



**Education  
Partnership  
Trust**

Creating outstanding schools  
which transform learning, lives  
and communities

# HEALTH AND SAFETY POLICY

**Document Control**

|  |                          |
|--|--------------------------|
| <b>This document has been approved for operation within:</b> | All Trust Establishments |
| <b>Date effective from</b>                                   | September 2023           |
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| <b>Review period</b>   | Annually                 |

## CONTENTS

|     |  |   |
|-----|--|---|
| 1.0 | STATEMENT OF INTENT.....   | 4 |
| 2.0 | ROLES AND RESPONSIBILITIES .....   | 4 |
| 3.0 | KEY PERSONNEL IDENTIFIED IN THE HEALTH AND SAFETY MANAGEMENT<br>ARRANGEMENTS ..... | 7 |
| 4.0 | APPENDIX 1: SCHOOL SPECIFIC ARRANGEMENTS.....                                      | 9 |

## 1.0 STATEMENT OF INTENT

- 1.1 This policy applies to all Education Partnership Trust Employees and to any other person or organisation that may use Education Partnership Trust services or premises for any purpose.
- 1.2 Education Partnership Trust (EPT) recognises and accepts that it is responsible for providing a safe and healthy environment for the staff employed across the EPT, for the pupils attending the academies and for visitors and contractors who come on to the premises.
- 1.3 The Board will ensure that all reasonable steps will be taken to fulfil these responsibilities within the framework of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 and those other regulations made under the Act. To this end, the Board have designated that the Headteacher has strategic oversight of each academy's Health and Safety organisation and arrangements on its behalf and that each academy's Headteacher is expected to reinforce the Board's intentions on Health and Safety.
- 1.4 Although overall accountability for Health and Safety lies with EPT, day to day responsibility for the Health and Safety of staff and students in individual academies is delegated to the Headteacher, who in turn will delegate particular functions to other staff. Each Headteacher will ensure that its Health and Safety Management systems (See Appendix 1) are duly in place, adequately rigorous and support this policy. They will continue to monitor those systems with due diligence in respect of the health, safety and welfare of staff, pupils and anyone else who may be affected by them.
- 1.5 All managers are responsible for ensuring that employees are made aware of the location and contents of this policy through induction training for new employees and by regular updates for employees.
- 1.6 Education Partnership Trust will ensure that within the academy's budgets, there are adequate resources available to cover the cost not only of the planned maintenance of the grounds, buildings, plant and equipment in a safe condition but also, so far as reasonably practicable, of any emergency action necessary to ensure the health and safety of the occupants of the academy premises. As required under Regulation 2(2)(c) of Health and Safety at Work Act 1974, appropriate training will be delivered as necessary either in-house or by external training providers. Also, EPT shall make suitable and sufficient assessments of the risks to the health and safety of its employees to which they are exposed at work, and also to people not in its employment arising out of or in connection with the conduct of its undertaking, in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999.
- 1.7 Each and every member of staff at the EPT and its schools must recognise that, under the Act, they have a personal responsibility for their own safety as well as the safety of anyone who may be affected by their acts or omissions at work. They also have to co-operate, as far as is necessary, with their employer for fulfilling its duties under the Act and supporting legislation as well as under EPT's Health and Safety Policy.

## 2.0 ROLES AND RESPONSIBILITIES

- 2.1 The **CHIEF EXECUTIVE** of The Education Partnership Trust has overall responsibility for the management of health and safety activities in the trust and must ensure that:

- The health, safety and welfare of employees, pupils and visitors on academy premises / activities is maintained.
- Competent health and safety advice is available.
- Health and safety guidance / support is provided.
- Effective arrangements are in place to implement the policy.
- Employees are trained in line with their responsibilities.
- Monitoring takes place and is evidenced.
- One or more competent persons are appointed to assist in undertaking the measures required to ensure compliance with legislation. Their duties include:
  - the provision of advice on corporate health and safety matters including new health and safety legislation, policies and procedures to The Education Partnership Trust.
  - Formulation of new policies and procedures for approval by The Education Partnership Trust and its Board of Directors.
  - The review of existing policies and procedures over a five-year programme.
  - Completion of health and safety audits to an agreed programme.
  - Liaising with the Health and Safety Executive (HSE) and other enforcing authorities.

2.2 The **EDUCATION PARTNERSHIP TRUST** and its board of directors are responsible for ensuring The Education Partnership Trust meets its legal obligations under health and safety legislation, and the trust and its board of directors will ensure, so far as is reasonably practicable, that there are suitable and sufficient employees, resources and funds available to meet the requirements of legislation.

2.3 The **BOARD OF DIRECTORS** will ensure that they:

- Have overall co-ordination, communication and implementation of the corporate health and safety policy throughout their areas of responsibility.
- Ensure that there are adequate procedures in place for notifying any shortcomings in health and safety arrangements within their areas of responsibility to the Chief Executive.
- Review and monitor the health and safety performance of all service areas on the effectiveness of the Health and Safety Policy and that the resources required are in place, competent and suitable.
- Establish a Health and Safety Committee to meet on a termly basis.
- Maintain a working knowledge of health and safety relating to the area of responsibility and services.
- Provide training as is required to comply with Health and Safety at Work etc Act 1974.
- Foster a 'safety culture' within their area of responsibility to ensure that employees comply with their duties and obligations in health and safety matters.
- Act upon or make recommendations, as appropriate, based upon advice supplied by the Competent Safety Representative, the Health and Safety Executive (HSE), Lancashire Fire and Rescue Service (LFRS) Greater Manchester Fire Rescue Service (GMRS) and other enforcement bodies.
- Set a personal example to employees and others at all times in respect of health, safety and wellbeing.
- Ensure appropriate departmental resources are made available to provide training and maintain health and safety systems.

- If an issue arises, ensure that their relevant safety representatives are informed.

**2.4** A director responsible for health and safety has specific responsibility to:

- Ensure an effective reporting system is in place to collect, collate and analyse information on accidents, incidents and near misses involving employees.
- Report any accidents and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013.

**2.5** The **LOCAL GOVERNING BODY** will ensure that:

- A governor is appointed to monitor health and safety;
- The implementation and effectiveness of the health and safety policy is monitored and, if necessary, actions are taken to address issues identified;
- Reports are regularly provided to it by the Headteacher to evaluate health and safety performance in the academy (e.g. accident reports, inspections, audits and performance statistics), these are considered, and appropriate action taken where required;
- Consultation with employees takes place through a Health and Safety Committee or alternatively, by identifying health and safety as a standing item in all school committee meetings e.g. Premises / Finance / Curriculum;
- The School co-operates with the EPT and external enforcing authorities e.g. Health and Safety Executive (HSE), Lancashire Fire and Rescue Service (LFRS), Greater Manchester Fire Rescue Service (GMRS).

**2.6** The **HEADTEACHER**

The Headteacher may wish to delegate some functions listed below to other employees or to re-allocate duties to match the staffing structure of the academy. These will be detailed in the *Health and Safety Management Arrangements* document although this will not affect the Head Teacher's overall responsibility for health, safety and welfare within the academy. The Management Arrangements Document includes the relevant steps to ensure legal compliance and procedures for dealing with emergency situations. It should involve relevant people throughout the organisation.

The Headteacher will ensure that:

- The Health and Safety Policy is implemented effectively through appropriate management arrangements.
- The contents of the Health and Safety Policy and the management arrangements are communicated to and understood by all employees.
- Competent advice is sought on health and safety matters.
- Any health and safety matters raised by the school Health and Safety Committee or otherwise, are brought to the attention of the Local Governing Body.
- Accident reports, inspections, audits and performance statistics are submitted to the Governing Body for consideration on a regular basis.
- New employees receive health and safety induction training on appointment.
- All employees have the necessary health and safety skills and qualifications on appointment, or are able to be provided with the necessary training and certification, after appointment or on change of responsibilities or work methods.

- Regular health and safety inspections are carried out and reviews of the safety performance of all areas of the school take place on a regular basis and actions are taken to resolve any issues identified when necessary.
- Employees are competent to carry out risk assessments for school premises and activities, both on and off site.
- Controls from risk assessments are implemented effectively and monitored.
- Accidents, incidents and near misses are recorded, investigated and reported to the EPT in line with the guidance where necessary.
- Safety representatives can carry out their statutory role effectively and that consideration is given to inspection reports etc. carried out by safety representatives.
- Premises, plant and equipment are regularly inspected and maintained in a safe condition;
- Goods purchased comply with relevant safety standards.
- An Educational Visits Coordinator (EVC) is appointed from academy employees, to help fulfil health and safety obligations for off-site visits and adventurous activities.
- Arrangements are in place for the selection and management of contractors on site.
- Arrangements are in place for lettings / hiring of premises.
- The academy cooperates with inspections from enforcing authorities.

### 3.0 KEY PERSONNEL IDENTIFIED IN THE HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

are responsible to the Headteacher for the implementation of the Health and Safety Policy within their own department or area of work, and will ensure that:

- They assist with the implementation of the policy.
- Safety arrangements are being implemented and maintained.
- They assess the risks associated with their area of work and, where necessary, safe systems of work are developed, implemented and maintained.
- Relevant employees are informed of any hazards that they are likely to encounter in the course of their work and ensure that they have the necessary information, instruction and training to carry out their duties without risk to health or safety.
- Employees and students are aware of the emergency procedures.
- Where necessary, they use adequate personal protective clothing and provide facilities for storage and maintenance and ensure it is provided for and used by employees and pupils.
- Appropriate supervision is carried out.
- Adequate arrangements for the testing and maintenance of equipment and plant are in place and are being completed.
- Safety concerns are reported to the Headteacher.

#### 3.1 FORM TEACHERS will ensure that:

- The safety of pupils is monitored whilst in their charge.
- Safe working procedures within their own teaching areas are being followed.
- Pupils in their charge have received adequate safety instructions.
- Protective equipment / clothing provided is correctly used.
- Any piece of defective or unsafe equipment is removed from use or made safe.
- All accidents or incidents are recorded and reported.
- They are aware of emergency procedures.

### 3.2 The **SITE SUPERVISOR** will ensure that:

- They take a lead role in day to day security of the premises.
- Any structural defects, premises, plant or equipment faults or breakdowns of which they are aware, are reported to the Headteacher/ School Business Manager and Facilities Manager as appropriate.
- Housekeeping standards are monitored and, where necessary, report concerns to the Headteacher/ School Business Manager as appropriate.
- Routine in house inspections, tests and maintenance are completed, keeping relevant records and report any concerns to the Headteacher/ School Business Manager as appropriate.
- They act as a key contact and monitor for contractors.
- They complete their activities in line with specific safety procedures and in line with their training, reporting any concerns to the Headteacher/ School Business Manager as appropriate.

### 3.3 The **EDUCATIONAL VISITS COORDINATOR (EVC)** will ensure that: `

- The Headteacher is supported on the organisation of off-site visits and adventurous activities.
- They ensure that competent employees are assigned to lead and accompany visits.
- They or a nominated person manage the EVOLVE website for the academy. It is recommended that all employees leading or accompanying visits have their own EVOLVE account.
- Employees leading or accompanying visits receive appropriate training and support.

### 3.4 **ALL EMPLOYEES** must:

- adhere strictly to the policy and failure to do so may result in disciplinary action.
- follow the training provided when using any work items provided by the employer.
- take reasonable care of their own and other people's health and safety.
- use any item / equipment provided in the interest of health and safety correctly.
- cooperate with the employer on health and safety.
- report any concerns (e.g. inadequate precautions, defective equipment or unsafe conditions) which may be putting anyone's health and safety at serious risk.
- report any accident, incident or near miss at the earliest possible opportunity.

### 3.5 **SCHOOL PUPILS** shall:

- Take reasonable care of themselves and others.
- Follow academy policy and procedures.
- Follow instructions in line with school practice / activities.



## 4.0 APPENDIX 1: SCHOOL SPECIFIC ARRANGEMENTS

### The Education Partnership Trust HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS & PREMISES DOCUMENT

#### 1. Roles & Responsibilities

The Senior member of staff in the academy with responsibility for the management of health, safety and wellbeing is:

The Governor appointed to monitor health and safety is:

#### 2. Consultation

Consultation with staff, regarding health and safety is provided via:

Email, network, meetings, 1:1 and intranet

Members of the Health & Safety Committee are:

The person responsible for ensuring the Health and Safety Law Poster is displayed:

#### 3. Emergency & Fire Arrangements

The academy must identify and nominate a (responsible) competent person to ensure the academy's fire and emergency provisions and arrangements comply with the Regulatory Reform (Fire Safety) Order 2005.

The responsible person(s) must carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as disabled people, those who you know have special needs, and children, and must consider any dangerous substance liable to be on the premises. For more information, see the Home Office Guide "Fire Risk Assessments - Educational Premises" which can be downloaded free of charge at: <https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

##### Action

##### Name/Position

The competent person responsible for reviewing and updating the fire risk assessment is:

The person(s) responsible for ensuring that emergency procedures are in place and these are clearly communicated is:

Emergency drills will be carried out by:

Fire drills will be organised on a **termly** basis by:

|   |  |
|---|--|
| Bomb Threat drills will be organised on an <b>annual</b> basis by:  |  |
| Lockdown drills will be organised on an <b>annual</b> basis by:   |  |
| Fire alarm call points will be tested on a weekly basis by:   |  |
| Fire alarm system serviced annually by:   |  |
| A visual inspection of the fire doors is checked weekly by:   |  |
| Emergency lighting will be tested on a monthly basis by:  |  |
| Emergency lighting system serviced by:  |  |
| Means of escape (internal and external) will be checked on a weekly basis by:                                 |  |
| Firefighting equipment will be checked on a weekly basis by:  |  |
| Firefighting equipment serviced annually by:  |  |
| Records of tests, checks, training and practice fire drills will be held in/by:                               |  |
| <b>All members of staff <u>must</u> undertake fire training on an annual basis.</b> This will be arranged by: |  |

#### 4. First Aid Arrangements

|  |                   |
|--|-------------------|
| The person responsible for ensuring that a first aid needs assessment is in place:   |                   |
| The person(s) responsible for ensuring that first aid procedures are in place and these are clearly communicated is:               |                   |
| First aid boxes are kept in the following points in the academy / department:  | See attached list |
| The person responsible for ensuring first aid qualifications are maintained is:  |                   |
| The person responsible for ensuring first aid signage and notices are kept up to date is:  |                   |
| The person responsible for ensuring that first aid cover is provided for staff working out of normal academy hours is:             |                   |
| Travelling first aid boxes are located:  |                   |
| The location and contents of all first aid boxes will be checked <b>Monthly</b> by:  |                   |
| The person(s) responsible for ensuring first aid kits are kept stocked / deficiencies of first aid materials should be reported to |                   |
| The address and telephone number of the nearest medical centre/NHS GP is:  |                   |
| The address and telephone number of the nearest hospital with accident and emergency facilities is:                                |                   |

The name, address and telephone number of the academy's Occupational Health provider is:

## 5. Accidents, incidents and near miss reporting and investigation

All accidents, incidents, near misses or dangerous occurrences involving both employees and nonemployees (including pupils, visitors etc) must be reported and investigated. This includes verbal abuse, violence or threatened violence, and those reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Where necessary steps should be taken to reduce the likelihood of it happening again. **Certain accidents. Diseases and dangerous occurrences arising out of or in connection with work need to be reported to RIDDOR, these include:**

**Injuries and ill health**

**Accidents which result in death**

**Accidents which prevent the injured person from continuing their normal work for more than seven days - Must be reported within 15 days.**

**Reportable specified injuries**

**Physical Violence**

**Occupational diseases**

**Stress**

**Incidents to pupils and other people who are not at work are only reportable to RIDDOR if the accident results in:**

**Death of the person, which arose out of or on connection with a work activity**

**An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment**

**For more information on RIDDOR reportable incidents please see:**

**<http://www.hse.gov.uk/pubns/edis1.pdf>**

All academy accidents, incidents or near misses should be reported to:

The person responsible for reporting these to the EPT is:

Person responsible for carrying out accident investigations is:

Person responsible for contacting RIDDOR if necessary is:

Nicola Platt

***Accident forms must be completed and sent within 5 days of the incident***

The person responsible for monitoring and reviewing accidents and incidents to identify trends and patterns is:

Any structural or property safety concerns must be reported immediately to:

Where accidents are found to be caused by faulty plant, equipment, premises or unsafe systems of work action must be taken to remove or isolate the hazard and warn people until the necessary modifications or repairs can be made. **These must be reported immediately to:**

## 6. Health and safety training

The person responsible for drawing to the attention of all employees the following health and safety matters as part of their induction training is:

Induction training should cover:

- 1) Academy Health and Safety Policy
- 2) EPT Guide to Health and Safety
- 3) Health and Safety Procedures Including:
  - Fire Safety Procedures
  - First Aid Arrangements
  - Accident / Incident / Near miss reporting
  - Importance of good housekeeping
  - Risk Assessment
  - Education Visits
  - Safe use of equipment
  - Procedures for Hazardous Substances
  - Hazard Reporting and Maintenance Procedures
  - Special Hazards/Responsibilities Associated with their Work Activity
  - Special Needs of Young Employees (e.g. Work Experience Placements)
  - Security
  - Working at height
  - Manual handling and restraint
  - Bullying Policy
  - Smoking Policy

This list is not exhaustive and will need to be adapted dependent on the individual academy

The person responsible for organising and maintaining records of health and safety training is:

The person(s) responsible for identifying relevant health and safety training is/are?

## 7. Risk assessment

The person responsible for ensuring risk assessments are carried out and then reviewed annually or if there is a significant accident, incident or near miss is:

Copies of risk assessments are located and accessible to staff at:

Staff who have undergone training and are competent to carry out risk assessments are:

Any hazards noted within the establishment/ departmental environment must be reported to:

The person responsible for initiating risk assessments where hazards are identified and for ensuring that control measures are implemented is:

## 8. Educational Visits

The staff member who has undergone training and is competent to fulfil the role as Educational Visits Coordinator (EVC) is:

Educational visits risk assessments and paperwork are located and accessible to staff at:

## 9. Pupils with medical/ special needs

|  |  |
|--|--|
| The person(s) responsible for ensuring that procedures are in place and these are clearly communicated is: |  |
| The person responsible for ensuring pupil specific risk assessments are in place is:                       |  |
| The person responsible for the supervision and storage of pupil medication is:                             |  |

## 10. Premises maintenance

*The Workplace (Health, Safety and Welfare) Regulations 1992 contain specific requirements in relation to maintenance of the general workplace and its equipment in an efficient state.*

|  |  |
|--|--|
| All hazards that could be a cause of serious or imminent danger, e.g. damaged electrical sockets, broken windows, wet or slippery floors is reported immediately, to:              |  |
| The person(s) responsible for inspecting and maintaining the general condition of the school building(s) including brickwork, windows, doors, roofs and drainage etc. is:          |  |
| The person responsible for inspecting and maintaining internal features such as doors, windows, light fittings, heating components and facilities is:                              |  |
| The person responsible for arranging repairs to defective facilities, doors, windows, heating components or light fittings etc. is:  |  |
| The person responsible for inspecting and maintaining the grounds of the academy including play areas, walkways, car parks, waste container area and fencing etc. is:              |  |
| The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc is:           |  |
| The person(s) responsible for arranging a periodic visual inspections/report with an arboriculturalist and maintaining the stability of the trees with an the school's grounds is: |  |
| The person responsible for arranging a radon inspection (if in a radon affected area) and recording radon measurements via 3 month monitoring is:                                  |  |

## 11. Work equipment

*Provision and Use of Work Equipment Regulations 1998 (PUWER), place duties on people and companies who own, operate or have control over work equipment. PUWER also places responsibilities on businesses and organisations whose employees use work equipment, whether owned by them or not.*

|   |  |
|---|--|
| The person(s) responsible for ensuring that work is properly planned, risk assessed, and procedures are in place for any work equipment and these are clearly communicated is:  |  |
| The responsible person for ensuring that equipment provided is suitable for its intended use, safe for use, used only by people that have received adequate information, instruction and training and accompanied by suitable health and safety measures, such as devices or controls is: |  |

## 12. Electricity

*Under the Electricity at Work Regulations, the employer is responsible for the safety of all electrical appliances.*

The person responsible for ensuring portable electrical appliance testing is carried out at appropriate intervals and recorded is:

Person(s) responsible for carrying out formal visual inspection and testing prior to pupil's use is/are:

Any appliance which fails to meet the requirements of the test should immediately be taken out of service and reported to:

The person responsible for ensuring the fixed installation testing is carried out every 5 years is:

## 13. Personal Protective Equipment (PPE)

*Suitable PPE will be provided free of charge, where identified as necessary in a risk assessment. Control risks by other means so far as reasonably practicable. All employees and pupils are responsible for informing their Manager or Teacher as soon as they become aware of a need to repair or replace PPE, which they use.*

The persons responsible for providing, inspecting and replacing PPE necessary for:

- Science
- Design Technology
- Art and Design
- Caretaking and cleaning
- Catering
- Gardening
- First Aid/Infection Control

## 14. Hazardous Substances

The person(s) responsible for identifying and developing procedures to reduce the risk of hazards associated with hazardous substances is/are:

The person responsible for maintaining an inventory of hazardous substances is:

COSHH risk assessments for hazardous substances are located at:

The person responsible for undertaking and updating the COSHH risk assessments is:

The person responsible for ensuring that local exhaust ventilation – local exhaust ventilation (LEV) (fume cupboards, dust extraction equipment on woodworking machines etc.) will be examined at least every 14 months is:

Records of periodic thorough examination and test of the LEV (which must be kept for at least 5 years) are stored in:

Information on the installed LEV system to confirm it provides adequate protection should be kept for the life of the equipment. These records are stored in:

### 15. Ionising Radiation

*The HSE has confirmed that the type of work carried out with radioactive substances in school science means that the employer must **consult** and then, in nearly all cases, **appoint** (in writing) an RPA.*

The person(s) responsible for identifying and developing procedures to reduce the risk of hazards associated with Ionising Radiation is/are:

The Radiation Protection Supervisor is:

The Radiation Protection Adviser is:

### 16. Asbestos

*The Control of Asbestos Regulations 2012 includes the 'duty to manage asbestos' in non-domestic premises. The responsibility falls to the dutyholder. In academy premises, the Headteacher assumes the responsibilities of the dutyholder and the asbestos co-ordinator. The Headteacher is responsible for ensuring that no work is undertaken unless a competent person has surveyed the building / area that will be affected by the proposed works and confirmed that asbestos is not present. This includes minor works that have the potential to disturbing asbestos containing material, e.g. such as drilling holes and changing light fittings.*

*Unless confirmed otherwise by a competent person, or identified in the Asbestos Management Plan it must be assumed that asbestos is present in a building. Any work which is likely to disturb the fabric of a building shall be undertaken as though it contains asbestos.*

The Asbestos Co-ordinator for the academy is:

The person(s) responsible for carrying out a suitable and sufficient risk assessment and produce an Asbestos Management Plan that is regularly updated is/are:

The person responsible for updating and making staff, contractors etc aware of the Asbestos Register prior to any work being undertaken is:

The person responsible for ensuring that the Asbestos Management Plan is updated annually and as appropriate following work on the fabric of the building is:

The person responsible for ensuring that the Asbestos Management Plan is shared with all employees who may be at risk of disturbing asbestos containing materials during the course of their work is:

The person responsible for ensuring any employees who may come into contact with or disturb asbestos during the course of their work (e.g. site supervisors or handypersons) are properly trained is:

### 17. Legionella

*Duties under the Health and Safety at Work etc. Act 1974 (HSWA) extend to risks from legionella bacteria, which may arise from work activities. The Management of Health and Safety at Work Regulations (MHSWR) provide a broad framework for controlling health and safety at work. More specifically, the Control of Substances Hazardous to Health Regulations 2002 (COSHH) provide a framework of actions designed to assess, prevent or control the risk from bacteria like Legionella and take suitable precautions.*

|  |  |
|--|--|
| The person(s) responsible for ensuring a current risk assessment is and procedures are in place to manage the risks associated with Legionella is/are: |  |
| The person(s) responsible for carrying out periodic checks and recording those checks is/are:  |  |

### 18. Work Experience

|  |  |
|--|--|
| The person responsible for coordinating work experience placements, ensuring risk assessments are completed, ensuring students are visited and adequately supervised is: |  |
|--|--|

### 19. Visitors and Lettings

|  |                |
|--|----------------|
| On arrival all visitors should report to where they will be issued with: <ul style="list-style-type: none"> <li>an identification badge</li> <li>relevant health and safety information</li> <li>and will sign the visitors' book (Inventory Console)</li> </ul> | Main Reception |
| The person responsible for coordinating the hire for the school's premises and ensuring all health & safety compliance is:   |                |

### 20. Contractor Management

*The Construction (Design and Management) Regulations must be applied where 'construction work' is undertaken. The definition of such work includes the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure.*

*It also includes the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.*

*The Construction (Design and Management) Regulations 2015 places legal duties on virtually everyone involved in construction work including the client.*

|   |  |
|---|--|
| The person responsible for selecting and vetting contractor's health and safety, policies, procedures, risk assessments, method statements and past health and safety performance is: |  |
| The person responsible for planning and coordinating the contractor is:   |  |



|  |  |
|--|--|
| <p>The person responsible for providing the selected contractor with the health and safety information including:</p> <ul style="list-style-type: none"> <li>Existing plans or records relating to the building (such as Health &amp; Safety Files)</li> <li>Location of services (gas, water, electric, telecommunications)</li> <li>Location of hazardous materials inside premises or that contaminate land (e.g. asbestos)</li> <li>Information in relation to the existing structure via a structural survey (e.g. fragile surfaces)</li> <li>Underground structures, ground conditions or neighboring buildings that could create risks</li> </ul> |  |
| To ensure the security of the site and any emergency arrangements complied with is:  |  |
| The person responsible for the monitoring and supervising of contractors whilst on site is:  |  |

## 21. Workstation Safety & Health

*The Health and Safety (Display Screen Equipment) Regulations 1992 (amended 2002) help to reduce the risks associated with working with display screen equipment, provide suitable training, eyesight tests and undertake workstation assessments. Users are any employees and others who habitually use a workstation for a significant part of their normal work. The reasons for this definition relates to the risks associated with prolonged display screen use which are:*

- Physical problems - musculoskeletal disorders
- Visual fatigue
- Mental stress

*While the Regulations do not apply to academy pupils, there are elements of good practice which can be shared with pupils e.g. good posture and correct set up of computer equipment.*

|  |  |
|--|--|
| The person responsible for ensuring the identification of a workstation user is:   |  |
| A workstation self-risk assessment must be carried out once a user has been identified. They must also receive appropriate training. The person responsible for ensuring these are carried out is: |  |
| The person responsible for the procurement of equipment identified the risk assessment is:   |  |
| The responsible person for authorizing a contributory payment of an test/spectacles is:  |  |

## 22. Vehicle Movement and Parking

|  |  |
|--|--|
| The person(s) responsible for ensuring a traffic management plan is in place and regularly reviewed is/are:                      |  |
| The person responsible for maintaining and the monitoring of any area designated for parking or maneuvering vehicles on site is: |  |

The person responsible for notifying visitors, contractors, parents etc. either prior to their visit or upon entry to the site of any safety instructions is:

### 23. Welfare

The hygiene and cleanliness of the academy is the responsibility of:

The person(s) responsible for monitoring the hygiene and cleanliness of the school is/are:

Cleaning supplies and equipment are the responsibility of:

### 24. School Temperature

Minimum temperatures

Areas

Areas where there is a lower than normal level of physical activity because of sickness or physical disability including sick rooms and isolation rooms but no other sleeping accommodation

Areas where there is the normal level of physical activity associated with teaching, private study or examinations

Areas where there is a higher than normal level of physical activity (for example arising out of physical education) and washrooms, sleeping accommodation and circulation spaces.

Minimum temperature

21 °C

18 °C

15 °C

Maximum temperature

There are no legally-prescribed maximum temperatures for academy premises or other workplaces. The Workplace Regulations and accompanying Approved Code of Practice require, however, that all reasonable steps are taken to achieve a reasonably comfortable temperature by, where necessary, special ventilation measures including provision for fans. DfE Guidance 0029/2000, Standards for Academy Premises, includes specific standards for ventilation in academy buildings.

The person(s) responsible for ensuring that minimum temperatures are maintained within the academy is/are:

The person(s) responsible for the supply and maintenance of any equipment designed to aid in monitoring or achieving a reasonable temperature within the academy is/are:

### 25. Manual Handling

Manual Handling Operations Regulations 1992 (amended 2002) requires an employer to carry out a risk assessment on all manual handling tasks that pose an injury risk. The employer's duty is to avoid manual handling as far as reasonably practicable if there is a possibility of injury. If this cannot be done then there must be steps taken to reduce the risk of injury as far as reasonably practicable.

The person responsible for ensuring a suitable and sufficient manual handling risk assessment is in place and reviewed annually is:

The Person(s) responsible for ensuring that equipment including personal protective equipment (PPE) is available and suitable for the purpose required is/are:

## 26. Working at Height

The Working at Height Regulations 2005 requires an employer to carry out a risk assessment to ensure suitable and sufficient measures are taken to prevent a fall. The employer's duty is to avoid working at height. If this cannot be done then there must be steps taken to reduce the risk of injury as far as reasonably practicable.

The person responsible for ensuring a suitable and sufficient working at height risk assessment is in place and reviewed annually is:

The Person(s) responsible for ensuring that equipment ie ladders and step ladders is available and suitable for the purpose required is/are:

## 27. Personal Safety and Lone Working

*The Health and Safety Executive (HSE) defines lone workers as those who work by themselves without close or direct supervision.*

The person(s) responsible for identifying and developing procedures to reduce the risk of hazards associated with lone working is/are:

The person(s) responsible for carrying out a risk assessment that includes reasonably practicable measures to reduce the risk to employees is/are:

## 28. Security

The person(s) responsible for carrying out a risk assessment on the security of the academy site is/are?

The person(s) responsible for carrying out maintenance and a risk assessment of the gates around and inside the academy site is/are?

The person (and their deputy) responsible for unlocking and locking, dealing with emergency call outs for the building, and arming and disarming security alarms etc is:

The person responsible for ensuring that any staff medication is stored securely away from children is:

The person(s) responsible for carrying out and recording inspections is/are?

Actions arising out of inspections are followed up by:

Inspection records are retained by:

The person(s) responsible for the liaising with external bodies and agencies, including property services, Fire and Police Services and wider community, as appropriate is/are?

## 29. Smoking

*A smoking ban in England, making it illegal to smoke in all enclosed work places in England, came into force on 1 July 2007 as a consequence of the Health Act 2006.*

The person responsible for the implementation of the smokefree policy in the academy is:

### 30. Insurance

Employers and Public liability insurance is arranged by:

The person responsible for ensuring that employers liability insurance certificate is displayed is:

### 31. Disclosure and Barring Service (DBS) Checks

*It is a legal requirement in the UK for regulated activity employers to refer safeguarding concerns to the DBS. It is illegal for anyone barred by the DBS to work, or apply to work with the sector (children or adults) from which they are barred. It is also illegal for an employer to knowingly employ a barred person in the sector from which they are barred.*

The person responsible ensuring that DBS checks are made for all personnel, including visitors, Contractors, Governors, work experience, Volunteers, Trainee Teachers and Supply Teachers is:

## STATUTORY INSPECTION OF EQUIPMENT AND PREMISES: CHECKLIST

| TYPE OF EQUIPMENT  | INSPECTION NATURE & FREQUENCY  | RESPONSIBLE PERSON / CONTRACTOR           |
|--|--|---|
| <b>GENERAL PREMISES</b>  |  |   |
| General physical condition of premises and equipment                               | Each term (or every four months) in accordance with academy inspection checklist   | Name / role:                              |
| Trees  | As part of risk assessment responsibilities, periodic visual checks for stability are carried out, with more detailed assessments if suspected structural faults or other risks are found. | Name of independent competent contractor: |
| <b>MACHINERY PLANT AND EQUIPMENT</b>   |  |   |
| Gas systems (including boilers, catering equipment, kilns and associated pipework) | Annually   | Name of Gas Safe registered contractor:   |
| Powered pedestrian doors   | Six-month servicing  | Name of independent competent contractor: |
|  | Annual inspection  |   |
| Passenger lifts  | Monthly planned maintenance inspection   | Name / role:                              |
|  | Six monthly insurance inspection   | Name of insurer:                          |
|  | Annual examination   | Name of insurer:                          |
|  | 5 yearly examinations  | Name of insurer:                          |

|   |  |   |
|---|--|---|
|   | 10 yearly examinations   | Name of insurer:                          |
| Non-passenger lifts                                   | Quarterly planned maintenance inspection   | Name / role:                              |
|   | Annual insurance inspection  | Name of insurer:                          |
|   | 5 yearly safety gear test  | Name of insurer:                          |
| Powered stair lifts                                   | Monthly planned maintenance inspection   | Name / role:                              |
|   | Annual insurance inspection  | Name of insurer:                          |
| General lifting equipment for lifting persons         | Six monthly inspection   | Name of independent competent person:     |
| General lifting equipment not for lifting people      | Annual inspection  | Name of independent competent person:     |
| Pressure systems                                      | In accordance with written scheme of examination   | Name of independent competent person:     |
| General work equipment                                | Visual inspection at least once per term (or every 4 months)   | Name / role:                              |
| Hazardous work equipment (e.g. woodworking equipment) | Visual inspection daily or prior to use  | Name / role:                              |
|   | Annual thorough examination  | Name of competent person:                 |
| Power presses   | Inspection of guards and safety devices within first four hours of operation or on tooling change                          | Name of qualified press setter:           |
| Power presses with fixed guards                       | Annual thorough examination  | Name of independent competent person:     |
| Power presses no fixed guards                         | Six monthly thorough examination   | Name of independent competent person:     |
| Gas cylinders   | Examined and tested by the appropriate inspection body, in accordance with relevant regulations and at specified intervals | Name of independent competent contractor: |

|  |  |                                       |
|--|--|---------------------------------------|
| Fuel oil storage                             | Checks at least weekly, with more detailed annual inspections by qualified inspectors.   | Name of independent competent person: |
| Air conditioning systems                     | Inspections by an energy assessor at regular intervals (not exceeding 5 years).<br>Annual certificated inspection to ensure no refrigerant leakage.<br>Bi-annual checks and an annual maintenance schedule (in line with good practice). | Name of independent competent person: |
| Welding equipment                            | Daily or prior to use  | Name / role /user:                    |
|  | Examined and tested by the appropriate inspection body, in accordance with relevant regulations and at specified intervals   | Name of independent competent person: |
| Kilns  | Visual inspection at least once per term (or every 4 months)   | Name / role:                          |
|  | Annual thorough examination  | Name of independent competent person: |
| Local Exhaust Ventilation and fume cupboards | Visual inspection at least once per term (or every 4 months)   | Name / role:                          |
|  | Thorough examination and testing every 14 months   | Name of independent competent person: |
| Kitchen extraction systems                   | As per an appropriate risk assessment<br><br>Regular removal and cleaning of grease filters and cleaning of ductwork   | Name of independent competent person: |
| Extraction systems                           | Local exhaust ventilation systems (such as those for working with hazardous substances) examined and tested at least every 14 months by a competent person.<br>More routine checks also set out in system logbooks.                      | Name of independent competent person: |
| Ladders                                      | Pre-use checks   | Name / role:                          |
|  | Detailed visual inspection once a term (or every 4 months)   |                                       |

|                                  |  |  |
|----------------------------------|--|--|
| Tower scaffolds (below 2m)       | After assembly   | Name of competent person:                                  |
|                                  | After event likely to affect stability                               | Name of competent person:                                  |
|                                  | At suitable intervals depending on conditions and frequency of use   | Name of competent person:                                  |
| Tower scaffolds (above 2m)       | After assembly   | Name of competent person:                                  |
|                                  | After event likely to affect stability                               | Name of competent person:                                  |
|                                  | At intervals not exceeding 7 days                                    | Name of competent person:                                  |
| <b>ELECTRICAL EQUIPMENT</b>      |  |  |
| Fixed electrical wiring          | 5 yearly test and inspection   | Name of NICEIC registered contractor:                      |
| Portable electrical appliance    | Annual or two yearly inspection or test depending on risk assessment | Name of independent competent person:                      |
| Microwave equipment              | Two yearly inspection and test                                       | Name of independent competent person:                      |
| <b>FIRE PRECAUTIONS</b>          |  |  |
| Portable firefighting equipment  | Annual inspection  | Name of independent competent person (eg BAFE registered): |
| Fire detection and alarm systems | Weekly test  | Name / role:   |
|                                  | Three monthly test   | Name of independent competent person:                      |
|                                  | Annual test  | Name of independent competent person:                      |
|                                  | 5 yearly test and thorough examination                               | Name of independent competent person:                      |
| Emergency lighting               | Monthly luminaire and battery test                                   | Name / role:   |
|                                  | Annual test of system  | Name of independent competent person:                      |

|   |  |                                       |
|---|--|---------------------------------------|
|   | Three yearly test and thorough examination             | Name of independent competent person: |
| Lightning conductors                        | Annual inspection and testing                          | Name of independent competent person: |
| Fire Doors                                  | Regular checks   | Name of independent competent person: |
| <b>HEALTH</b>                               |  |                                       |
| Water supply quality                        | Annual test  | Name of independent competent person: |
| Water storage and distribution (legionella) | In accordance with risk assessment by competent person | Name of appointed responsible person: |
| <b>PE AND OUTDOOR PLAY EQUIPMENT</b>        |  |                                       |
| PE equipment                                | Visual inspection once a term                          | Name / role:                          |
|   | Annual thorough inspection                             | Name of independent competent person: |
| Outdoor play equipment                      | Visual inspection once a term                          | Name / role:                          |
|   | Annual thorough inspection                             | Name of independent competent person: |
| Ponds                                       | General inspection once a term                         | Name / role:                          |