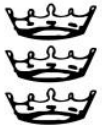


Diocese of Bristol Academies Trust

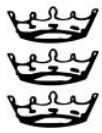
Health and Safety Policy

Type:	Statutory
Level:	2
Date Adopted:	16th September 2015
Review Date:	September 2016



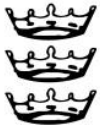
History of most recent Policy changes (must be completed)

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation



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Health and Safety Policy

1) Policy Statement

- a) The Trust is an organisation with a Christian foundation. The ethos, values and relationships of the Trust, and its associated academies, are central to witnessing to the values of the foundation. The Trust is committed to providing a learning and working environment which is safe and healthy for all its pupils, staff and anyone who visits one of its sites.
- b) The Trust expects its academies not only to take all reasonable steps to comply with all legal requirements for health and safety, but also to follow best practice in creating and maintaining this safe and secure environment.
- c) The Trust believes that the prevention of incidents, accidents, injury or loss is essential to the efficient operation of its academies and is part of the good education of pupils.
- d) This policy should be read in conjunction with The Critical Incident Strategy.

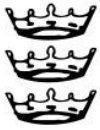
2) Roles and Responsibilities

3) The Main Board and the Trust

- a) The role of the Main Board and of the Trust is to monitor the policies and actions of the individual academies and challenge them to demonstrate their compliance with legal requirements and their establishment of best practice and provide appropriate support where necessary.
- b) The Board has identified a preferred Health and Safety provider to audit Academy policies, procedures and compliance with legal requirements, and fulfil the competent person role. If a Local Board decides not to use this provider then they must ensure that they have access to the necessary evidence to fulfil their Health and Safety obligations and provide evidence of this to the Board.

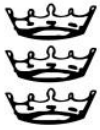
4) The Local Board

- a) The Local Board has the responsibility to take all reasonable steps to identify hazards and reduce the risks from them to a minimum. All staff and pupils must appreciate, however, that their own safety and that of others also



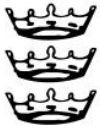
depends on their individual conduct and vigilance while on the academy premises or while taking part in academy-sponsored activities.

- b) It has the specific responsibility to:
- i) make itself familiar with this policy, legal requirements and best practice in creating and maintaining a safe and healthy environment;
 - ii) take account of this policy and scheme, budget and other policy considerations;
 - iii) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the academy;
 - iv) periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
 - v) establish an effective health and safety management structure within the academy and monitor and evaluate the Principal/Headteacher's performance on health and safety matters; if they have not bought the services of the recommended provider to provide the Main Board with regular evidence of the Academy's compliance with its health and safety obligations.
 - vi) if they have not bought the services of the recommended provider identify an individual to fulfil the competent person role;
 - vii) bring to the attention of the Main Board, any health and safety concerns outside of their control or any health and safety responsibility that they are unable to meet
- c) So far as is reasonably practicable the Local Board, through the Principal/Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts, to receive comprehensive information on:
- i) this policy;
 - ii) all other relevant health and safety matters;
 - iii) the instruction and training that is available to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.



5) The Principal/Headteacher

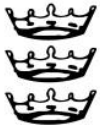
- a) As well as the duties which all members of staff have (see Section 7), the Principal/Headteacher has the general and specific responsibilities for health and safety. These are:
- i) to manage the school's staff, site and activities so that the health and safety of all those involved is secured;
 - ii) to comply with the Trust's policy;
 - iii) to bring any health and safety concerns that are outside their own control or any health and safety responsibilities that are unable to be met, to the attention of the Local Board and the Trust's Commercial Manager and its Health and Safety Director.
- b) And specifically –
- i) to assess and record all significant risks to staff, pupils, visitors, contractors and hirers and to ensure that they are controlled as far as is reasonably practicable;
 - ii) to develop and distribute school-specific policies on local health and safety issues;
 - iii) to monitor and secure compliance with the school's policy and the control measures identified through risk assessments;
 - iv) to ensure staff are properly trained, instructed and supervised for any relevant health and safety role and that all staff engage properly with Trust and academy health and safety procedures;
 - v) to inspect the school site and property for any unsafe condition and to make safe in a timescale commensurate to the level of danger;
 - vi) to arrange routine maintenance and servicing of equipment through the Trust or other competent means;
 - vii) to consider health and safety in the selection of contractors and the planning of contracted work, and to provide general supervision to contractors whilst on the school site;
 - viii) to investigate and record all accidents, near misses and episodes of work-related ill-health;



- ix) to monitor and evaluate the health and safety performance of staff;
 - x) to have and to practise Critical Incident Plans;
 - xi) to provide the means for consultation with staff on health and safety matters;
 - xii) to supply an annual health and safety performance report to the Commercial Manager and the Health and Safety Director.
- c) The Principal/Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

6) Supervisory Staff

- a) In addition to the general duties which all members of staff have (see Section 7) below), supervisory staff will be directly responsible to the Principal/Headteacher, or the member of staff nominated by the Principal/Headteacher, to have overall day-to-day responsibility for the implementation and operation of the academy's health and safety policy within their relevant departments and areas of responsibility. As such supervisory staff accept the additional responsibilities set out below.
- b) As part of their day-to-day responsibilities they will ensure that:
 - (a) safe methods of working exist and are implemented throughout their area of responsibility;
 - (b) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
 - (c) staff, pupils and others under their jurisdiction are instructed in safe working practices;
 - (d) new employees working within their area are given instruction in safe working practices;
 - (e) risk assessments are conducted in their area of responsibility as required by the Principal/Headteacher or as necessary;
 - (f) regular safety inspections are made of their area of responsibility as required by the Principal/Headteacher or as necessary;
 - (g) positive, corrective action is taken where necessary to ensure the



health and safety of all staff, pupils and others;

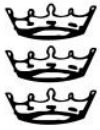
- (h) all plant, machinery and equipment in the department in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- (i) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (j) hazardous and highly flammable substances in the department in which they work are correctly stored and labelled, and exposure is minimised;
- (k) they monitor the standard of health and safety throughout the department in which they work and encourage staff, pupils and others to achieve the highest possible standards of health and safety;
- (l) all health and safety information is communicated to the relevant persons
- (m) they report any health and safety concerns to the Principal/Headteacher.

7) All Members of Staff

- a) All staff are expected to familiarise themselves with the health and safety aspects of their work. They have a responsibility to:
 - i) take reasonable care of their own health and safety and that of any other persons who may be affected by their acts or omissions at work;
 - ii) follow agreed working practices and safety procedures;
 - iii) report any accident, near miss, incidents of violence, including verbal abuse or any hazard;
 - iv) ensure health and safety equipment is not misused or interfered with.

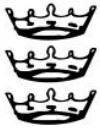
8) Hirers, contractors and others

- a) The Principal/Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their



operations in such a manner that all statutory and advisory safety requirements are met at all times.

- b) When the premises are used for purposes not under the direction of the Principal/Headteacher, then the principal persons in charge of the activities for which the premises are in use will be expected to maintain the safe practices as indicated in paragraph 8)d) of this document.
- c) When the academy premises or facilities are being used out of normal academy hours for a academy-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.
- d) When the premises are hired to persons outside the employment of the Trust, it will be a condition of all hirers, contractors and others using the academy premises or facilities that they are familiar with this policy, that they comply with all safety directives of the Local Board and that they will not, without the prior consent of the Local Board:
 - i) introduce equipment for use on the school premises;
 - ii) alter fixed installations;
 - iii) remove fire and safety notices or equipment;
 - iv) take any action that may create hazards for persons using the premises or the staff or pupils of the school.
- e) All contractors who work on the academy premises are required to ensure safe working practices by their own employees under the provision of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises.
- f) In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Principal/Headteacher will take such actions as are necessary to prevent persons in his or her care from risk or injury. This may include requiring the contractor to stop work or leave the site.
- g) The Local Board will draw the attention of all users of the academy premises (including hirers and contractors) to **Section 8 of the Health and Safety at Work Act 1974**, which states that no person



shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare.

9) Staff Consultation Arrangements

- a) The Local Board, through the Principal/Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

10) Critical Incident Strategy and Plan

- a) The Principal/Headteacher will ensure that a Critical Incident Strategy and Plan is drawn up and regularly reviewed. See DBAT policy on this.

11) Sources of Advice and Technical Assistance

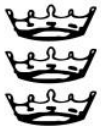
- a) Whenever required, the Local Board, Principal/Headteacher and other staff are to seek advice from the Trust or other competent persons to ensure that the most current and relevant information is used in carrying out this policy.

12) Review

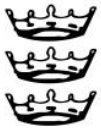
- a) The Local Board and Principal/Headteacher will review this policy statement annually and update, modify or replace it as it considers necessary to ensure the health, safety and welfare of staff and pupils updating the number version and date accordingly.

13) Specific Procedures

- a) The Local Board and the Principal/Headteacher will ensure that written procedures, preceded by risk assessments, are produced and maintained to provide detailed and current information about the specific health and safety arrangements in place to deal with particular risks and situations in their academy. These procedures will give instructions as to how staff should carry out duties or activities and will clearly state who is responsible for doing what and in what circumstances (normal and abnormal). All staff will be informed about these procedures.
- b) The list below is an example of common procedures only. Some academies may be able to exclude some as not applicable but equally most Academies will probably need to add further ones to cover local risks and circumstances.



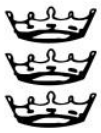
- Academy managed projects
- Critical Incident Strategy
- Educational visits and activities including sponsored events and high risk outdoor activities
- Fire safety and emergency evacuations
- First aid including the storage and administration of medicines
- Health and safety site inspections
- Lone working
- Manual handling
- Maintenance of dangerous plant and equipment and electrical systems including PAT testing
- Managing water hygiene
- Out-of-hours use of school buildings and facilities including public performances
- Reporting of accidents, incidents, hazards and near misses
- Risk assessments
- Site security
- Stress and employee well-being
- Swimming
- Unexpected loss of utilities
- Use and storage of chemicals
- Use of contractors
- Use of dangerous tools, equipment, machinery
- Use of or exposure to any hazardous substances or materials
- Use of minibuses
- Vehicular access, car parking and use of staff cars
- Violence and aggression to staff
- Waste disposal
- Working at height
- Work experience for pupils / students



Appendices Summary

The appendices that follow contain useful documents and specimen policies and procedures in some specific areas.

Appendix 1	Health and Safety Inspection checklist - Termly
Appendix 2	Health and Safety Inspection checklist - Annual
Appendix 3	Risk Assessments
Appendix 4	Lone Working specimen procedures
Appendix 5	Manual handling specimen procedures
Appendix 6	Waste disposal specimen procedures
Appendix 7	Working at height specimen procedures



Appendix 1: Health & Safety Site Inspections Checklist (TERMLY)

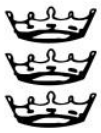
Termly Premises Health & Safety Compliance Checklist

This checklist may be used by Members of the Local Board/Principals/Head teachers and safety representatives to complete their **termly health and safety inspection**. It is a template that can be adapted to meet local circumstances. It is an *aide memoire* on what to “look for” and “look at” during any tour of the facilities and grounds. The checklist also assists in recording the findings of the inspection and assigning any remedial risk improvements. Completed checklists should be retained in school and made available during Trust audits.

Issues arising from questions that produce a ‘no’ answer can probably be addressed effectively within existing maintenance/repair arrangements. For more significant issues it may be useful to consider a risk assessment approach to determine what action is necessary.

Name of academy:	
Persons involved in inspection:	
Date of inspection:	

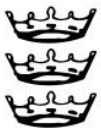
Section 1 – External areas and play equipment				
No.	Area	Yes	No	Comments
1.1	Are paths and playgrounds free from obvious trip/slip hazards?			
1.2	Are manholes secure?			
1.3	Are grass areas reasonably even and free of glass, rubbish etc?			
1.4	Do trees/branches appear safe with no obvious defects?			
1.5	Is the perimeter fencing sound?			
1.6	Is play equipment well maintained and free from sharp edges or rough surfaces?			
1.7	Is the pond secure and well			



	maintained?			
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Section 2 - Vehicles on site				
No.	Area	Yes	No	Comments
2.1	Are traffic routes marked or signed?			
2.2	Where possible, is there segregation of vehicles and pedestrians?			
2.3	Is there designated parking?			
2.4	Are there designated loading/unloading bays?			
2.5	Are traffic warning signs and markings clear?			

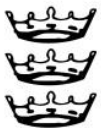
Section 3 - Evacuation				
No.	Area	Yes	No	Comments
3.1	Are escape routes clear of obstructions?			
3.2	Are exit doors free from internal/external obstructions?			
3.3	Is housekeeping satisfactory to prevent a build up of combustible materials?			
3.4	Are flammable materials stored securely i.e. not near exits or in protected routes (i.e. stairwells)?			
3.5	Are all fire alarm call points accessible and clearly identifiable?			
3.6	Are fire extinguishers easily identifiable & accessible?			
3.7	Have fire extinguishers been serviced within last 12 months?			
3.8	Has the fire alarm been serviced within last year?			
3.9	Are all fire doors labelled and in good condition?			
3.10	Are all internal fire doors free from obstructions i.e. not			



	propped open?			
3.11	Is the alarm audible in all areas?			
3.12	Are fire action notices displayed adjacent to alarm call-points?			
3.13	Are fire escape routes clearly signed (must be pictorial signs)?			
3.14	Is the fire assembly point clearly identified?			

Section 4 – Building Issues				
No.	Area	Yes	No	Comments
4.1	Are floors and floor coverings in good condition?			
4.2	Are handrails on stairs/steps sound?			
4.3	Are door mechanisms in good working order?			
4.4	Is glazing in good condition and vulnerable areas protected or is safety glass used where appropriate?			
4.5	Are facilities for people with disabilities appropriate?			
4.6	Do gutters, down-pipes and other fixtures appear sound?			
4.7	Do roof tiles appear secure?			
4.8	Are security systems adequate?			
4.9	Is matting provided to slippery/wet areas?			
4.10	Are windows above ground floor level fitted with restrictors?			

Section 5 – Temperature & Ventilation				
No.	Area	Yes	No	Comments
5.1	Can a reasonable room temperature be maintained?			
5.2	Are fans/blinds provided to alleviate high temperature?			



5.3	Is the natural and artificial ventilation adequate?			
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Section 6 - Lighting

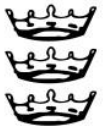
No.	Area	Yes	No	Comments
6.1	Are all lights working?			
6.2	Are diffusers clean?			
6.3	Is internal lighting adequate?			
6.4	Is external lighting adequate?			

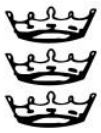
Section 7 - Electricity

No.	Area	Yes	No	Comments
7.1	Is access to electrical system restricted to authorised persons?			
7.2	Is there a warning sign displayed?			
7.3	Is there an electric shock first aid poster displayed?			
7.4	Are electrical cupboard free from combustible items?			
7.5	Are portable electrical appliances tested periodically by a competent person?			
7.6	Are plugs and leads in good condition?			
7.7	Are there sufficient sockets to prevent the need for the use of excessive extension leads?			
7.8	Are socket outlets at least 1m away from running water?			

Section 8 – Welfare Provision

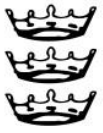
No.	Area	Yes	No	Comments
8.1	Are there suitable toilet and washing facilities?			
8.2	Are the facilities adequately inspected, cleaned, ventilated and lit?			
8.3	Are sufficient drinking water outlets available and labelled as such?			



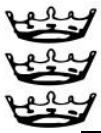


Section 9 - First Aid & Medical Provision				
No.	Area	Yes	No	Comments
9.1	Are there suitable facilities for dealing with first aid cases?			
9.2	Are there adequate first aiders including where appropriate paediatric first aiders			
9.3	Are names of first aiders displayed?			
9.4	Are first aid boxes adequately stocked?			
9.5	Are accidents/incidents recorded/reported & investigated?			
9.6	Administration of medication – consent obtained / records kept / Controlled access?			

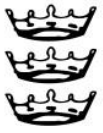
Section 10 – Working at Height				
No.	Area	Yes	No	Comments
10.1	Are steps or 'kick-stools' available and used appropriately?			
10.2	Are ladders/scaffold towers in good condition and stored securely?			
10.3	Are ladders/scaffold towers used by authorised persons only?			
10.4	Is there a safe system for working at height e.g. roofs?			
10.5	Where staff clean windows, have safe procedures been agreed?			
10.6	If a window-cleaning contract is used has a safe system of work been agreed?			



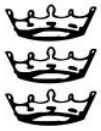
Section 11 - Miscellaneous				
No.	Area	Yes	No	Comments
11.1	Is furniture in good condition with no exposed foam?			
11.2	Are wall mounted fixtures, shelving, furniture etc. in good condition and secure?			
11.3	Is PE equipment suitably stored and in good condition?			
11.4	Do office staff have enough working space?			
11.5	Are all parts of the school maintained in a clean and tidy condition?			
11.6	Are there adequate facilities for the safe storage and disposal of waste?			
11.8	Is the stage stored appropriately, assembled correctly and is lighting accessible?			



12.0	External Areas	Y/N/P/ NA	Comment/ Action Required
12.1	<p>Are paths/walkways stable underfoot and free from significant trip hazards? <i>e.g. no potholes, significantly raised or sunken slabs, insecure manholes etc.</i></p>		
12.2	<p>Are pedestrian routes clearly defined and segregated from vehicular movements? <i>Suitable traffic signs in place where required, designated parking, unloading/delivery areas defined.</i></p>		
12.3	<p>Is any outdoor play equipment in good condition? <i>Should be inspected annually by competent contractor.</i></p>		
12.4	<p>Is external lighting adequate? <i>Should cover all walkways, exit routes, assembly points etc.</i></p>		
12.5	<p>Are security systems being properly maintained and adequate for the site? <i>Look at security gates/fencing, access control systems on external doors, CCTV, Intruder alarms, areas where anti-climb paint used etc.</i></p>		
12.6	<p>Is access to fragile/low roof areas restricted and signed appropriately?</p>		
12.7	<p>Are external waste bins secured where necessary and located away from buildings? <i>Secured where necessary and away from site boundary to prevent arson attack. Positioned away from buildings to provide fire separation.</i></p>		
12.8	<p>Are arrangements in place to manage site trees? <i>Tree inspections should be carried out twice a year by a competent contractor.</i></p>		



Name:	Name:
Signed:	Signed:
Date:	Next review date:



Appendix 2: Health & Safety Site Inspections Checklist (ANNUAL)

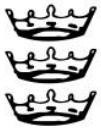
Annual Health & Safety Checklist

This checklist may be used by Members of the Local Board/Principals/Head teachers and safety representatives to complete their **annual health and safety inspection**. It is a template that can be adapted to meet local circumstances. It is an *aide memoire* on what to “look for” and “look at” during any tour of the facilities and grounds. The checklist also assists in recording the findings of the inspection and assigning any remedial risk improvements. Completed checklists should be retained in school and made available during Trust audits.

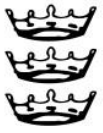
Issues arising from questions that produce a ‘no’ answer can probably be addressed effectively within existing maintenance/repair arrangements. For more significant issues it may be useful to consider a risk assessment approach to determine what action is necessary.

Name of academy:	
Persons involved in inspection:	
Date of inspection:	

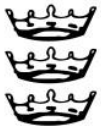
1.0	Health and Safety Management Systems	Y/N/P/NA	Comment/Action Required
1.1	<p>Is there a process in place to review and monitor the school’s health and safety performance over the past year?</p> <p><i>This should be monitored at the Local Board’s Health and Safety/Premises meeting and cover topics such as review of accidents and incidents, off-site visits, this inspection, audit by PCS or alternative provider health and safety policy, risk assessment and procedures etc.</i></p>		



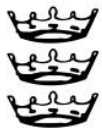
1.2	<p>Are records being kept for new staff induction and staff health and safety training? <i>Are these kept centrally or individually?</i></p>		
1.3	<p>Are Accidents and Incidents being recorded correctly and investigated properly? <i>Check use of "bumps book" for minor pupil injuries, A&I reports for staff and more serious accidents to pupils, visitors etc.</i></p>		
1.4	<p>Is Health and Safety Information given to contractors and visitors up to date? <i>Also look at some sample pages of the Visitors book and Premises Log Book to check they are being completed properly.</i></p>		
1.5	<p>Is the Health and Safety Law poster prominently displayed? <i>There is a new version of the poster which is easier to read and has a single Infoline contact number. Existing posters need to be replaced no later than 5 April 2014. The new law poster can be ordered from HSE Books (Tel: 01787 881165).</i></p>		
1.6	<p>Are risk assessments in place and up to date to cover the key risks associated with managing the school site? <i>These should include activities such as caretaker's duties, grounds maintenance, lone working, site security, working at height etc.</i></p>		
1.7	<p>Are there arrangements in place to share health and safety information and agree responsibilities with other users or occupants of the site including hirers? <i>You may need to draw up a written agreement to reflect how health and safety is to be managed in a shared facility?</i></p>		



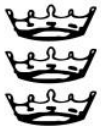
1.8	Are DBAT guidelines and procedures being followed for all Off-Site Visits and activities? <i>Ask the PCS or your own provider to show you a sample of completed online/paper notification forms and associated risk assessments.</i>		
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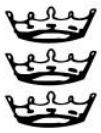
2.0	Fire Safety		Comment/Action Required
2.1	<p>Has a fire risk assessment been completed for the school? Have all actions been completed and the assessment been reviewed in the past year?</p> <p><i>Actions should be tracked at Governors Health and Safety/Premises meeting.</i></p>		
2.2	<p>Are Fire Evacuation procedures clearly displayed and up to date?</p> <p><i>Check the Fire Action Notices - they should be posted in each classroom and adjacent all break-glass call-points.</i></p>		
2.3	<p>Are fire drills being conducted termly and recorded?</p> <p><i>This should include a report on the effectiveness of the drill with any actions for improvement.</i></p>		
2.4	<p>Have Personal Emergency Evacuation Plans (PEEP) been prepared for any disabled members of staff or disabled pupils?</p> <p><i>This may require additional training/equipment for staff assisting with an evacuation e.g. from an upper floor/use of Evac-Chairs etc.</i></p>		
2.5	<p>Are Fire Alarm systems being tested weekly and fire extinguishers serviced annually?</p> <p><i>Ask the site manager/caretaker to provide evidence that this is being recorded.</i></p>		
2.6	<p>Are Exit Routes/Emergency Exits clearly signed with running man/directional arrow, unobstructed and equipped with emergency lighting?</p> <p><i>Check a sample of push-bar operated doors for operation & self-closing fire doors to see if they shut properly. Ask the site manager/caretaker to provide documented evidence of the monthly emergency lighting tests.</i></p>		
3.0	First Aid/Medication		Comment/Action Required
3.1	<p>Has the First Aid requirement been risk assessed and adequate numbers of first-aiders appointed, including paediatric first aiders where there are under fives?</p>		
3.2	<p>Are First Aid boxes in appropriate places and contents being maintained?</p> <p><i>Check a sample box to see if contents have not exceeded their expiry date.</i></p>		
3.3	<p>Is there a documented system for administration of medicines to pupils?</p> <p><i>This should include written consent from parents, individual administration records and secure storage arrangements etc.</i></p>		
3.4	<p>Is staff first aid training up to date including any specialist training e.g. administration of Epipens</p>		



4.0	Management of Asbestos	Y/N/ P/ NA	Comment/Action Required
4.1	<p>Is the Asbestos Register up to date and consulted on every occasion work is carried out on any affected areas of the building fabric? <i>Check a sample from the Premises Log Book to confirm contractors have recorded that they have inspected the register where appropriate.</i></p>		
5.0	Housekeeping	Y/N/ P/ NA	Comment/Action Required
5.1	<p>Are work areas, circulation spaces, walkways and corridors free from obstructions? Are systems in place to prevent the build up of waste/rubbish?</p>		
5.2	<p>Is flooring in good condition and free of slip or trip hazards?</p>		
5.3	<p>Is the School cleaning schedule adequate? <i>Look at the standard of cleaning in all areas including emptying of waste bins etc.</i></p>		
5.4	<p>Are items stored above head height (e.g. files, folders etc) accessible, secure, safe and of a relatively lightweight nature? <i>Check condition of shelving and racking and ensure small industrial stepladders or kick stools are available for access.</i></p>		
5.5	<p>Are walls/wall coverings clean and in good condition (e.g. paint not flaking, no damp etc)? <i>Especially important in kitchens and food technology areas.</i></p>		
5.6	<p>Are ancillary areas such as Boiler Rooms and Electrical Cupboards kept locked and free of combustible materials? <i>These can often be seen as suitable space to dump miscellaneous equipment etc but except for critical spares and other items such as ladders should be kept clear and not used for storage.</i></p>		

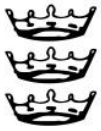


6.0	Electrical Systems	Y/N/P/ NA	Comment/Action Required
6.1	<p>Have portable and other electrical items been PAT tested by a competent person at appropriate intervals? <i>Check a sample of stickers on plugs for test dates.</i></p>		
6.2	<p>Generally are plugs, sockets, switches etc. in good condition? <i>Look at a sample to see if they are free from cracks, loose etc.</i></p>		
6.3	<p>Is the use of extension leads kept to a minimum? <i>Check to see they are not overloaded or daisy chained.</i></p>		
6.4	<p>Has an inspection of all fixed wiring systems been carried out in last 5 years? <i>Ask the site manager to show you the records.</i></p>		
7.0	Tools and Equipment (including working at height)	Y/N/P/ NA	Comment/Action Required
7.1	<p>Is there a system in place for inspection of all tools and equipment e.g. ladders at regular intervals? <i>This should include a ladder and access equipment register and all tools and equipment used by caretaker or site management team e.g. power tools, hand tools, grounds maintenance equipment etc.</i></p>		
7.2	<p>Are tools and equipment (including ladders) stored securely and out of reach of unauthorised persons? <i>Workshops and associated ancillary areas should be kept locked.</i></p>		
7.3	<p>Has training and instruction been given to the relevant members of staff in the safe use of tools and equipment including ladders/step ladders etc? <i>Ask to see appropriate staff training records.</i></p>		

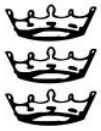


7.4	<p>Is there suitable access equipment available for staff (e.g. small industrial step ladders or kick stools) to gain access to high shelves/displays etc? <i>Check a sample of departmental storage areas and ask question of staff as to how they access high shelves.</i></p>		
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8.0	D&T/Science/Art Department Areas <i>Ask Head of curriculum area to accompany you as required</i>	Y/N/P/ NA	Comment/Action Required
8.1	<p>Are annual maintenance/inspection records available for all equipment? <i>Check a sample of larger, fixed high risk equipment e.g. kiln, pug-mill, pillar drills, band saw, lathes etc.</i></p>		
8.2	<p>Is there suitable Personal Protective Equipment available for pupils and staff e.g. goggles/safety spectacles, dust masks, hearing protection etc? <i>These should be easily accessible, clean and well maintained. Should be part of technician's duties to check these.</i></p>		
8.3	<p>Is the use of equipment/machinery covered by written risk assessments and safe operating procedures? <i>Ask Head of Department to show you a sample of risk assessments/procedures.</i></p>		
9.0	Welfare Facilities	Y/N/P/ NA	Comment/Action Required
9.1	<p>Are toilets clean with sufficient washing facilities, means of hand drying etc. <i>For disabled toilets – check the pull cord alarm has been regularly tested.</i></p>		

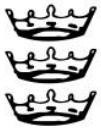


9.2	Are staffroom areas suitable for rest and eating? <i>Check also that staff have sufficient facilities to store personal belongings, outdoor clothing etc.</i>		
9.3	Are sufficient drinking water outlets available and labelled as such?		
10.0	General workplace	Y/N/P/ NA	Comment/Action Required
10.1	Are all regular DSE (Computer) users identified and workstations assessed? <i>Staff should be using the self assessment checklist and reviewing this on a regular basis.</i>		
10.2	Are lighting levels sufficient in all areas? Are heating systems working properly and sufficient temperatures maintained? Is there a means of adequately ventilating areas either via open able windows or other means of mechanical ventilation? <i>Check to see if there have been any complaints by staff members in relation to any of the above e.g. are fan/blinds provided where necessary to alleviate high temperatures etc.</i>		
10.3	Is there sufficient space to carry out school activities safely? <i>Check to see if there have been any complaints by staff members in relation to lack of space.</i>		



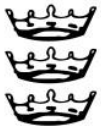
10.4	<p>Is there sufficient equipment to assist staff with manual handling tasks (e.g. trolleys in laboratory preparation areas, sack trucks, hoists etc.) <i>Check to see if these are suitable and in good condition – larger equipment such as hoists for moving persons or pallet trucks should be subject to independent insurance inspection as well as a planned maintenance scheme.</i></p>		
10.5	<p>Has a Legionella survey/risk assessment been carried out? <i>This requires checks of hot and cold water temperatures in line with risk assessment – check records are being maintained.</i></p>		

11.0	External Areas	Y/N/P/NA	Comment/Action Required
11.1	<p>Are paths/walkways stable underfoot and free from significant trip hazards? <i>e.g. no potholes, significantly raised or sunken slabs, insecure manholes etc.</i></p>		
11.2	<p>Are pedestrian routes clearly defined and segregated from vehicular movements? <i>Suitable traffic signs in place where required, designated parking, unloading/delivery areas defined.</i></p>		
11.3	<p>Is any outdoor play equipment in good condition? <i>Should be inspected annually by competent contractor.</i></p>		
11.4	<p>Is external lighting adequate? <i>Should cover all walkways, exit routes, assembly points etc.</i></p>		
11.5	<p>Are security systems being properly maintained and adequate for the site? <i>Look at security gates/fencing, access</i></p>		



	<i>control systems on external doors, CCTV, Intruder alarms, areas where anti-climb paint used etc.</i>		
11.6	Is access to fragile/low roof areas restricted and signed appropriately?		
11.7	Are external waste bins secured where necessary and located away from buildings? <i>Secured where necessary and away from site boundary to prevent arson attack. Positioned away from buildings to provide fire separation.</i>		
11.8	Are arrangements in place to manage site trees? <i>Tree inspections should be carried out twice a year by a competent contractor.</i>		

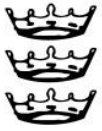
Name:	Name:
Signed:	Signed:
Date:	Next review date:



Appendix 3: Risk Assessments

Academies need to regularly assess the risks of their sites and any activities they wish to carry out both on the Academy site and off-site. These assessments need to be recorded on risk assessment forms and kept in a risk register. This provides vital evidence that the Academy has considered all possible risks and taken appropriate action to reduce them.

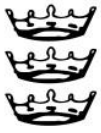
Below is an example of a generic risk assessment form. The Board's preferred Health and Safety provider will offer Academies access to an on-line suite of risk assessments for different activities. Local authorities and other Health and Safety providers do the same. It is important to remember though that all such generic templates will need to be adapted and customised to meet the needs of the specific activity or location that is being assessed.



RISK ASSESSMENT FORM

Academy:		Activity:			
Assessment carried out by:		Date:		Date of Review:	

What are the Hazards	Who might be harmed and how?	Existing Control Measures What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Completed



Appendix 4: Specimen Lone Working Procedure

Lone workers are those employees who work by themselves without close or direct supervision and, as such, come under the school's Health and Safety Policy. The following situations are covered by this policy:

- Caretaker or last employee in the building or locking up
- Employees working outside of normal working hours
- Employees attending out of hours meetings or functions
- Contractors

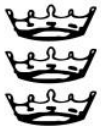
There is no legal prohibition to working alone, however, any hazards must be identified, risk assessments carried out and measures put into place to control any risks. All employees must consider whether it is really necessary for them to work alone and if arrangements can be made for others to work at the same time. As this is not always possible, all staff must be aware of the procedures required for working alone.

Lone workers must not knowingly put themselves at risk and should follow these procedures:

- Ensure that someone is aware that you are working alone and that you keep in regular contact and or have given an expected time of return
- Ensure that external doors are kept closed and locked
- Have a mobile phone to hand or access to the phone in the office
- When entering or leaving the building during darkness, make sure that your key is readily available and be alert for intruders
- If leaving the building at night after a function or meeting, try to leave with others
- Do not confront intruders or unauthorised users and notify the head teacher, caretaker or police if there is any sign of intrusion or if you are concerned about unauthorised users

In the case of employees with certain medical conditions it may be necessary to seek medical advice before allowing them to work alone, e.g. epilepsy.

All lone workers must be capable of responding to an emergency situation and to be aware of emergency procedures, e.g. fire procedure (see appendix 2)



Appendix 5: Specimen Manual Handling Procedure

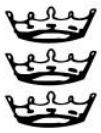
Please note that approximately 1 in 3 accidents reported relate in some way to manual handling. It is therefore essential to take note of these procedures.

Manual handling means: the transportation or supporting of a load by hand or by bodily force including lifting, putting down, pushing, pulling and carrying. A load includes a person as well as an inanimate object, but does not include using tools or equipment for intended purpose e.g. lifting a kettle, using a floor polisher.

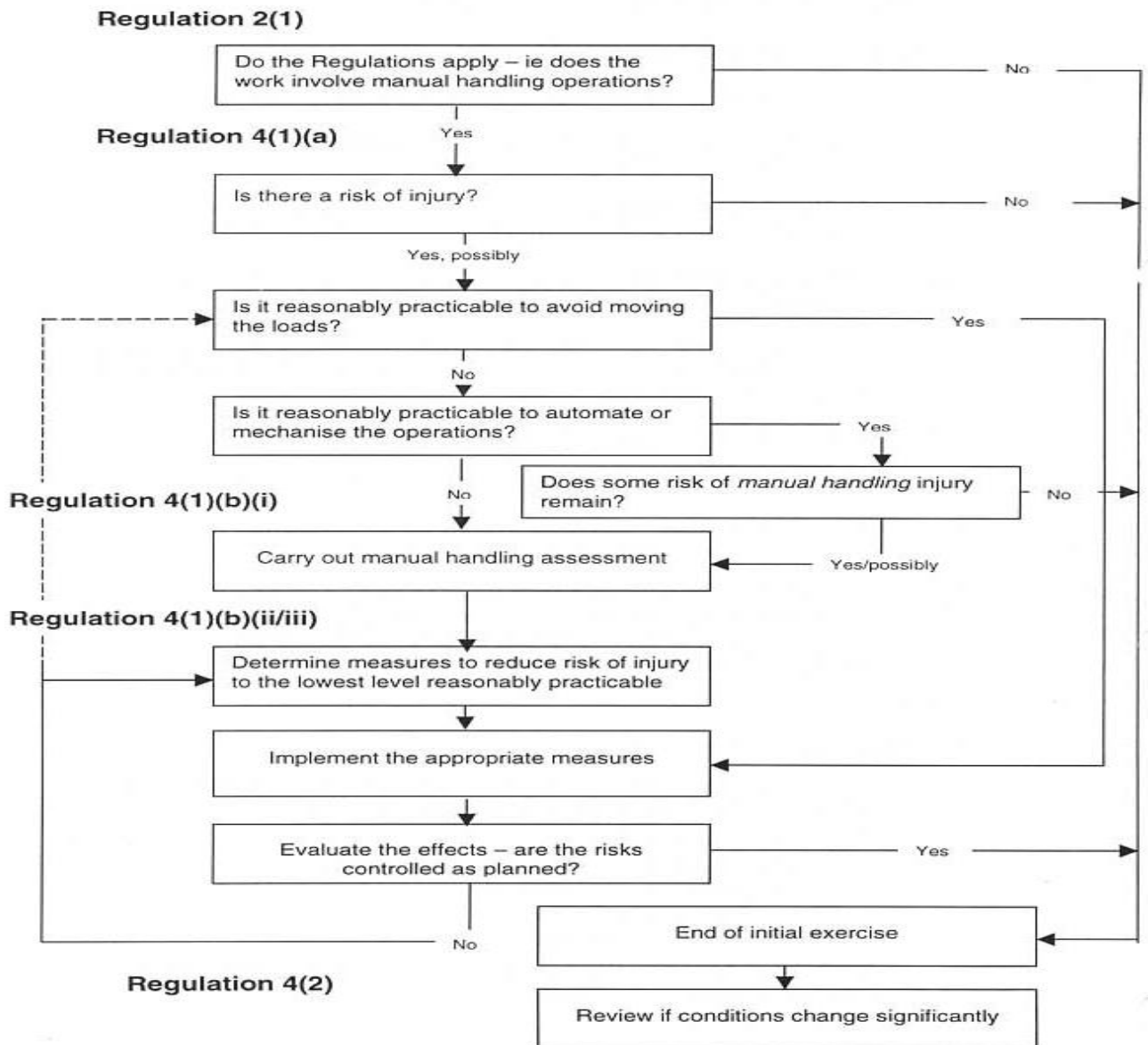
This policy deals with:

- **Handling inanimate objects**
- **Handling mobility-impaired pupils**

In both cases, the Manual Handling Regulations 1992 make it a legal requirement for schools to carry out risk assessments.



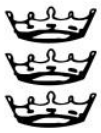
The following flow chart sets out how follow to those regulations:



Handling Inanimate Objects

Principles of correct manual handling

- **Plan:** The person undertaking the manual handling will assess the load and determine how it will be handled and where it will be placed. By assessing the situation first, that person can decide if a handling aid, a transporter or another person is needed to move the object; if there is sufficient space for the lifting to be done in the right position; and if there are any obstructions likely to be encountered.
- **Determine the best technique:** All factors will be taken into account when determining the best technique. A person undertaking a lift must lift efficiently and rhythmically, avoiding bending of the lower back. The best technique involves suitable balance and avoidance of unnecessary bending, twisting and reaching.
- **Take a secure grip on the object being handled:** The grip helps to determine how safe the task will be. Wherever possible, a comfortable power



grip (with the whole hand) must be used rather than a pinch grip (with fingers only). Carrying with one hand must be avoided.

- **Pull the load in close to the body:** For lifting in particular, it is important to have the centre of gravity of the load close to the body to prevent excessive stress on the back and to make the strongest muscles of the arms available to hold the load. It is important to minimise the effects of acceleration by lifting slowly, smoothly and without jerking.
- **Vary handling tasks with lighter work:** The job/task must be designed so as to provide alternative tasks that do not heavily stress the same muscles. Lighter tasks allow the active muscles to recover and must be alternated with heavier handling tasks.
- **Team lifting:** To enable load sharing, lifting partners should be of similar height and build. There must be one person nominated as team leader to co-ordinate the lift.

The following aids are available in school

Sack truck – kept in disabled toilet

Step ladder – kept by paper cupboard in library

Ladder – kept in boiler house

Risk assessments must be carried out for tasks which meet **all** of the following criteria:

1. The task cannot be avoided
2. The task cannot be mechanised or automated
3. The task poses a foreseeable risk of injury

When carrying out risk assessments everyone who is required to undertake the task is considered, including pupils where appropriate. In the case of pupils carrying out manual handling tasks, consideration must be given to their physical capabilities. If you feel you would benefit from training in manual handling to assist you, please ask your line manager.

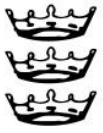
Handling Mobility-impaired Pupils

Short term immobility

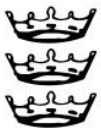
When mobility is impaired short term, e.g. when a pupil has a limb in plaster or is on crutches, the head teacher and SENCo will assess the means by which the pupil can move around the school and evacuate safely in an emergency. Staff or pupils may be allocated to that pupil to provide, for example, a steadying hand if necessary, but no untrained person will be allowed to lift or carry the pupil. If lifting or carrying is necessary, a full assessment of the pupil's need will be carried out with the parents before the child next attends school.

Permanent or long term immobility

Pupils with long term or permanent mobility impairment will require their needs to be identified, assessed and controlled to ensure their well-being and that of any staff



supporting them. There should be an assessment of a pupil's individual needs and in order to prepare any manual handling procedures.

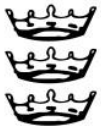


Appendix 6: Specimen Policy on Waste Disposal

(Insert name of) Academy endeavours to manage waste in the most effective environmental ways available to us.

This is how we deal with the following items:

Plastic, tins, card, paper	Goes in the green dry mixed waste bins in school and the caretaker empties them into the dry mixed waste wheelie bin outside the staff car park. These are emptied by (Insert details).
General waste	Collected from small waste bins by cleaners and emptied into the green general waste wheelie bins in the staff car park. These are emptied (Insert details of when and by whom.)
Cooking oil	Collected in e.g. 20L tins until 80L has been collected then Catering Manager contacts the company to collect and recycle it.
Food waste	Double bagged in black bin liners and disposed of in the general waste wheelie bins.
Bodily fluid waste	Staff wear gloves to clean up and all cloths, paper towels used to clean up are bagged then put in the general waste wheelie bin outside to prevent the spread of infection.
Cleaning waste products	Dirty water from mopping floors in the kitchen is disposed of in the slosh sink. The cleaning staff dispose of dirty water down the sink in the cleaners' cupboard.



Appendix 7: Specimen Working at Height Procedure

Carry out a risk assessment

Before carrying out any task at height, decide whether it could be done from ground level in another way. If not, decide on the most appropriate type of access:

- Kick-stool
- Stepladder
- Trestle
- Ladder
- Scaffold tower

All ladders/steps must be in good condition and should be checked before use.

All ladders must:

- Be footed by a second person
- Be one metre higher than the highest rung being stood on
- Be marked with BS Load Rating
- Never be rested against glass or plastic features such as guttering.
- Included on a register

Under no circumstances should any employee or pupil stand on chairs, boxes, shelves or any other non-weight bearing object.