# Health and Safety Policy

**Health and Safety at Work Act 1974**

## Sussex Road Primary School

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| **Approved by:** | HT | **Date:** | September 2025 |
| **Next review due:** | September 2026 | | |

## Introduction

### The Law Regarding Health and Safety Policies

A written health and safety policy is a statutory requirement where an employer employs five or more people. It must be consulted with the employees & recognised trade unions and shown to an HSE Inspector or Kent County Council (KCC) auditor if requested.

A robust safety policy demonstrates to staff, pupils, and visitors that the organisation values their health, safety, and welfare.

The allocation of responsibilities and the recording of particular arrangements to implement the policy encourage a clear approach to the management of health and safety.

This process also provides for information to be shared later with others such as visitors and contractors.

The policy will then be reviewed annually in line with the cycle on the management plan but will be amended if new legislation/procedures etc. make this necessary.

### Statement of Intent:

The Headteacher and governors are committed to establishing and implementing arrangements that will:

- ensure staff and pupils are safeguarded when on school premises, or engaged in off-site activities (e.g., school trips, sports events etc.).
- ensure the premises for which they are responsible have safe access and egress for all staff, pupils, and visitors.
- provide adequate facilities and arrangements for welfare.
- provide and maintain safe plant and safe systems of work without risks to health.
- ensure safe use, handling, storage, and transport of articles.
- provide suitable information, training, instruction, and supervision to keep all staff, pupils, and visitors safe.

## Responsibilities

### Employer Responsibilities

Kent County Council as the employer has a statutory duty in respect of health and safety in community and voluntary controlled schools to ensure that premises and people are healthy and safe. The responsibility is devolved to the headteacher, who has day to day responsibility for staff, pupils, and others as 'officer in charge' of the premises. The Headteacher will ensure the overall implementation of the policy.

### Headteacher Responsibilities

The Headteacher will

- ensure this policy is reviewed annually, or before if there are any changes in circumstances
- ensure that employee responsibilities regarding health and safety are included in his/her job description and that it is properly received and understood
- include health and safety issues in the school improvement plan, if necessary
- carry out regular health and safety inspections (at least three times a year) and take remedial action as appropriate
- ensure risk assessments are undertaken, recording significant findings, and reviewed annually, or before if there is a change in circumstance
- receive and deal promptly with raised issues or complaints about unsafe premises, equipment, or work practices
- liaise with KCC property and infrastructure support and/or the building maintenance consultants and/or with contractors to resolve property maintenance issues
- ensure that the requirements of any enforcement officer (e.g., HSE Inspector, Environmental Health Officer, Fire Liaison Officer, or Environmental Agency Inspector) are properly addressed
- ensure that emergency evacuation procedures are in place and tested
- ensure that adequate first aid provision is available and kept up to date
- report health and safety issues to the governing body on a regular basis
- monitor and review all health and safety policies and procedures.
- seek advice from other organisations or professionals, such as the Health and Safety Executive, safety advisers etc. as and when necessary.
- review this policy annually

Although many of these tasks may be delegated to other staff members the overall responsibility remains with the Headteacher.

## Governors' Responsibilities

The Board of governors will:

- take responsibility for the health and safety of pupils lies with the Board of Governors of the school, either as the employer of school staff or because it controls school premises (or both)
- promote a strategic overview for health and safety
- take all reasonable measures to ensure that the premises and equipment on site are safe and do not put the health or safety of staff, pupils, or visitors at risk while they are on the premises
- comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere
- make adequate provision for maintenance of the school premises and equipment, within the school's delegated budget
- support and monitor health and safety within the school
- monitor the effectiveness of this policy
- nominate a Health and Safety Governor to co-ordinate health and safety from a strategic viewpoint

The named Health and Safety Governor may be found in the Governors Terms of Reference.

## Staff Responsibilities

All staff are required to

- read and fully co-operate with this policy
- take reasonable care of their own health and safety and that of others who may be affected by their actions or failure to act
- co-operate with their employer on health and safety matters
- not interfere with anything provided to safeguard their health and safety or that of others
- have an immediate duty to isolate or resolve hazards, reporting all health and safety issue to the Headteacher, the Site Manager or School Business Manager which they are unable to resolve
- report practices, equipment, physical conditions that may be hazardous, to their line manager and/or an appropriate member of staff

## Site Manager responsibilities

The Site Manager holds responsibility for the day-to-day maintenance and other buildings/grounds issues.
They will:

- ensure that any work that has health and safety implications is prioritised
- report any concerns regarding unresolved hazards in school to the Senior Leadership Team immediately
- ensure that all work under their control is undertaken in a safe manner
- carry out a daily check of the grounds and building to spot any disrepair or other hazards such as broken glass etc. in the play areas
- ensure that all cleaning staff are aware of safe working practices, especially regarding reporting of hazards, the use of hazardous substances and manual handling
- carry out a weekly test of the fire alarm and record result on Office 365 – School Site
- ensure all contractors are 'inducted' and shown the relevant risk assessments, asbestos records and are made aware of any fragile roofs or other hazards in the areas where they will be working
- fully co-operate with health and safety arrangements during larger building projects
- carry out and follow relevant Risk Assessments for all tasks undertaken

## Kent County Council Infrastructure

They will ensure that property matters for which the local authority as the employer has statutory responsibilities, (e.g., regular maintenance and testing of fixed electrical wiring or fixed gas appliances) are properly dealt with, (if necessary, by taking premises or fixed equipment out of use). The Headteacher is responsible for liaising with Property Services, and/or the building consultants and/or with contractors from KCC preferred contractors list, to resolve property maintenance issues.

## Safety Representatives

Safety representatives of a recognised Trade Union have the following functions:

- represent employees generally and when you consult them about specific matters that will affect the health, safety, and welfare of the employees
- represent employees when Health and Safety Inspectors from HSE or Local Authorities consult them investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace

- investigate complaints made by an employee they represent about their health, safety or welfare in the workplace present the findings of investigations to the Headteacher
- inspect the workplace
- with at least one other appointed representative, request in writing that the school set up a Health and Safety committee and then to Health and Safety Committee meetings as a representative of your employees.

### Consultation with Employees

It is a legal requirement to consult with employees on health and safety issues. A Safety Committee is where formal consultation with employees takes place, but individual and group staff meetings are also appropriate forums for communication on health and safety matters and concerns.

### Information, Instruction and Supervision

Under health and safety law it is a legal requirement to display or provide a leaflet version of the Health and Safety Law poster. – Please refer the Volunteers in School Policy

- A copy of the Health and Safety Law Poster can be found in the Staff Room
- Supervision of young workers/trainees is arranged, undertaken, and monitored by the Headteacher or other delegated key members of staff.
- The Headteacher supplies adequate information, instruction and supervision for all staff, pupils, and visitors to ensure their health and safety.
- http://www.hse.gov.uk/pubns/lawleaflet.pdf provides a friendly version of the Health and Safety Law leaflet published 04/09

### Competency for Health and Safety Tasks and Training

- the Headteacher ensures that all staff undertake induction training
- training will be identified, arranged, and monitored by the Headteacher and the governing board.
- staff are also responsible for identifying their own personal training needs and feeding this back to the Headteacher
- Training records are easily accessible for audit purposes and will be kept up to date. All Health and Safety Training certificates are uploaded to School Site Office 365 and are accessible the named Health and Safety Governor and all members of the FRP Committee

### Monitoring

- The Headteacher delegates to the School Business Manager and Site Manager to ensure safe working practices are being followed. Regular inspections of the school building and grounds are undertaken by the Site Manager not less than three times a year.
- The Administration Team are responsible for the initial investigation of accidents although the accountability remains with the Headteacher.
- The Deputy Headteacher is responsible for investigating work-related causes of sickness and absences although the accountability remains with the Headteacher.
- The Headteacher is responsible and accountable for acting on investigation findings in order to prevent a reoccurrence.

### Arrangements

School Activities

- The Headteacher will ensure that appropriate risk assessments are undertaken
- Any significant findings of all risk assessments will be reported to the Governors Finance and Resources Committee and to all relevant staff, contractors, visitors, and all of those who may be affected
- Any actions that are required to remove or control risks will be approved by the Headteacher or their delegated responsible person
- The Headteacher or delegated responsible person will check that the implemented actions remain effective, and that all risk assessments are reviewed on an annual basis or when the work activity changes, whichever is the soonest.

Visitors

- All visitors shall be directed by clear signage to the School Office and must report to reception, where appropriate arrangements for the signing in and out and identity badges will be provided, noting registration numbers as appropriate.
- all visitors are be made aware of the school's arrangements in the event of a fire or lockdown, including evacuation points.
- Additional reminders are displayed in adult toilets around the School.

**Threats to Safety**

Fire and Emergency Procedures - Please see Fire Procedure document in Policy Library on 365

- the Headteacher is responsible for ensuring the fire risk assessment is undertaken, controls are implemented and that it is reviewed annually and kept up to date.
- emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices
- instructions to employees are posted at strategic points around the school site
- emergency evacuations are practiced at least three times a year and records uploaded to Office 365 – School Site.
- regular testing of fire alarms call point and emergency lighting are carried out and are recorded on the Office 365 School Site
- any pupil with physical impairment which may impact on fire evacuation have a PEEP, which is shared with classroom staff.

Fire Fighting

Staff should only use fire extinguishers if trained in how to operate them safely. If trained, they should only use the extinguisher if:

- it is to save a life
- they feel confident to do so without outing themselves or others at any risk
- there is a clear escape available
- the alarm has been raised before attempting to tackle a fire

All chemicals are stored in accordance with the Control of Substances Hazardous to Health (COSHH) assessment. List of hazardous substances will be provided to a fire officer in the event of a fire. Completed COSHH sheets are available on School Site 354 and a paper copy is available in the School Office.

Maintenance of Fire Precautions

The Headteacher will ensure regular maintenance of:

- fire extinguishers
- fire alarms
- fire doors
- fire safety signs and identification of escape routes
- emergency lighting

The school contracts KCC to carry out an annual Fire Safety audit and Fire Extinguisher testing

Bomb Alerts/Suspect Packages/Terror Threats

Bomb alerts will be dealt with in accordance with, in accordance with Appendix A of this document. See also Critical Incident, Emergency Planning Policies and Lockdown procedures

- The Headteacher is responsible for ensuring the bomb alert procedures are undertaken and implemented.
- Guidance on bombs/suspicious devices or packages will be circulated to staff annually.
- Staff required to compete Form 5474 bomb threat checklist when taking a bomb threat.
- The School has a separate Lockdown Procedure

First Aid Arrangements

- Please refer to the school's First Aid Policy

Information Technology (ICT)

Please refer to the School's Online Safety (Part of Child Protection Policy) and Acceptable Use Policies

- the Headteacher ensures that suitable arrangements are in place for the safe use of ICT
- ICT is installed safely, with due consideration given to ventilation for server rooms and computer suites and to hazards such as asbestos and working at height.
- where laptops are used, safe systems of work including charging and use of trolleys are in place

- assessments for sustained users of Display Screen Equipment (DSE) are carried out in accordance with the Health and Safety (DSE) Regulations 1992 (as amended in 2002). https://www.hse.gov.uk/msd/dse/ Not applicable to casual use of ICT.
- the KCC guidance on interactive whiteboards and Active panels is followed.

Legal Requirements for Premises

- the School complies with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 regarding facilities for staff such as lighting, heating, ventilation, space, condition of floors and general welfare facilities.
- the School complies with the arrangements of the Education (School Premises) Regulations 1999 regarding the school facilities such as washrooms for pupils and staff, medical accommodation, and indoor temperatures.
- the school complies with any COVID19 regulations imposed from time to time to minimalize the risk of transmission on site. Please refer to live COVID Risk Assessments

Safe Handling and Use of Substances See COSHH Policy and Procedure document in Policy Library on 365

- the Headteacher is responsible for identifying all substances which need an assessment under the Control of substances Hazardous to Health (COSHH) Regulations 2002
- the Headteacher or delegated responsible person is responsible for undertaking and reviewing COSHH assessments
- the Headteacher is responsible for ensuring that all relevant employees are informed about the COSHH assessments
- the Headteacher or delegated responsible person is responsible for checking that all new substances can be used safely before they are purchased.
- COSHH assessments are reviewed on an annual basis or when the work activity changes, whichever is soonest. The COSHH file is held on School Site 365 and a paper copy is available in the School Office.
- COSHH Sheets are held for third party chemicals on site – Nourish, Polkadots and Steadfast
- Staff are advised they may not bring chemicals or cleaning products in from home.

Inspection of Premises, Plant and Equipment

- the Headteacher arranges for formal inspections of the premises, plant, and equipment to take place three times a year and draws up an effective maintenance programme
- all identified health and safety maintenance is implemented
- routine checks may be undertaken by a combination of class teachers, governors, caretaking staff and the Headteacher/Deputy Headteacher using the checklists
- access to storerooms, boiler rooms and plant rooms is checked, including checking for inappropriate storage of ladders and other equipment, in particular in and around intake cupboards
- the school acts in response to reports commissioned by KCC as part of Landlord responsibility to ensure issues are addressed.
- Where damaged asbestos is encountered, or damage is suspected procedures as laid down in the KCC asbestos policy will be followed.

Asbestos Management - See Asbestos Management Procedure document in Policy Library on 365

Property and Infrastructure Support will arrange for an asbestos management survey to be carried out every three years in line with KCC policy. The School has adopted the KCC Asbestos Management Policy and the headteacher ensures this School Policy is followed. An asbestos Docubox is kept fully accessible in the School Office and all contractors are required to check and sign the survey before commencing work on the site. The Headteacher or the designated responsible person carries out regular reviews of the report, monitors areas where asbestos material is present. Where damaged asbestos is encountered or suspected, procedures, as laid down in the School's Asbestos Management Policy, are followed. All works undertaken will be updated in the asbestos survey on completion.

The School Business Manager and the Site Manager have undertaken Asbestos Awareness Training.

Legionella Management See Legionella Management Procedure document in Policy Library on 365

Property and Infrastructure Support arrange for a water hygiene risk assessment to be carried out every two years in line with statutory requirements. Assessments identify areas where conditions exist which might support legionella bacteria growth and may pose a risk to building occupants, the survey lists any works required and include details of future monitoring requirements that the school is responsible for. The school has appointed a contractor to act on these reports and put in place a regular maintenance program.

Monitoring of the water system is also a statutory requirement and the school ensures this is undertaken. This includes taking and recording temperature readings, and de-scaling spray outlets, as necessary. The Site Manager carries out monthly temperature readings, recording results on School Site 365

**List of documents to complement or expand this policy – Master Policy Library 365**

- Asbestos Management Policy
- Critical Incidents Policy
- Emergency Planning including Lockdown- SEMBCP Policy
- Fire Procedure
- First Aid Policy
- Legionella Policy
- Lone Working Policy
- Medicines in Schools (DfE) Policy
- Portable Electrical Appliance Testing PEAT
- Fire Risk Assessment internal Report
- Electrical Infrastructure External Report
- Asbestos External Report
- Water Safety External Report

- Site Manager Personal Safety Risk Assessment
- Display Screen Equipment (DSE) Risk Assessment
- Expectant Mothers individual Risk Assessment
- First Aid Risk Assessment
- Hazardous Substances (COSHH) Risk Assessment
- Lone Working and Personal Safety Risk Assessment
- Manual Handling Risk Assessment
- Play Equipment Risk Assessment
- Pupil individual PEEP Risk Assessment
- Snow and Ice Risk Assessment
- Vehicle, and Pedestrian Movement Risk Assessment
- Volunteers on Site Risk Assessment
- Waste Management Risk Assessment
- Working at Height Risk Assessment
- Working with Electricity Risk Assessment

Educational visits and events risk assessments are stored on the Staff Public 365

Paper copies of Polkadots Risk Assessments and Health & Safety Policy are held in the lettings file in the SBM Office

| Useful Contacts | | | |
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| **Who** | **Telephone** | **Email** | **Address** |
| Kent County Council Health and Safety Unit | 03000 418456 Health and Safety Advice Line | healthandsafety@kent.gov.uk | Room 1.04<br>Sessions House<br>Maidstone<br>ME14 1XQ |
| Outdoor Education Unit | 03000 410901 | Outdoor.Education@theeducationpeople.org | The Swattenden Outdoor Centre<br>Swattenden Lane<br>Cranbrook<br>TN17 3PS |
| Insurance and Risk Management<br>Lee Manser - Insurance Manager | 03000416428 | lee.manser@kent.gov.uk | Room 2.53<br>Sessions House<br>Maidstone<br>ME14 1XQ |
| Staff Care Services Occupational Health, Mediation Services, and Support Line | 03000 41141 | occupational.health@kent.gov.uk | Park House<br>110-112 Mill Street<br>East Malling<br>ME19 6BU |
| Health and Safety Executive | 0300 003 1747 | https://www.hse.gov.uk/contact/index.htm | International House<br>Dover Place<br>Ashford<br>TN24 1HU |
| Kent Fire & Rescue Service | 01622 692121 | | The Godlands<br>Straw Mill Hill<br>Tovil<br>Maidstone<br>ME15 6X |
| RIDDOR Incident Contact Centre | 0845 3450055 (For reporting fatal/specified, major incidents only) | www.riddor.gov.uk<br><br>Online reporting<br>https://www.hse.gov.uk/riddor/report.htm | |
| Employment Medical Advisory Service (EMAS) | 02089 958503 | | PO Box 3087, London<br>W4 4ZP |
| Association for Physical Education. | 01905 855584, | enquiries@afpe.org.uk<br>http://www.afpe.org.uk/ | 117 Bredon<br>University of Worcester<br>Henwick Grove<br>Worcester<br>WR2 6AJ |
| Sustainability & Climate Change Team<br>Deborah Kapaj – Sustainable Estates Programme Manager | 03000 410237 | | 2nd Floor, Invicta House, County Hall, Maidstone. ME14 1XX |

Appendix 1

**Bomb Threat Guidance**

**If You Find a Suspicious Item**

If you see something that is suspicious, out of place, or does not look right, say something. A suspicious item is any item (e.g., bag, package, vehicle, etc.) that is reasonably believed to contain explosives, an improvised explosive device (IED), or other hazardous material that requires a bomb technician and/or specialized equipment to further evaluate it.

Examples that could indicate a bomb include unexplainable wires or electronics, other visible bomb-like components, and unusual sounds, vapours, mists, or odours. Anything that is Hidden, Obviously suspicious, and not Typical (HOT) should be deemed suspicious. In addition, potential indicators for a bomb are threats, placement, and proximity of the item to people and valuable assets.

NOTE: Not all items are suspicious. An unattended item is an item (e.g., bag, package, vehicle, etc.) of unknown origin and content where there are no obvious signs of being suspicious (see above). Lock-down, or evacuation is not necessary unless the item is determined to be suspicious.

If it appears to be a suspicious item, follow these procedures:

- Remain calm.
- Do NOT touch, tamper with, or move the package, bag, or item.
- Notify a member of SLT immediately.
  - Call 999 if no member of SLT is available.
  - Explain why it appears suspicious.
- Follow instructions. The Leadership Team and/or the Police will assess the situation and provide guidance regarding shelter-in-place or evacuation.
- If no guidance is provided and you feel you are in immediate danger, calmly evacuate the area. Distance and protective cover are the best ways to reduce injury from a bomb.
- Be aware. There could be other threats or suspicious items.

Threats should be formally reported using the following link: -
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/552301/Bomb_Threats_Form_5474.pdf

Additional information may be found on: -
https://www.gov.uk/government/publications/bomb-threats-guidance

Appendix 2

**Sussex Road School**
**Health and Safety Self Evaluation**
**Report to Governors**

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|---|---|
| Governors Name (s) | |
| Date (s) of Self Audit | |
| Completed by | |

The allocation of health and safety responsibility under HASAWA'74 depends upon the type of school. Prime responsibility rests with the employer, which in Community and Voluntary Controlled schools is the Local Authority.

In all schools, governing bodies have an important role. They influence the overall management and culture of the school and need to take health and safety into account. Governing bodies have responsibilities for other matters and some of these, such as decisions on funding, may directly influence health and safety.

Monitoring performance is an essential part of effective health and safety management. It involves checking that arrangements and systems are working as they should, for example that:

- physical controls are in place and working
- staff have done what they are supposed to do; and
- review procedures are working.

Whether or not they are the employer, governing bodies must satisfy themselves that monitoring arrangements are in place, and that the results are reported back to them. Ways of doing this can include:

- setting up a health and safety committee
- include health and safety in the terms of reference of an existing sub-committee
- designate one of the governors to take the lead on health and safety

This document has been developed to help School Governors monitor Health and Safety standards in their establishment and identify areas to address. It should be completed in conjunction with school management and used to monitor standards and compliance in school. It is suggested that it is completed annually but can be broken into parts to address in smaller sections.

The response should be **Yes** to each question. If **No**, then action may be needed.

| Health and Safety Policy<br><br>An Employers Health and Safety Policy is a requirement of HASAWA '74. | | |
|---|---|---|
| Question | Y/N | Guidance and Standards |
| Does the school have a written Health and Safety Policy? | | School policy should include the Governors statement of commitment and intent, details of local organisation (who does what) and particularly the local arrangements for health and safety. An example can be found on the Occupational Safety Team's website. |
| Has the school Health and Safety Policy been reviewed recently? | | It should be reviewed (generally annually or after significant changes). It should be signed by the Chair of Governors and the Headteacher and be dated. |
| Have all employees been made aware of the Policy? | | A copy should be readily available for consultation by staff on the school notice board or school intranet and reference to it made in staff handbook. It should be referred to at induction. |
| Is health and safety a standing agenda item at a Governors meeting? | | As important members in the school management structure, it is essential that Governors are aware of health and safety issues in school. |
| Has the school got an Emergency Plan? | | |
| Has the school got a trained Educational Visits coordinator? | | |
| Health and Safety Policy Section Comments | | |

| Health and Safety Information | | |
|---|---|---|
| Question | Y/N | Guidance and Standards |
| Is there a Health and Safety Law Poster displayed in a prominent position in the school? Please note that the old black and white posters are now out of date and must be replaced with the new version. | | All workplaces should display the poster in a prominent position in the workplace (office/staffroom) or alternatively provide a copy of the leaflet called Health and Safety Law to every employee. |
| Do all (teaching and non-teaching) employees receive relevant information from school management regarding health and safety and is there a process to inform them of changes? | | This could be at meetings, by notice board or school intranet etc. |
| Are Fire Action Notices displayed in the school? | | Fire Action Notices should be displayed around the premises indicating the action to take in the event of fire. These can be purchased from signs/labels companies. |
| Are the names and work locations of First Aiders and First Aid boxes displayed throughout school? | | The location of boxes and the names and location of First Aiders should be displayed. This is a requirement of First Aid Regulations. New staff should be informed at induction.<br><br>Notices can be purchased from YPO, sign & labels companies or produced yourself. |
| Section Comments | | |

Risk Assessments

Suitable and sufficient risk assessments enable managers and head teachers to identify the measures required to control risk to an acceptable level.

Risk control measures identified from assessments must be included in working procedures/lesson plans. For further details, risk assessment forms and general guidance on all aspects of risk assessment see Kelsi Also see HSEs, 5 Steps to Risk Assessment for basic guidance at www.hse.gov.uk/pubns/indg163.pdf

The list below to consider for assessment are issues likely to affect all schools. There may be many more. Further Guidance on these areas can be found on the Occupational Safety Team website.

If school staff undertake certain duties rather than contracting them out, then further issues for assessment may also include topics such as cleaning, catering, premises, and grounds maintenance etc.

| Question | Y/N | Guidance and Standards |
|---|---|---|
| Is there a process in place that monitors/ensures that risk assessments are undertaken and reviewed annually or following significant changes? | | A school management system should seek confirmation from those delegated the responsibility, that risk assessments have been undertaken and are reviewed annually. |

| SUBJECT FOR ASSESSMENT |
|---|
| Hazardous Substances (COSHH) – this may include hazardous substances used by cleaners and in the curriculum. **Y/N** |
| Manual Handling - this may include object handling and people handling. **Y/N** |
| Working at Heights. This should include site/maintenance operations and staff display work etc. **Y/N** |
| Display Screen Equipment – are all employee computer workstations assessed? **Y/N** |
| School Visits – Educational visits should have thorough risk assessment **Y/N** |
| Fire **Y/N** |
| Curriculum - particularly science, PE/sport, and technology. **Y/N** |
| Playground - to include supervision levels, security, characteristics of the play area, inspection regime, bad weather. **Y/N** |
| Section Comments |

Training

Appropriate Health and Safety training should be given where identified as necessary. This can be formal subject specific training and training in local systems and procedures. Areas where training is required include:

| | **Please mark Y/N** |
|---|---|
| Compliance training - Legionella, Asbestos Awareness and Fire Safety | |
| Manual Handling | |
| Educational Visits Coordinator | |
| Fire Procedures – Fire Warden training | |
| Working at heights | |
| Health and Safety Induction | |
| Section Comments | |

Accidents

Full guidance and forms on accident reporting can be found on Kelsi. Accurate and prompt reporting to Occupational Safety Team is essential for the reporting of appropriate accidents to the Health and Safety Executive as required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR).

| Question | Y/N | Guidance and Standards |
|---|---|---|
| Is there a nominated person who undertakes accident reporting within the school? | | Nominated persons should undertake accident reporting to ensure compliance with RIDDOR Regulations. |
| Are accidents investigated to identify action to take to prevent a recurrence? | | |
| Are staff instructed on the actions to take following an accident to themselves or a pupil in their care? | | This should include completing the correct forms, first aid, reporting to management. |
| Have accident statistics been shared with the Governing Body? | | This data provides the number and types of accidents in school. |
| Section Comments | | |

First Aid

| Question | Y/N | Guidance and Standards |
|---|---|---|
| Are there adequate numbers of trained First Aiders available at all times? | | Numbers should be determined by individual school assessment considering issues such as pupil numbers, premises layout, sickness/holiday absence, higher risk activities. |
| Is provision made to ensure First Aid at Work certificates are renewed every 3 years? | | 2-day refresher training should be arranged in sufficient time (up to 3 months) before expiry of the current certificate. |
| Are there Paediatric First Aid trained staff available in school and on visits? | | Specific Paediatric First Aid training is required for pupils aged 0 – 5. |
| Section Comments | | |

Premises – Lettings

| Question | Y/N | Guidance and Standards |
|---|---|---|
| Are formal lettings agreements in place where the premises (or part of the premises) are let to others? | | The letting agreement should state safety arrangements such as maximum numbers, emergency arrangements, defect reporting arrangements, security, and any other information to ensure that hirers comply with school existing safety requirements. |
| Section Comments | | |

Premises - Inspections

Regular inspections of the premises should be undertaken and recorded to identify/monitor deterioration in condition, identify any unsafe conditions, and for vandalism. Inspections should also monitor for likely causes of slips and trips e.g., items left on steps or traffic routes, growing moss etc.

| Question | Y/N | Guidance and Standards |
|---|---|---|

| | | |
|---|---|---|
| Is a planned daily, 'Ready for Use' premises inspection undertaken and recorded? | | This should be undertaken daily to ensure that the premises are in a safe condition before use. It should look for broken glass, windows, articles in the playground, evidence of drugs use and ensure that all emergency routes are available. A planned inspection route should be developed. |
| Is a walk round 'Thorough Premises Inspection' undertaken with/by a member of the Governing Body and recorded? | | This should look at the condition of the premises to monitor any deterioration/defects. |
| Is there a system in place to encourage staff to report day to day defects to enable remedial work to be arranged? | | Reports should be recorded as should acknowledgement that remedial work has been arranged/completed. |
| Is a formal inspection of gymnasium equipment undertaken by a 'competent person' | | Annual inspection is required |
| Is a formal inspection of outdoor play equipment undertaken by a 'competent person' | | Annual inspection is required. This can often be undertaken by the same person/contractor as above |
| Are 'Warning - Fragile Roof' Notices displayed on premises' where appropriate? | | These should be displayed on buildings with easily accessible roof surfaces containing roof lights, asbestos, and other fragile materials. |
| Are formal annual inspections of DT equipment /machinery undertaken by a competent person? | | As well as formal annual inspections an appropriate schedule of interim checks should be drawn up (depending on the risk posed by the equipment and how often it is used). |
| Are formal (usually termly) inspections of ladders, step-ladders and any other access equipment undertaken? | | These inspections can be undertaken 'in house' by a member of staff who has completed working at height training. |
| Section Comments | | |

| Fire Alarm and Fire Register | | |
|---|---|---|
| Question | Y/N | Guidance and Standards |
| Is the Fire Alarm tested weekly and recorded in the Fire Register? | | |
| Is an evacuation of the premises undertaken termly and recorded in the Fire Register? | | |
| Has the fire alarm and emergency lighting been serviced within the last 12 months? | | |
| Section Comments | | |

| Legionella and Water Safety | | |
|---|---|---|
| Question | Y/N | Guidance and Standards |
| Are the sentinel points tested monthly and recorded? | | |
| Does the school have and legionella testing procedure and protocol? | | |
| Are regular tests and Risk assessments carried out by external agencies | | |
| Section Comments | | |

| Asbestos | | |
|---|---|---|
| Question | Y/N | Guidance and Standards |
| Is the Premises Asbestos Register readily available to confirm the known location of Asbestos? | | This should be readily available for consultation in order to establish the location of any asbestos in the building. |
| Are relevant staff aware of the existence/location of any asbestos? | | School staff should be made aware of the location of any asbestos, the action to take in event of disturbance and of the requirement not to disturb any fabric of the building in any way until confirmed as not asbestos. |
| Are all contractors made aware of the existence /location of any asbestos prior to any works? | | School procedures should ensure that contractors are made aware of the location of any asbestos prior to work commencing. Signatures should be obtained to verify that contractors have been shown the Asbestos Register and are therefore aware of its location. |
| Comments | | |

| Contractors | | |
|---|---|---|
| Question | Y/N | Guidance and Standards |
| Do you confirm Contractor's competency before appointing them? | | Checklists available on the Occupational Safety Website. |
| Is the location of Asbestos made known to Contractors prior to work commencing? | | It Is essential that contractors made aware of the location of Asbestos prior to works commencing. |
| Are Health and Safety issues identified and recorded at Pre Works-Meeting? | | These should include issues for the school and for the contractor. |
| Comments | | |

| Electrical / Mechanical<br><br>Additional information is also available on the HSE website:<br>http://www.hse.gov.uk/electricity/maintenance/safety.htm | | |
|---|---|---|
| Question | Y/N | Guidance and Standards |
| Have all portable electrical appliances been PAT tested? | | Portable electrical appliances require an inspection test regime in place by a competent person. |
| Has the school electrical system been tested in the last 5 years? | | The premises electrical system requires formal inspection. |
| Are records of the above tests kept by school? | | |
| Are low voltage tools used where possible? | | |
| Is a pre use visual inspection made of electrical appliances? | | Staff should be encouraged to visually inspect electrical appliances for signs of damage pre use. |
| Are Gas appliances regularly serviced? | | Contact CBMDC Facilities Management for further advice. |

| Comments |
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| Year End review |
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