. If there is still a risk that cannot be properly controlled, the Headteacher finds alternative work for her. If this is not feasible, then the employee is suspended from work on full pay.
- 1.1.4 All risk assessments are reviewed either when circumstances change and they may no longer be valid or, if nothing has changed, annually.
- 1.1.5 The results of these reviews are recorded and any changes that are shown to be needed are passed on to the Head Teacher who ensures that these changes are made.
- 1.1.6 The Health and Safety Governor of the School reviews the task-specific risk assessments periodically, with the person whose work it covers, to check that risks are being adequately controlled and that risk controls are sensible and proportionate.

### 1.2 Controlling health and safety

- 1.2.1 The Trust ensures that all those who have health and safety responsibilities clearly understand what they have to do to discharge those responsibilities.
- 1.2.2 The Trust seeks expert help and advice on any health and safety matter that is beyond the competence of its own staff.
- 1.2.3 The Board of Directors receives a regular report on each School's health and safety from the Board of Governors of each of the Schools. The report is discussed and if there are any matters that need to be addressed, a meeting is held with the Chair of the Board of Governors concerned, along with the Health and Safety Governor of the School.

### 1.3 Monitoring health and safety

- 1.3.1 There is a programme of active monitoring in every School to ensure that all health and safety measures are in place and are effective. The programme includes, amongst other things, such methods as document checks, premises inspections, fire precautions checks, play

equipment checks. The Head Teacher draws up a programme of monitoring and delegates the work of monitoring to a member of staff. The Board of Governors ensures that the programme is appropriate for the School and that it is effective. The Health and Safety Governor will take part in such monitoring as is appropriate for the School.

- 1.3.2 The results of such monitoring are reviewed by the Headteacher who assesses the information to identify problem areas or common problems across the School. A report is then given to the Board of Governors to an agreed timetable - quarterly or termly, as appropriate. The reports are discussed by the Board of Governors who ensure that outstanding matters are closed within a reasonable time.
- 1.3.3 The Head Teacher ensures that accident and incident data are recorded in sufficient detail to establish whether health and safety measures need to be changed. The information is analysed to identify trends or underlying problems that need to be addressed in order to prevent a recurrence of incidents.
- 1.3.4 The Head Teacher sends a termly report to the Board of Governors, summarising the accident and incident data and identifying any action that they or the Governors need to take.
- 1.3.5 Every Board of Governors sends a report on accident and incident data to the Board of Directors twice per year, or sooner if there has been a reportable incident.

## 1.4 The review process

- 1.4.1 Employees are consulted, through their elected health and safety representatives, on how well the health and safety management system is working and what improvements need to be made.
- 1.4.2 Each Board of Governors will review its School's monitoring information and the results of staff consultations to decide whether the contents of the Trust policy and the way the Trust policy is implemented needs to be changed. A report of the discussions is sent to the Board of Directors.
- 1.4.3 The Board of Directors will review annually the results of the Governors' reviews and decide on the changes that need to be made to the Trust policy or the processes in place for implementing it in the Schools. The review should include an update on accident reports and any RIDDOR reported accidents.

## 1.5 Information and training

- 1.5.1 The Head Teacher, with the assistance of the Health and Safety Governor, ensures that all employees have comprehensible and relevant information on the risks to their health and safety identified by the risk assessments, the control measures in place, the procedure to be followed in the event of fire, the names of the fire evacuation officers and the names of qualified first aiders appointed by the School. All the above is part of the Staff Induction Pack and available on the School's KLZ site.
- 1.5.2 The Board of Directors keeps abreast of changes to health and safety legislation or best practice that could affect the implementation of the Trust policy in the Schools. If the Trust's policy needs to be changed, this is done by the Board and the changes communicated immediately to the Board of Governors and Head Teacher of each School.

1.5.3 The Trust holds a training matrix showing which employees need specific health and safety training, first aid training and fire training. Training records are monitored to ensure that training is undertaken when required.

## 1.6 Training and competence

1.6.1 The Trust has a 'competent person' who gives advice to the Board and to the Schools on complying with health and safety law. That person briefs, advises and guides each Board of Governors, particularly the designated Health and Safety Governor, on health and safety matters.

1.6.2 Every member of Trust staff is given induction training, which includes health and safety matters, such as the fire and emergency procedures, the results of risk assessments in their area of work and the control measures that are in place. This training is given before the member of staff begins work in the Trust wherever possible, but no later than two weeks after they begin work.

1.6.2 All members of staff have basic health and safety training within their first year. This is repeated as often as necessary to ensure that they are aware of any new health and safety legislation and its implications for their work.

1.6.3 All members of staff who need additional training in order to work safely, such as manual handling training, working at height or using equipment, are given the appropriate training before they take up their duties, where possible, or no later than three weeks afterward.

1.6.4 Employment agencies who provide staff for the Schools are given information on the training and qualifications their staff will need to do their work safely before they begin work in any of the Schools.

## C.2. Accidents, incidents and medical emergencies

2.1 All accidents, incidents and medical emergencies involving staff, pupils or visitors are recorded using the School's accident/incident form.

2.2 Accidents to pupils, contractors or visitors to the School are reported immediately to the Headteacher.

2.3 All accidents, incidents and cases of work-related ill-health that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 are reported immediately to the Trust CEO or Business Manager by the Head Teacher.

2.4 The Head Teacher and Health and Safety Governor investigate incidents that did or could have led to injury or long-term damage to health, to establish both the immediate and underlying causes and establish what needs to be done to prevent a recurrence. A report of the investigation is sent to the LGB Health & Safety Lead, the Trust CEO and Trust Business Manager. The CEO and Trust Business Manager are responsible for reporting any incidents to the Board of Directors.

### **C.3. Fire**

- 3.1 The Head Teacher is responsible for ensuring that a competent person undertakes a fire risk assessment for their school every three years or sooner if major changes are made to the premises, and that the fire risk assessment is reviewed annually.
- 3.2 The Head Teacher uses the results of the fire risk assessment to compile a concise plan for dealing with a fire. The plan includes responsibilities for calling and meeting the fire brigade, taking the roll call, ensuring complete evacuation, and taking overall control of the situation.
- 3.3 Fire Evacuation Officers are appointed by each school. Those appointed as FEO's are responsible for ensuring that their area of the School is properly evacuated in the event of a fire.
- 3.4 The fire evacuation procedures to be followed are displayed in every room in the School and, where appropriate, in corridors and other common areas. These procedures are pointed out to visitors, contractors and new staff as soon as they come onto School premises.
- 3.5 Fire drills take place at least once a term. Each school records the time taken for evacuation and any comments from staff on how the drill was conducted.
- 3.6 In order to include everyone in the roll call in the event of a fire, all pupils are recorded in class registers and all contractors and visitors to the School are booked in at Reception on arrival.
- 3.7 The fire alarm system is tested weekly and the results recorded in a log. Any defects that become apparent are rectified immediately.
- 3.8 Fire extinguishers and fire blankets are checked by premises staff fortnightly to ensure they are in the right place and have not been tampered with. The annual thorough inspection and maintenance of this equipment is done by a competent contractor.
- 3.9 Fire exits, fire doors and fire evacuation routes are checked weekly by premises staff to ensure they are clear of obstructions and working effectively.
- 3.10 The CEO and Trust Business Manager are responsible for reporting any incidents to the Board of Directors.

### **C.4. Contractors**

- 4.1 The Trust holds an authorised contractor list. A contractor may only be admitted to the list after careful assessment of their standards of health and safety management by the Trust Business Manager. Their work is monitored and contractors who do not work to the Trust's high standards will be given notice to improve. If no improvement is evident the contractor may be removed from the authorised list.
- 4.2 Only authorised contractors are allowed to undertake building, maintenance or other work. Staff using contractors for any work activity contact the Trust Business Manager to check that their choice of contractor is authorised.

- 4.3 The Trust Business Manager ensures that all contractors provide an assessment of the risks of their work and a method statement, detailing how the work will be done, by whom and what equipment will be used, before work starts. The risk assessments are passed to the Head Teacher of the relevant School for comment.
- 4.4 The Trust Business Manager ensures that all contractors are provided with information on any risks to their employees' health and safety that they may encounter in the course of their work in the School and the control measures in place, for example by ensuring that all maintenance contractors know the exact location of any asbestos in the School buildings.
- 4.5 All contractors are monitored by the Trust Business Manager or delegated representative to ensure that they are working to the agreed procedures and are not using unsafe practices.
- 4.6 The Trust Business Manager issues a termly plan showing which contractors are working in each School, what work they will be doing and where they will be working. All Head Teachers check it to ensure that there is no possibility of the work causing unnecessary risks in their School and that any increased risks that are inevitable are properly controlled.
- 4.7 The catering contractor provides evidence to the Trust Business Manager that an Assured Safe catering system, or its equivalent, is in operation.

## **C.5. First Aid**

- 5.1 Each School has sufficient qualified first aiders and their names are displayed prominently.
- 5.2 The Trust Business Manager will assess the first aid needs of each School and work with the Head Teachers to ensure they are sufficient and can be provided.
- 5.3 The Head Teacher of each School ensures that first-aid boxes, signs and other information are up to date, clearly displayed around the School and accessible.
- 5.4 First aid given to staff, pupils or visitors is recorded on the School's accident form.

## **C.6. Manual handling**

Manual handling is defined as the lifting, supporting, pushing or pulling of a load by manual force and is governed by the Manual Handling Operations Regulations 1992. Activities that come under this heading include lifting and carrying boxes and books, and moving furniture and equipment.

- 6.1 In order to comply with the Manual Handling Operations Regulations any manual handling that could cause a risk to health or safety is avoided wherever this is reasonably practicable.
- 6.2 The Head Teacher of each School works with staff to assess the risks of any manual handling that cannot be avoided. Where such an assessment shows that equipment such as sack barrows or trolleys is needed to reduce risks to staff, this is provided.
- 6.3 A sample assessment form is attached to this Policy, along with instructions on how to do an assessment. Each one will consider the task, the individual doing the task, the load and the environment in which the work will be done.

- 6.4 Where the assessments show that action is needed across the Trust, recommendations are passed to the Trust Business Manager with on what needs to be done to reduce any significant risks found.
- 6.5 All staff whose work regularly includes manual handling are trained in how to operate any equipment that is needed and in safe ways of moving and handling loads.

## **C.7. Premises**

- 7.1 Premises staff inspect their School site once a term with the Health and Safety Governor, looking at structural, health and safety and decorative issues. A prioritised action plan is constructed from the survey, giving priority to any matter that could seriously affect the health and safety of staff, pupils, contractors or visitors.
- 7.2 Premises staff check the condition of lights regularly and replaces any that are defective as soon as they are found.
- 7.3 Staircases are checked once a term by premises staff to ensure treads are not so worn as to be unsafe and that handrails are secure.
- 7.4 Premises staff check the safe and efficient operation of their School's heating system at the end of the summer term to ensure any defects can be dealt with before the start of the autumn term.
- 7.5 A competent contractor is employed to maintain the heating system in each School. Boilers are given a thorough examination annually by a competent person and both the premises staff and Trust Business Manager keep records of these examinations.
- 7.6 Premises staff ensure that blinds or curtains are provided in the rooms where sun can increase the temperature to an uncomfortable level and that these are in good condition.
- 7.7 Windows that are accessible (at shoulder height or below, for example) have either been replaced with safety glass or covered with film to ensure the glass breaks safely.
- 7.8 Windows and skylights are included in the termly site survey, which checks that these all open and close safely and easily.
- 7.9 The grounds of each School are maintained by a competent contractor appointed by the Trust Business Manager. The work is monitored periodically by premises staff to ensure that it is done safely.
- 7.10 The toilets provided for pupils and staff are kept clean, well-ventilated and tidy by cleaning staff. Premises staff ensure that there is always an adequate supply of soap and paper towels or hand driers in all toilets.
- 7.11 Standard waste material is cleared from School sites at weekly intervals. Premises staff ensure that waste skips are not over-filled, that waste is properly separated and that skips are kept away from School buildings.

- 7.12 Ventilation systems are included in the termly site survey, which checks that all are operational and clean. All teachers ensure that their classroom is sufficiently well ventilated to provide fresh, clean air.
- 7.13 Vehicle and pedestrian traffic is kept separate on all School sites, where this is reasonably practicable. Premises staff monitor vehicle movements and parking on each site to ensure that there is no risk to pedestrians.
- 7.14 All delivery companies coming on to Trust School premises are requested to ensure that their delivery vehicles are fitted with audible and visible reverse warnings. Wherever possible, deliveries are arranged for times when pupils are not in the playground areas.
- 7.15 Premises staff ensure that vehicle routes, parking areas and pedestrian walkways in their School are clearly marked and the markings are renewed whenever necessary.
- 7.16 Each School maintains a clear, marked space reserved for emergency vehicles. Premises staff ensure that it remains available at all times.

## **C.8. Plant and equipment**

- 8.1 All portable electrical equipment is tested annually by a competent contractor. Staff are discouraged from bringing personal electrical equipment into School unless it has a current test certificate or is less than one year old.
- 8.2 The Trust Business Manager ensures that the electrical installation of each School is tested every five years by a qualified electrician to ensure it complies with BS:7671.
- 8.3 All staff ensure that electrical sockets in their teaching rooms are unbroken, guarded where necessary and easily accessible by them so that the power supply can be isolated quickly if this becomes necessary.
- 8.4 All staff check the condition of plugs, cables and insulation on electrical equipment before using it and report any damage to the School office or premises staff immediately before taking the equipment out of use.
- 8.5 The Trust Business Manager holds an asset register showing all equipment in use throughout the Trust. The register highlights any equipment that would cause harm if it failed and a record of the maintenance of each piece of such equipment.
- 8.6 The Trust Business Manager ensures that all new work equipment purchased by the Trust conforms to EU Regulations and Directives, bears the CE mark and is suitable for the purpose for which it is to be used both in terms of its ergonomic design and its capacity to do the job.
- 8.7 Employees only use work equipment that they have been trained to use or that has clear and comprehensible instructions provided with it.

## **C.9. Security**

- 9.1 The Head Teacher of each School ensures that all visitors to the School are directed to report to Reception and that all internal doors are fitted with security devices, where necessary, that allow access only to authorised personnel. Premises staff make regular checks of all security precautions, alerting the Head Teacher to any defects in current arrangements.
- 9.2 Corridor doors in each School are locked at the end of the School day to restrict access to other areas of the School.
- 9.3 Children are supervised during play times and gates are kept closed.
- 9.4 Exit doors that could be opened from the inside by children or from the outside by intruders are fitted with security locks. Where these doors are also used as fire exits, panic bolts or locks that are easily opened by an adult are fitted. These are regularly maintained by premises staff to ensure they can be opened quickly in an emergency.
- 9.5 The Head Teacher of each School ensures that there is a system in place to deal with an emergency in their School. The system is checked at the start of each term to ensure it is up to date and tested annually.
- 9.6 All staff are made aware of the emergency arrangements in place in their School.

## **C.10. Off-site activities**

- 10.1 Teachers organising off-site activities carry out a risk assessment as part of the planning process. When planning an activity that will involve caving, climbing, trekking, skiing or water sports, teachers must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. Teachers must carry out appropriate due diligence where offsite activities are to be supervised by others such as ensuring venues have appropriate insurance and relevant individuals have valid DBS checks. Consent from parents is sought in line with DfE guidance for school when they first enrol their child
- 10.2 The arrangements and the risk assessment are then passed to the Head Teacher so that the arrangements can be checked for safety and security.
- 10.3 The arrangements for day trips include a check on the first aid and emergency arrangements at the place to be visited, the names and qualifications of staff who will instruct or work with the pupils and ensuring there will be sufficient staff for the trip, considering the number involved and whether two drivers are needed for longer trips. Information about the numbers of pupils and their abilities will be supplied to the place to be visited in advance to ensure that they can be properly accommodated.
- 10.4 The Trust Business Manager ensures that coach operators engaged by the Trust to transport pupils and staff are able to comply with all the legal requirements relating to public transport by requesting sight of their operating licence, proof of their drivers' competence and taking up references from other users of the service; proof of DBS if a regulated activity.

## C.11. Hazardous substances

- 11.1 Premises and cleaning staff ensure that wherever possible non-hazardous substances are used for cleaning and maintenance work.
- 11.2 Where the use of a hazardous substance cannot be avoided, the user checks the safety data sheet or the label on the container to ensure that the right concentration is used, that any protective equipment needed (such as gloves or safety glasses) is readily to hand, that the substance is stored safely and that it can be disposed of safely.
- 11.3 All members of staff who regularly handle hazardous substances are trained in their use and in the requirements of the COSHH Regulations. The following basic guidelines apply to all users:
- Never decant a chemical into an unmarked container
  - Always read the label and follow the instructions on dilution
  - Make sure you know what to do if you spill the chemical
  - Keep all containers tightly closed
  - Use your PPE - gloves, glasses and overalls protect you from harm
  - Always lock chemicals away
  - Dispose of unwanted chemicals safely

## C.12. Asbestos

- 12.1 A management asbestos survey will be carried for each school on every three years. The risk from each survey will be assessed and an asbestos management plan determined detailing how the risk will be managed. The headteacher of each school will ensure that the schools asbestos management system is followed. See appendix E for HSE Asbestos Management - Checklist for Schools. <http://www.hse.gov.uk/services/education/asbestos-checklist.pdf>
- 12.2 The Headteacher of each school will ensure an asbestos management survey is kept in each school office and that all contractors are provided with information from the survey regarding the presence of asbestos containing materials (ACMs) before they commence work. Contractors will be required to sign the asbestos risk register to confirm that they are aware of the location of ACMs in relation to the works they will be undertaking.
- 12.3 The headteacher of each school will ensure that a system is in place to regularly monitor areas where asbestos material is present, record significant findings and arrange for remedial works to be carried out if necessary. All works undertaken will be updated in the asbestos survey on completion.

## C.13. Occupational health

- 13.1 Where any staff are shown by the School's risk assessments (including DSE workstation assessments) to be at risk from occupational health disorders, such as stress, musculo-skeletal injury or eye strain, the Head Teacher works with the member of staff to reduce the risks, through adjusting their work or the equipment they use. If the Head Teacher deems it necessary, an occupational health referral is made to provide staff with support in dealing with any health conditions they have.

- 13.2 All work with computers is assessed to ensure that staff are not at risk of musculoskeletal disorders. Any equipment that the assessment shows is needed to reduce such risks is provided promptly. All workstation assessments are reviewed if changes are made to the equipment or furniture being used.
- 13.3 Smoking is strictly prohibited on all Trust premises.
- 13.4 The Head Teacher informs the Trust Business Manager if any member of staff reports that she is pregnant. A risk assessment is then done, with the member of staff, to identify any additional risks her work may pose to herself, the baby or others. Her duties are then revised to reduce the risks, where possible. If this is not possible, then the member of staff will be suspended on full pay.
- 13.5 Rest facilities, including a place to lie down, are provided for both nursing and expectant mothers.

# Appendix A: Questions that Local Governing Bodies should be asking

## Questions

1. Are your School's risk assessments all still valid?
2. Is health and safety training up to date in your School?
3. Have you seen evidence of water temperature testing and disinfection systems being used at the required intervals?
4. Is the School's emergency plan / Business Continuity Plan up to date?
5. Have all actions needed from school inspections been closed out?
6. Has the condition of any asbestos in your School been checked this year?
7. Can people and vehicles move around your School grounds safely?
8. If you have a working kitchen, has it been deep cleaned in the last twelve months? Is the extraction ventilation cleaned regularly?
9. What is the best fire evacuation time achieved in your School in the last twelve months?
10. What health and safety improvements have been made in your School in the last twelve months?
11. Are three annual health & safety walks completed and reported to the LGB?
12. Has the Classroom / school areas checklist been completed and reported to the LGB? (Appendix D)
13. Is the Annual health and Safety Check List completed? (Appendix C)
14. Is the 'Key Roles' available for staff to view? (Appendix B)

## Appendix B: Identification of Key Roles:

1. Health and Safety is a standing item on all levels of Governance (Board of Directors and Local Governing Bodies).
2. Health and Safety is a standing item on all staff meetings
3. Location of the health and Safety Law poster is: **Staff Room Notice Board**
4. Health and Safety Governor: **name here**
5. Person responsible for maintaining health and safety training record: **name here**
6. Person responsible for maintaining all risks assessment: **name here**
7. Person responsible for maintaining all fire safety: **name here**
8. Person identified as trained fire wardens: **names and sites responsible for here**
9. Person identified as fire record keeper: **name here**
10. Person identified as fire alarm tester: **name here**
11. Person identified as Fire Rescue caller: **name here**
12. Person identified as Legionella tester: **name here**
13. Identify location of first aid boxes: **location identified here**

# Appendix C: Annual Health & Safety Checklist

This is available as a separate Appendix

**SCHOOL NAME**

**AREA INSPECTED.....Whole school.....**

**DATE INSPECTED..... INSPECTED BY.....**

<b>POLICY</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Is there a health & safety policy (signed & dated by Headteacher / Chair of Governors)?				DATE OF LAST REVIEW: REVIEWED AND RATIFIED BY (Good practice is to review annually, max of 2 yearly)
Policy is in line with latest Trust model policy 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?				
<b>RISK ASSESSMENT</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Are school specific risk assessments in place for those activities presenting a <i>significant risk</i> ? <i>Examples are identified in the <a href="#">generic risk assessments</a> on the Grid.</i>				DATE OF LAST REVIEW : (Should be reviewed annually / sooner if circumstances change)
Are individual risk assessments being carried out where required? (e.g. 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 activities? <i>E.g. Be Safe (Primary) or Safe Practice in PE and Sport.</i>				
Are staff aware of the content and location of all relevant risk assessments?				
Are all notifiable off site visits (self led adventurous activities, field work in wild /open country etc.) entered and approved on Evolve (LA's online system)?				
Is a member of staff designated as an Educational/External Visits Coordinator (EVC) and have they received training?				DATE OF TRAINING:

INSPECTION / MONITORING	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Health and safety inspections of the site are undertaken and documented on an appropriate cycle? Have recommendations arising from previous inspections been actioned?				DATE OF LAST INSPECTION:
<u>FIRE SAFETY</u>	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Has a suitable <a href="#">fire risk assessment</a> been completed / reviewed within the last 12 months? <i>(If there have been subsequent changes to the site /building layout the fire risk assessment should be revised to reflect these changes.)</i>				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 <a href="#">evacuation plan</a> in place? Does this evacuation plan also consider any individuals who may need specific assistance during evacuation? (e.g. due to mobility impairment etc.) ?				
Are fire drills conducted termly and recorded?  Have any issues identified as a result been resolved?				DATE OF LAST DRILL: TIME TAKEN TO EVACUATE BUILDING:
Are fire alarm call points tested weekly <i>(a different call point to be tested each week on a rotational basis)</i> and documented?				
Are appropriate fire extinguishers available and inspected annually? <i>There should be at least one water based extinguisher for each 200 metres of floor space. (sited so that no person need travel more than 30 metres to reach an extinguisher) and a minimum of 2 extinguishers per floor unless it is an upper floor of less than 100m2.</i>				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? <i>(in particular focus on those areas used for lettings)</i>				
Is emergency lighting tested monthly (in house) with a full discharge test completed annually (by a competent service engineer)?				DATE OF FULL DISCHARGE TEST:
Is the fire alarm system serviced / inspected by a competent engineer (6 monthly for systems with a battery back up, annually for mains only systems)?				DATE OF LAST SERVICE / INSPECTION:
Does the fire alarm system have a battery back up?				<i>If fire alarm is mains powered only (240V) there should be a plan in place for replacement, in the interim a management procedure for how an alarm would be raised in event of a power failure.</i>

Are all key internal fire doors (e.g. cross corridor and stairwell doors )in place and fully closing?				
<b><u>ASBESTOS</u></b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
<p><i>For VC and community schools a programme of new asbestos surveys commenced in 2010. Copies of the asbestos survey, site plans and site specific management plan should have been provided to the school.</i></p> <p>Is this package of asbestos information readily available?</p> <p>Are the school aware of how to access this information on the Corporate Property Database?</p> <p>Has all old data been effectively segregated / archived? (there is a legal duty to keep this for 40 years)</p>				<p>If the school has not received the new survey data contact <a href="mailto:healthandsafety@hertfordshire.gov.uk">healthandsafety@hertfordshire.gov.uk</a></p>
Is the asbestos permission to work system used on <b>every</b> occasion before any work is conducted on building fabric? (This applies equally to the site team / caretaker as to contractors)				<p>NUMBER OF ENTRIES IN PERMISSION TO WORK LOG IN PAST 12 MONTHS :</p> <p>DATE OF LAST ENTRY:</p>
Is the permission to work log well maintained (pages in order, all entries signed and dated, no gaps etc.)?				
<p>Are authorising officers clear on the location of asbestos containing materials (ACM) remaining in situ and the limitations of their management survey? <i>Generally areas such as those above 3m in height, ceiling voids, etc will not have been surveyed and thus asbestos should be presumed to be present in such areas until confirmed otherwise.</i></p>				<p><b>If you require any assistance in interpreting the log contact <a href="mailto:healthandsafety@hertfordshire.gov.uk">healthandsafety@hertfordshire.gov.uk</a></b></p>
Has the location of known ACM remaining in situ been communicated effectively to all relevant staff / building users?				
Is the site specific management plan up to date e.g. if any subsequent work on asbestos (encapsulation / removal etc.) has been undertaken this must have been recorded in the management plan?				
Are there a minimum of 2 asbestos authorised officers within the school? (refresher training is required every 3 years)				NAMES OF OFFICERS 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:
<b>CONTRACTORS</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
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? (In particular where contractors are used who are not on HCC framework contracts)				
<b>ELECTRICAL / GAS</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Portable electrical appliances tested by a competent according to relevant timescales? <a href="http://www.hse.gov.uk/pubns/indg236.pdf">http://www.hse.gov.uk/pubns/indg236.pdf</a>				DATE OF PAT TEST:
All emergency shut offs are accessible, clearly identified and functioning?				
Fixed electrical wiring inspected within the last 5 years?				DATE OF TEST CERTIFICATE-
Have all remedial actions been followed through to completion?				
All gas appliances inspected and safety tested in past 12 months by gas safety registered contractor?				DATE OF LAST TEST
Are gas cylinders stored appropriately? (Secured upright, separated from flammables, room signed and location marked on plan within fire risk assessment)				
<b>LPG tanks</b> Check external above ground pipework and fittings visually, are there any signs of corrosion or damage?  Check emergency control valves are these readily accessible and operational?				
<b>LEGIONELLA</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Has a water risk assessment been conducted?				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 (flushing of seldom used outlets, temperature control and monthly monitoring etc.) being completed and documented in the water log book?				

Where non compliant temperatures are identified have other actions been implemented to reduce risks? e.g. increase in flushing regime, raising calorifier temperature etc.				
Is the temperature and condition of cold water storage tanks conducted annually?				
<b>PLANT/ TOOLS &amp; EQUIPMENT</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Have task specific work at height risk assessments been conducted?				
Is a Ladder register and checklist in place and reviewed termly?				
Is there any significant use of power tools / machinery? <i>If yes a register 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)</i>				
Is a planned preventative maintenance schedule in place for all plant / equipment?				
Is PE and outdoor play equipment inspected annually by competent contractor?				DATE OF INSPECTION
Are electronic powered gates / doors subject to regular maintenance and inspection by a competent person? <i>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.</i>				
<b>HAZARDOUS SUBSTANCES</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Is there an inventory of chemicals (e.g. cleaning and maintenance products), reviewed in last 12 months? Are all relevant safety data sheets available?				
Have substances identified as presenting a significant risk (for example, swimming pool chemicals) had a specific COSHH risk assessment conducted?				
Are all hazardous substances stored appropriately e.g. secured out of the reach of children and all containers clearly labeled and marked (e.g. irritant, flammable)?				

<b>FIRST AID</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Are there adequate numbers and levels of first aiders on site?  <i>E.g. For low risk workplaces: &lt;25 employees EFAW training recommended; 25-50 at least one EFAW &gt;50 at least one first aid at work (FAW) qualified person for every 100 employees or part thereof.</i>				Detail number of staff trained in:  Pediatric first aid under EYFS : First aid at work (FAW) : Emergency first at work (EFAW) : Other e.g. emergency first aid for school's:
Are first aid boxes stored in appropriate places and maintained, with no unapproved content (medicines etc.)?				
<b>MEDICATION</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Pupils with medical needs and allergies are clearly identified and an annual review of care plans is undertaken for those with more significant needs?				
Is there a documented system for the acceptance and administration of medication?				
Is the food operator aware of all food related allergies? <i>e.g. HCL policy is for 6x4 photo reviewed annually and mounted on a red background to be located in the kitchen for those pupils with epi-pens.</i>				
Is training for all relevant staff in use of epi-pens / medical procedures up to date? (Should be carried out annually)				
<b>ACCIDENT REPORTING</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Accident records are kept locally and monitored for trends?				
Have <b>all</b> accidents to employees and significant incidents to pupils / visitors been reported to the LA online?				
Are governors routinely notified of any significant accidents, such as those that are <b>RIDDOR reportable</b> ?				
<b>COMMUNICATION</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Is there a system whereby all defects found with equipment / plant /premises are notified to management and taken out of service?				
Is health and safety a standing agenda item at relevant governing body committee meetings?				
Are there formal arrangements in place to discuss health & safety matters with other users/groups/other occupants of the site? E.g. Children's Centre, Herts Catering etc.				

<b>TRAINING</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Have all staff health and safety training needs been assessed?				
Is all health and safety training recorded? <b>HCC's expected competencies are as follows :</b> Management of health and safety responsibilities. Health and safety for site staff / caretakers. Asbestos authorised officers (min of 2) refresher required every 3 years. Fire risk assessment (depending on complexity of premises) PASMA mobile tower scaffolding (where relevant) Ladder safety (if significant Work at height is undertaken)				<i>All training delivered by HCC is available to book via HfL's <a href="#">online booking system</a></i>
Have all staff received an effective and documented health and safety induction?				
<b>WELFARE AND ENVIRONMENT</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Are finger guards in place and effectively maintained on vulnerable doors i.e. toilet & classrooms in nursery, KS1, special schools?				
Are there any outstanding items from the last EHO report for the school kitchen?				DATE OF REPORT
Have all DSE (computer) users been identified and their workstations assessed?				
Has safety glazing been installed or existing glazing filmed to a verifiable standard e.g. BS 6206, BS 6262 or EN 14449 in vulnerable areas? E.g. panes >250mm wide in or adjacent to doors, areas where PE is conducted etc.				
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?				
Do catering providers have a food safety management system compliant with HACPP (hazard analysis and critical control point)?				<i>Where the service is provided by Herts Catering then food safety management system meets this standard</i>
<b>HOUSEKEEPING</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Is general housekeeping satisfactory?				
Is flooring in good condition and free of slip / trip hazards ?				
Are items stored at height (e.g. files/folders on shelves) accessible, secure and safe?				

Are boiler rooms and electrical intake areas kept free of combustible materials?				
<b>EXTERNAL AREAS</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
Are pedestrian routes within the site clearly defined and segregated from vehicles?  <i>If no a risk assessment should be in place demonstrating the controls in place to mitigate the risk to pedestrians.</i>				
Has a tree survey been conducted by arboriculturalist? (such surveys are not generally part of 'standard' grounds maintenance contracts)				DATE OF SURVEY
Is adequate access to the site maintained for emergency services?				
<b>SECURITY / SAFEGUARDING</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>COMMENTS / ACTIONS NEEDED</b>
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 entrance(s) and reception with direct access to children avoided where practicable?  <i>Where the access routes means visitors could potentially gain access to pupils a risk assessment should be in place which demonstrates that there is effective supervision.</i>				
Is external lighting adequate?				
Are gates and perimeter fencing of adequate height and well maintained? <i>In particular for electronic powered gates ensure that force limitation and all safety controls are being checked and working properly as part of that process</i>				
Is access to low roofs adequately restricted? (Any anti-climb paint/ anti-scale devices used should be clearly signed)				
Are any fragile roof surfaces identified by signage?				
Any external storage / waste bins are secured and located away from buildings?				



# Appendix D: Classroom/School areas Health & Safety Checklist

Health and safety checklist for classrooms <http://www.hse.gov.uk/risk/classroom-checklist.pdf>

# Appendix E: Asbestos Management – Checklist for Schools

HSE asbestos checklist <http://www.hse.gov.uk/services/education/asbestos-checklist.pdf>

## Appendix F: On-line Annexes and References

**Annex 1:** Emergency Planning Guidelines for Kent Schools (Assistance with this document can be found on Kelsi)

<http://www.kelsi.org.uk/running-a-school/maintenance-and-operations/emergency-planning>

**Annex 2:** Guidance on First Aid for Schools – A Good Practice Guide Managing Medicines in Schools and Early Years Settings

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/risk-assessment>

**Annex 3:** Incident/Accident Reporting

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/accident-reporting>

**Annex 4:** COSHH Risk Assessments on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

**Annex 5:** Inspection Proforma on Kelsi

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/management-of-health-safety>

**Annex 6:** Fire Policy and other linked Documents

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/fire>

**Annex 7:** Heating Oil Storage and Management Checklist

<http://www.kelsi.org.uk/news-and-events/news/primary/oil-storage-are-you-compliant>

**Annex 8:** Asbestos Policy and Docubox Contents

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/premises-and-contractor-management>

**Annex 9:** List of Hazardous Substances on the Premises

<http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/chemicals-coshh>

**Annex 10:** Health and Safety of Pupils on Educational Visits <http://www.kelsi.org.uk/policies-and-guidance/health-and-safety-guidance/curriculum-topics>

**Annex 11:** Department for Education Health and Safety Guidance for Schools:

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools%20>

## Appendix G: Useful Contacts

### Health and Safety Governors

Bredgar CE Primary – Kevin Shilling [kevin.shilling@bredgar.kent.sch.uk](mailto:kevin.shilling@bredgar.kent.sch.uk) 01622 884359  
Borden CE Primary – Helen Stewart [hstewart@borden.kent.sch.uk](mailto:hstewart@borden.kent.sch.uk) 01795 472593  
Minterne Junior School – Paul Hayles [paul.hayles@minterne.kent.sch.uk](mailto:paul.hayles@minterne.kent.sch.uk) 01795 472323  
The Oaks Infant School – Dave Gore [dave.gore@oaks.kent.sch.uk](mailto:dave.gore@oaks.kent.sch.uk) 01795 423619

### Health and Safety Link Director

Helen Stewart [helen.stewart@pieat.org.uk](mailto:helen.stewart@pieat.org.uk)

### Trust Business Manager

Linda Lucas [tbm@pieat.org.uk](mailto:tbm@pieat.org.uk)