



<b>Policy</b>	<b>Health and Safety Policy</b>
Author	Rosy Lord, Director of HR/Communications & Estates Alan Evans, Director of Finance & Governance
Date of Approval	December 2019
Approved by	Audit Committee
Review date:	Annual and full review December 2021

## Contents

Part 1	Health and Safety Policy Statement
Part 2	Organisation and Responsibilities
2.1	Trustees
2.2	Trust Senior Leadership Team
2.3	Academy Council
2.4	Principal
2.5	Academy Leadership Team
2.6	Site Supervisor
2.7	Class teachers
2.8	Pupils/Students
2.9	Visitors/volunteers
2.10	All employees
2.11	Contractors
2.12	Health and Safety Committee and Representatives
Part 3	Arrangements
3.1	Risk Assessments
3.2	Accidents/Incidents and near misses
3.3	First Aid
3.4	Fire Policy
3.5	Electrical Safety
3.6	Gas Safety
3.7	Site Safety and Security
3.8	Asbestos
3.9	Control of Substances Hazardous to Health (COSHH) and Radiation Sources

3.10	Legionella
3.11	Display Screen Equipment
3.12	Manual Handling
3.13	Working at Height
3.14	Lone Working
3.15	Transportation and Driving for Work
3.16	Pregnancy and New Mothers
3.17	PPE
3.18	Training
3.19	Contractors and Permits to Work
3.20	Audits and Inspections
Part 4	Appendices
4.1	List of Supporting Policies
4.2	Inspection checklists

## **PART 1**

### **Health and Safety Policy Statement**

It is Eastern Multi-Academy Trust's (EMAT) intent and policy that all reasonably practicable steps will be taken to ensure the health and safety of all pupils and personnel employed by EMAT, contractors and visitors who attend the sites. In doing so, the aim is to minimise any risk of accidents or damage within the Trust.

It is the responsibility of those personnel with specific responsibilities for health and safety as set out in this policy and within the Academy and Trust to ensure that their responsibilities are adequately undertaken and delegated in their absence.

All personnel who authorise work to be carried out at any time should ensure that there are adequate health and safety facilities available especially to those who come into the Academy/Trust to carry out functions not normally done by the personnel already employed by the Trust.

This includes teachers, those hiring facilities, day or night, staff of contracted out service providers such as cleaners, catering, grounds maintenance and most definitely those personnel who come onto any trust premises to carry out maintenance or repair work to the buildings, fabric or structure, internally or externally.

The Health and Safety at Work Act and all subsequent legislation is to be complied with at all times and without exception. It is the Trust's policy to make our places of work as health and safety conscious as possible for all staff, pupils, visitors and contractors.

Where necessary the Trust will seek and recruit specialist advice to determine the risks to health, safety and wellbeing in the Trust and the precautions required to deal with them.

All employees must follow policy, procedure and guidance to ensure the maintenance of high standards of health and safety in all Trust premises and activities. Serious breaches of the health and safety policy may be treated as disciplinary offences.

This Health and Safety Policy Statement of Intent and the Organisation and Arrangements that support it will be reviewed annually or more frequently where there have been significant changes.

Signed:

Signed:

Chair of the Board of Directors

Chief Executive

## **PART 2**

### **Organisation and Responsibilities**

#### 2.1 The Trustees (Directors) will:

- Ensure the Trust has in place appropriate arrangements for managing health and safety
- Approve health and safety policies
- Receive annual or more regular reports
- Receive reports regarding high level accidents and incidents and investigations
- 

Operational responsibility lies with the Chief Executive (delegated to the Director of HR and Estates) and oversight is provided by the Trust Audit Committee.

#### 2.2 The Trust Senior Leadership team will:

- Ensure the adequate funding is provided to enable the Academy and the Trust to be organised and run in a safe and healthy manner.
- Where funding for particular hazards is the responsibility of another party (eg the landlord), the Trust, will support the Academy to ensure the problem is highlighted and assess the hazard in order to render the problem area safe.
- Address any health and safety problems brought to them by the Principal, staff or parents as required.
- Ensure the Trust Health and Safety Policy is brought to the attention of all staff.
- Appoint a competent person as the Trust's Health and Safety Officer/Advisor to support Academies in the identification and assessment of risk and ensure action is taken to reduce risks. This falls under the remit of the Director of HR & Estates.
- Ensure a system is implemented to manage safety and ensure compliance.
- Ensure appropriate insurance arrangements are in place.
- Ensure appropriate policies and procedures are in place at Trust level and cascaded to all Academies.
- Ensure health and safety is a regular part of the agenda at senior leadership team meetings
- Ensure all Academies have a health and safety committee in place
- Consult regularly with staff and recognized unions on matters of health and safety
- Ensure all Trust staff visiting each Academy follow appropriate procedures and report any issues via the local procedures
- Ensure appropriate external health and safety inspections, fire risk assessments and other Trust-wide activities take place
- Use SCA funding appropriately to support health and safety and estates are safe, secure and compliant

#### 2.3 The Academy Council will:

- Ensure the Principal puts in place a local health and safety policy approved by the Council
- Ensure appropriate arrangements are in place for health and safety within the Academy
- Ensure there are suitable and sufficient risk assessments in place for work activities
- Receive reports on health and safety from the Principal including reports on accidents or incidents and investigations
- Appoint a health and safety council member to attend committee meetings where possible
- Top receive reports on inspections and resulting actions
- Ensure a positive health and safety culture is established and maintained

#### 2.4 The Principal of each Academy will

- Produce for approval and adoption a local health and safety policy and procedure for the Academy including fire or emergency evacuation procedures
- Ensure this is communicated along with the Trust's Health and Safety Policy and other policies and procedures to all staff
- Ensure staff understand their responsibilities under the Policy and procedure and appropriate training is put in place to support that
- Ensure adequate accident and incident reporting processes are in place and appropriate investigations take place into incidents and accidents and relevant improvements are put in place where identified
- Ensure appropriate defect and maintenance reporting processes are in place
- Ensure risk assessments are in place for all work activities including trips and visits
- Ensure all statutory compliance work is undertaken for the Academy and servicing and maintenance is undertaken
- Ensure adequate funding is available for health and safety activities
- Set up and maintain a health and safety committee
- Undertake regular site inspections with the site supervisor/caretaker to ensure it is safe and secure
- Raise with the Trust any serious issues and seek support where appropriate for advice and guidance or funding support for improvement projects vis SCA or its equivalent
- Ensure appropriate procedures are in place to ensure visitors, volunteers including work placements and contractors are aware of, and abide by, the health and safety policy and procedures.
- Delegate appropriate tasks to the site supervisor/caretaker and engage suitable contractors where appropriate
- Ensure internal arrangements are in adequate for first aid, mental health first aid etc

#### 2.5 Each Academy Leadership team will

- Support the Principal in the duties outlined above
- Operationally manage the health and safety of the Academy and be active in monitoring health and safety
- Ensure areas under their responsibility have appropriate risk assessments in place including disposal processes where applicable
- Carry out inspections of the Academy and report issues as required
- Be proactive in identifying where improvements can be made
- Pass on health and safety issues to and from team meetings as required
- Induct all new staff to ensure they understand their responsibilities under this policy and others

#### 2.6 Site Supervisors/Caretakers will

- Ensure the site is secure at all times
- Ensure there are safe means of access and egress and these are clear of obstructions at all times
- Ensure contractors see the asbestos register before undertaking work
- Ensure the Academy is kept clean and adequate welfare facilities are provided
- Ensure they operate safe working arrangements when undertaking maintenance tasks

- Monitor contractors whilst on site and ensure contractors use safe working procedures when working in the Academy
- Ensure adequate fire safety arrangements are implemented
- Regular testing and maintenance of fire equipment, doors, alarms, emergency lighting is undertaken and recorded
- Ensure statutory compliance and Trust compliance occurs and is recorded including asbestos management and legionella testing amongst others
- Take responsibility for acting on reports of defects and maintenance issues where possible
- Ensure the Health and Safety law poster is displayed with up to date information
- Ensure first aid boxes are available and stocked at all times
- Report any concerns to the Principal regarding hazards or safety concerns
- Conduct regular site inspections with the Principal or relevant senior leader and identify any issues needing attention
- Ensure COSHH procedures are followed at all times and stored appropriately
- Take part in relevant training and development

## 2.7 Class Teachers will

- Effectively supervise their pupils at all times and ensure they follow the safety procedures
- Take charge in emergency situations and carry out the necessary procedures to keep the pupils safe
- Inspect their classrooms/workshops/labs half termly and report any maintenance/defects
- Report any defects found within their classrooms/workshops/labs and anywhere within the Academy for action
- Ensure pupils are safe using resources or equipment for their lessons and undertake any health and safety precautions needed and correct storage is provided and used at all times
- Ensure risk assessments are in place for all activities
- Ensure all equipment used is inspected, maintained and serviced as appropriate prior to use and record same and take any dangerous or non-compliant equipment out of use and report it
- Follow appropriate codes of practices eg CLEAPS, COSHH
- Raise any health and safety concerns with the leadership team or health and safety representative as appropriate
- Undertake appropriate training and development activities
- Ensure the relevant procedures are followed for trips and visits they attend with pupils

Heads of Department will monitor activities within their departments and ensure all are in place as set out above and ensure all staff are trained appropriately for their responsibilities.

## 2.8 Pupils/Students will

- Follow safe practices and procedures as instructed by their teacher or other member of staff
- Exercise personal responsibility for the safety of themselves and others
- Observe standards of dress consistent with the safety and/or hygiene for the activity eg suitable footwear
- Observe all the safety rules of the Academy and in particular the instructions of staff given in an emergency
- Not willfully misuse, neglect or interfere with things provided or his/her safety
- Not by their act or omission put anyone at risk

- Report any incident or hazard which may put others at risk

#### 2.9 Visitors/volunteers will

- Make themselves conversant with their responsibilities under the Health and Safety Policy and safety procedures where they may be visiting or volunteering
- Follow all emergency procedures and instructions from staff
- Not put anyone at risk because of their acts or omissions
- Report any defects that they observe

#### 2.10 All employees will

- Be conversant with the Health and Safety Policy and their responsibilities under it
- Be aware of other policies which affect them such as manual handling or driving for work
- Be fully conversant with emergency procedures and take appropriate action
- Take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off site activities
- Report immediately any defects or issues they observe particularly if they present any serious or immediate danger
- Take action to stop any activity which is dangerous or could cause a risk to others
- Ensure they use equipment provided appropriately and in line with the instructions and/or training given and use PPE if required
- Not misuse anything which has been put in place for health and safety reasons
- Co-operate with the employer or other parties in order to improve health and safety

The Health and Safety at Work Act 1974 states:

“It shall be the duty of every employee while at work;

- To take reasonable care for the Health and Safety of him/herself and that of any other persons who may be affected by his/her acts or omissions at work, and
- As regards any duty or requirement imposed on his employee or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with”

The Act also states:

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions”

#### 2.11 Contractors will

- Familiarize themselves with the Health and Safety Policy and procedures for the Academy in which they are working
- Ensure they inspect the asbestos register for the area in which they are working
- Follow safe working practices at all times and ensure the safety of the pupils and employees within the Academy by agreeing any safety rules, exclusion areas etc
- Ensure their staff are appropriately trained and their equipment is serviced and maintained properly and PPE is used where appropriate
- Ensure they have the appropriate insurance in place

- Ensure good housekeeping rules are followed whilst on the premises and leave the site clean and tidy and safe
- Must sign and date to acknowledge that they have received a copy of the Trust Health and Safety Policy and local policy – see appendix 1

## 2.12 The Health and Safety Committee and Health and Safety Representatives

The importance of consultation and co-operation with staff in the successful implementation of a fully integrated health and safety ethos and culture is acknowledged. At Trust level, health and safety is a standard agenda item for its regular JCNC meetings with recognized unions. Therefore feedback will be received by the Trust as necessary from local Academy leadership, local Health and Safety Committees and recognized unions at JCNC meetings.

The terms of reference for the Academy health and safety committee are to:-

•	Promote co-operation between management and employees on matters of health, safety and welfare at work
•	Examine both internal and external health and safety reports and audits and discuss areas for improvement
•	Review health and safety local arrangements, policy and procedures on a continuous basis implementing revisions where necessary
•	Study accident and absence statistics (including absence levels due to mental health) in order that unsafe conditions, acts and practices can be identified and consideration given to the formulation of procedures and guidance to eliminate the hazard and/or reduce the risk
•	Assist in the development of safety guidance and safe systems of work
•	Participate in periodic joint inspections/reviews
•	Monitoring health and safety training for staff

### Membership of the Committee

Principal (or their representative)

Senior operational member of staff with responsibility for the estate/health and safety

Trade Union representatives (if present)

Premises Manager or equivalent

Academy Council health and safety member

Other representatives of high risk areas (secondary) eg technology, science

Staff or union health and safety representatives can

- Attend the Health and Safety Committee
- Undertake inspection visits with the Principal
- Raise issues with the Principal and at the Committee
- Consult with staff regarding health and safety issues

## PART 3

### Health and Safety Arrangements

The Academy will adopt the Trust's policies and arrangements and may produce additional local Academy procedures to support these.

#### 3.1 Risk Assessments

Risk Assessments are a legal requirement under the Management of Health and Safety at Work Regulations 1999, although most aspects of health and safety and the legislation requires a risk assessment approach.

All risk assessments will be recorded, in part this will be through using curriculum lesson planning/schemes of work documentation, as well as by using generic risk assessment templates via the portal of our health and safety advisors, these will be adapted to our schools' specific requirements. In addition, specific risk assessments will be undertaken as required. All risk assessments will be accessible to those who need them and will be reviewed periodically, following an accident or incident, on the introduction of any new process/equipment/substance or other significant change in circumstances.

**All Educational visits undertaken by any Academy will also be subject to a written risk assessment.**

The table below sets out the names/job titles of the staff assisting with the assessment process, details of when this will take place and the location of risk assessments.

Below are the people assisting with the risk assessment process for their individual area of work:

Name:	Bryony Hodges
Area of Work	EVC
Location of RAs	Evolve
Name	Richard Preston
Area of Work	Site Manager
Location of RAs	Site Manager folders in Teachers' Room (new block)
Name	Louise Harrison
Area of Work	P.E. Subject Leader
Location of RAs	Shared Drive
Name	Tracey McCarthy
Area of Work	Principal
Location of RAs	Shared Drive / School website
Name	
Area of Work	
Location of RAs	
Name	
Area of Work	
Location of RAs	

Name Area of Work Location of RAs

***It is the Principal's responsibility (as duty holder) to ensure that risk assessments are carried out. However, the Principal may request the assistance of competent staff in carrying out risk assessments across various curriculum areas of activity within the academy.***

### 3.2 Accidents/Incidents and Near Misses

All accidents, incidents and near misses to our staff and pupils will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

The Principal is responsible for ensuring that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive, are reported to the incident call centre and to the central Trust. In serious incidents the Trust will support investigations either within the Trust or with the HSE.

All staff have a responsibility to report and record accidents, incidents and near misses in line with the Trust Policies and Procedures. The Principal will ensure staff are aware of the requirement and the location of report forms/books. Our accident/incident and near miss book/forms are kept at **the school admin office.**

The Principal, or relevant member of the senior leadership team, will review all reports to identify any patterns or trends. The Health and Safety Committee will also review statistics and trends as part of their remit. Principal's will also report health and safety regularly to the Academy Council and JAGs. The Trust will monitor reports received and also review any areas of concern for review with the Academy.

The Principal will appoint an appropriate person to undertake investigations and see what lessons can be learnt and how similar events can be avoided. Risk assessments, curriculum plans or systems of work will be amended to reflect any lessons learnt.

### 3.3 First Aid

The Academy recognises that, under the First Aid at Work Regulations 1981, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. This should include arrangements for first aid based on a risk assessment of the Academy.

The contact information and location of staff who hold a relevant first aid qualification will be displayed in prominent locations around the Academy. This information will also include staff who are Mental Health First Aid trained.

Louise Harrison keeps records of qualifications on site and there is a procedure in place for revalidating first aid certificates before they expire. These records are kept in the office and centrally within the Trust HR department.

Louise Harrison is responsible for ensuring that First Aid boxes, located around the premises, are restocked. The content requirements for boxes is set out in the separate Policy.

Our Academy has given consideration to the level and type of first aid provision that is required both within the Academy and also on off-site activities as part of our risk assessment. The minimum level to conform to Department for Education guidance is 1 first aider for every 100 people on site. As a minimum this will be made up of 2 x 3 day qualified first aiders, with the remainder being 1 day trained.

### 3.4 Fire Policy

An outbreak of fire in an Academy is very serious. Under the relevant regulations, there is a legal requirement for each building to have an up to date fire risk assessment. This will identify all sources of heat with the potential to cause fire along with considerations relating to the use and storage of combustible materials.

The Principal will ensure that there is a suitable and sufficient Fire Risk Assessment carried out annually (sourced by the Trust). The findings will be appropriately communicated and any significant hazards identified have been addressed. The Principal will also ensure compliance with the Trust's fire Policy.

Fire drills will be carried out in Academies once per term and are recorded in the relevant log. The Principal is responsible for ensuring that fire drills are carried out, and any actions to improve are identified and taken.

Records will also be kept of fire alarm and emergency lighting maintenance and testing, fire extinguisher maintenance and fire alarm testing and maintenance. This log will be available for review in the Teachers' Room / on the Every system.

The Principal will ensure that there are suitable evacuation routes and assembly points and that these are displayed around the Academy and all staff are aware and trained in procedures. All evacuation routes will be clear and free of obstructions and painted in fire retardant paint and clear of combustible materials.

The Principal will also ensure that any fire doors are maintained and are kept free of obstructions – both internal and external – and that any closing devices operate correctly.

### 3.5 Electrical Safety

Our Academy will ensure that all possible steps are taken to ensure electrical safety and will treat electrical maintenance and repair work as a priority.

All fixed installations such as sockets, wiring and lighting will be tested every five years by a competent electrician.

All portable electrical equipment will be tested and maintained in line with current legislation and safety testing guidance.

No equipment brought into the Academy by staff or pupils can be used until it has been approved and PAT tested.

**Richard Preston** is responsible for arranging the testing and maintenance of portable electrical appliances in the Academy including that brought in from home. They also hold the records of PAT testing in **the Teachers' Room / on the Every system** and are responsible for the repair or disposal of equipment as a result.

Fixed electrical installation is organized by **Richard Preston** and the documentation is held in the Teachers' Room / on the Every system.

### 3.6 Gas Safety

Under the Gas (Installation and use) Regulations 1994, there is a requirement for all gas appliances (central heating boilers, gas water heaters, gas ovens etc) to be checked, serviced and maintained by a competent (Gas safety Registered) contractor on an annual basis.

**Richard Preston** is responsible for arranging the testing and maintenance of the gas appliances. All records of gas servicing certificates and reports are kept **in the Teachers' Room / on the Every system**.

In case of a heating failure or breakdown, there may be a need to bring in supplementary heating to ensure an appropriate working temperature is maintained or the Academy may need to close. Appropriate risk assessments will be undertaken and safe operation procedures will be put in place in such instances.

If any member of staff smells gas, they should raise the alarm and notify immediately. Gas cut offs, if present, should be activated and pupils and staff should evacuate. No access should be made to the area until declared safe by an appropriately competent individual.

### 3.7 Site Safety and Security

The Principal is responsible for ensuring that the Academy site is secure in line with the Security Policy.

**Richard Preston** is responsible for securing the building and setting intruder alarms at the end of each day. The procedure would include ensuring windows are shut, fire doors and other external doors closed and locked etc.

All visitors are received in a secure visitor lobby and are required to sign the visitors' book and wear an identify badge. They are not to be left unaccompanied.

Our site is also protected by a monitored intruder alarm and by CCTV.\* delete as appropriate.

**Richard Preston** is responsible for the maintenance and running of the CCTV system.

**Richard Preston** is responsible for the maintenance and running of the intruder alarm system.

\*\* In case of emergencies outside normal hours the following people can be contacted

Name	Telephone number
Keyholder (site staff)	
Keyholder (other)	
CCTV Company	

Intruder alarm company	
Other **add as necessary	

In cases of emergencies, the Trust should also be advised.

### 3.8 Asbestos

We take the management of asbestos very serious in our Academy and the Trust. We maintain an asbestos register on site which identifies all known asbestos on site. This is held **in the school admin office**.

The Principal, as the duty holder under the Control of Asbestos Regulations 2006, has responsibility for the management of asbestos on site, although some functions and day to day issues may be delegated to other competent and trained staff. Many schools, built before 2000, will contain some form of asbestos. Asbestos-containing materials (ACMs) include:

- asbestos lagging used as thermal insulation on pipes and boilers
- sprayed asbestos used for thermal insulation, fire protection, partitioning and ducts
- asbestos-insulating board (AIB) used for fire protection, thermal insulation, partitioning and ducts
- some ceiling tiles
- floor tiles
- cement roofing and guttering
- textured coatings

Richard Preston is responsible for ensuring that the asbestos register and the information within it is brought to the attention for anyone likely to disturb areas where asbestos containing materials are present in the course of daily routines or proposing to plan or carry out work. (This could include site staff, surveyors, contractors, ICT technicians, alarm/CCTV installers etc.)

Each Academy has an annual inspection of its asbestos and the survey information and inspection reports will be held with the register.

Where invasive building works are to be carried out on the premises (eg refurbishment, demolition, electrical wiring or other cabling work) a more in depth, asbestos survey may need to be carried out at the planning stage to cover the full scope of the works before commencement.

**Richard Preston** is responsible for ensuring that asbestos is fully considered as part of the planning stages of any invasive works in the Academy.

**Richard Preston** is responsible for liaison with contractors etc to ensure

- the condition of asbestos materials are reviewed
- any asbestos hazard risk assessments are reviewed
- any floor plan changes are recorded and updated

Our Academy acknowledges that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damages or disturbed, it can become a danger to health. All staff are encouraged to report

### 3.9 Control of Substances Hazardous to Health (COSHH) including Radiation Sources

Our Academy recognizes that the Control of Substances Hazardous to Health Regulations 2002 requires an assessment to be made of the work processes that involve the use of substances which are hazardous to health. The regulations do not solely apply to cleaning products but consideration

will be given to cleaning, decoration, maintenance works, janitorial supplies, science, design and technology, art and other relevant curriculum substances.

Our Academy has an inventory on site of all hazardous substances located **in the Teachers' Room / on the Every system**.

**Richard Preston** is responsible for ensuring that appropriate staff are informed and suitably trained regarding hazardous substances. In addition, relevant teachers will brief pupils where appropriate.

**Richard Preston** is/are responsible for keeping the inventories up to date.

Data sheets are available on site for all hazardous substances which are being used, there are kept in locations where the hazardous substances are stores. Additionally separate risk assessments are carried out for work processes which involve hazardous substances.

**Richard Preston** is/are responsible for ensuring that data sheets are available to staff on site and that appropriate assessments have been carried out.

**Richard Preston** is the authorized person to approve purchases of hazardous substances.

Inventory Location	Type of Inventory
	Cleaning & Janitorial
Not applicable	Science
Not applicable	Art
Not applicable	D&T
	Premises & Maintenance
	Others - specify

All reasonable steps will be taken to put in place control measures to prevent or reduce employee's and pupils' exposure to such substances. Part of the assessments will be to substitute substances for safer alternatives where possible.

### 3.10 Legionella

We have a duty to ensure health, safety and welfare of employees, so far as is reasonably practicable. In order to comply with legislation and to protect our staff, pupils and visitors from the risk of contracting legionella. Legionella can be contracted by inhaling small droplets of water suspended in the air which contain the legionella bacterium.

Areas of risk are from water systems where temperatures are warm enough to encourage growth such as cooling towers, condensers, and showers or domestic purposes such as washing etc.

A legionella survey is conducted annually in our Academy. The report is found **in the Teachers' Room / on the Every system**.

There is a record kept of formal inspections and surveys and also any testing which occurs in the Academy which is available from **in the Teachers' Room / on the Every system**.

**Richard Preston** is responsible for ensuring that the recommendations of any report are carried out; identifying from results of testing where there may be a need to follow up with specialist input; ensure the testing and surveillance regime is followed and ensure relevant staff understand the reports and outcomes and to carry out any work necessary.

**Richard Preston** is responsible for ensuring that maintenance activities are up to date and carried out on time and ensuring that all activities are documented in the relevant system. These could include temperature checks on water, flushing activities.

### 3.11 Display Screen Equipment and Workstations

We are aware of the need to protect employees from the risks associated with Display Screen Equipment eg laptops and computers. We have staff who would be classified as users under the regulations.

A user is defined as “an employee who habitually uses display screen equipment as a significant part of his/her normal work”. This is interpreted as continuous period of at least an hour or more most days of the week. For avoidance of doubt, it is unlikely the majority of teachers will meet this requirement.

For those who are users, the Trust offers a free eye test and contribution towards spectacles needed for use for display screen equipment. This is available from the Trust via [enquiries@eastern-mat.co.uk](mailto:enquiries@eastern-mat.co.uk).

The Trust also has a workstation checklist to support staff in assessing their workstation meets the requirements under the regulations.

### 3.12 Manual Handling

The Manual Handling Regulations cover a wide range of manual handling activities including lifting, lowering, pushing, pulling or carrying. It also covers all manner of loads such as people and inanimate objects such as tables. Manual handling problems often come from poor workplace environment or job design which should be addressed as part of this process.

Risk assessments should be undertaken before moving loads to determine whether or not an individual can undertake the activity alone or whether they need help in the form of another operative, a truck or other equipment. It will also consider whether the object can be broken down into smaller parts. Hazardous activities include:

- Lifting heavy or awkward loads
- Using excessive force
- Repeated handling of heavy loads
- Poor posture and twisting when handling

Generic risk assessments can be produced for many activities but each activity needs to be reviewed on its own merits before undertaking the activity. Training will be given to staff who undertake manual handling on a regular basis. These risk assessments should take into consideration

Force to stop or **start the load Men 20kg, Women 15kg**  
Sustained force to **keep the load in motion Men 10 kg, Women 7 kg**

The aim as always is to reduce the potential for harm, eliminate or reduce the need for manual handling, identify appropriate equipment or other aids needed, identify any specific personal issues which could affect the ability to undertake the activity.

### 3.13 Working at Height

Where there is a need to work at height, a relevant risk assessment will be undertaken to ensure all precautions are taken to reduce the risk of harm. Work at height will be kept to a minimum wherever reasonably practicable.

Appropriate equipment will be used to support working at height. This equipment will be maintained and inspected regularly to ensure it is safe to use particularly before a particular task is undertaken.

### 3.14 Lone Working

There are times when it is not possible to prevent periods of lone working. It is important for staff who do work alone that there is a process to identify where someone is working and how long they will be there.

**Tracey McCarthy / in her absence, Kieron McDonald** should be notified if you are working late, where you are working and when you are likely to be finished. If you leave earlier than expected please update this information.

Please ensure you are aware of how to gain assistance if there is an emergency. The emergency contact information is **Tracey McCarthy / Kieron McDonald / Richard Preston / emergency services (depending on the situation, and on who is on call)**.

When contractors and sub-contractors are working late/outside of normal hours, this should be pre-agreed and notified to **Richard Preston**. Whilst they will be working to their health and safety policy, they also have to work to the requirements of the policies within the Academy/Trust.

### 3.15 Transportation and Driving for Work

Staff using their own vehicle to travel for work, are responsible for ensuring that their vehicle is roadworthy and has the relevant MOT, road tax and insurance for business purposes.

**Jackie Prior** is responsible for requiring staff who use their own vehicle for work related travel to provide an assurance this is the case and evidence of business insurance. They will hold this information on file each year.

Please note that no reimbursement of mileage expenses can be made without evidence of business insurance.

Any member of staff driving a vehicle for work related purposes must abide by the Road Traffic Act. They are responsible for the health and safety of any pupils, staff or others that they are transporting.

Staff must undertake checks to ensure that the vehicle they are driving is fit to drive and ready. These checks include –

- water and oil levels
- screen washer levels
- tyre pressures and wear
- lights and indicators
- brakes
- sufficient fuel and arrangements to refill if needed

All passengers and the driver must wear seatbelts.

A qualified first aider must accompany all trips involving pupils.

### 3.16 Pregnancy and new mothers

New and expectant mothers can be at risk in particular from hazards which are physical, biological and chemical in nature. Particular care should be taken to risk assess any working practice/activity which could place a new or expectant mother at risk. Depending on the nature of the risk, measures should be put in place to manage that risk or reduce/eliminate it.

Upon learning of a pregnancy and/or knowing the return date of a new mother, line managers should liaise with Trust HR to access and undertake a risk assessment with the member of staff to identify any actions needed.

This risk assessment should be regularly reviewed during the pregnancy or after return to ensure it is still valid and working or to amend eg where there are specific medial concerns or the role has changed, the mother is no longer breast feeding etc.

Any risk assessment should be shared with the staff member and HR and the line manager must ensure they take the action necessary.

### 3.17 Personal Protective Equipment (PPE)

It is the responsibility of the Academy to provide personal protective clothing and equipment for all staff where required. It must be stressed that it is the duty and responsibility of all staff within the Academy to make proper and good use of that protection.

If there are any defects, damage or malfunctions they must be reported immediately to NAME. All protective clothing and equipment provided must be used and staff must insist that all pupils abide by this policy in designated areas. Any member of staff or pupil not doing so will be subject to disciplinary action.

### 3.18 Training

We are required to provide staff with appropriate training, information, instruction and supervision under health and safety legislation.

New staff will have relevant training will be identified on joining the Academy. This could be on line training, training by existing staff or courses such as First Aid. The new staff checklist identifies additional health and safety information required for new staff such as emergencies, evacuations, first aid, PPE, safety practices in specific areas.

Any additional training required will be identified on an ongoing basis.

### 3.19 Contractors and permits to work

All contractors used must be competent in the required field and reputable. Contractors should be asked to quote on a project by project basis depending on the needs. The Trust will have a list of contractors who have been used successfully across the Trust for previous projects to support Academies. The Trust will also have undertaken basic checks on these contractors to put them on this approved supplier listing.

All contractors will be required to sign the permit to work forms locally before commencing work at the Academy. This ensures they are aware of all the information necessary such as the asbestos register and safeguarding requirements before completing work.

Major projects will usually be managed by the Trust but this also applies to smaller works being undertaken at the Academy.

If contractors do not abide by the policy and are unsafe, they must be stopped from working immediately and contact made with the Trust or company to resolve the situation.

### 3.20 Audits and inspections

There are different levels of audits and inspections which will take place.

There will be an annual health and safety audit undertaken by an external company which provides a report with areas identified to be addressed. There will also be an annual Fire Risk Assessment undertaken as a legal requirement and also to identify work needed.

There will be a condition survey every 5 years on the Academy to set out the condition of the estate and major works needed over the upcoming up to 10 years.

There will be annual inspections and maintenance and compliance work undertaken to ensure the health and safety of the Academy.

Half termly the Principal will inspect the site with the caretaker/site officer and identify any actions necessary.

Half termly teachers should complete the checklist for a room they are responsible for (in secondaries Heads of Department may allocate these) and identify any concerns. These will be sent to **Richard Preston** to compile and identify any work for the site team or for external contractors.

There may be other periodic audits and inspections undertaken for specific reasons.

The Principal is responsible for ensuring the remedial work is undertaken and will work with the Trust on projects which require support from the Capital project fund.

## **PART 4**

### **Appendices**

- 4.1 List of Supporting Policies
- 4.2 Inspection checklists toolkit

#### 4.1 List of Supporting Policies

Accident and Incident Reporting Policy
Asbestos Policy and Management Plan
Business Continuity and Disaster Recovery
Control of Substances Hazardous to Health Policy
Driving for Work Policy
Display Screen Equipment (DSE)
Electrical Safety Policy
Fire Management Policy
First Aid and Medical Policy
Ladder Safety
Lockdown Procedures
Moving and Handling Policy (Manual Handling)
Personal Protective Equipment (PPE)
Radiation Sources Policy
Risk Assessment Policy and Procedure
Security Policy
Smoke Free Policy
Working at Height Policy
Plus relevant ICT Policies such as CCTV

## 4.2 Inspection checklists

This is available on line via the Gallaghers Portal along with many other useful H&S resources including generic Risk Assessments

# Health and Safety (In-House) Inspection Toolkit

This toolkit is one of a range of documents provided to help support our school in the operational management of health & safety. It provides a range of checklists that we can adapt to help us undertake safety tours as well as providing a suggested classroom health & safety checklist.

## About This Toolkit

Health and safety inspections of the workplace are an essential element of any health and safety management system, they promote a safe and healthy working environment and demonstrate the schools commitment to improving the safety of employees, pupils and visitors to the school, in addition to enhancing the safety culture of the organisation. Formal inspections of the workplace can be undertaken in different ways, it is important that school managers, governors, staff representatives and your health and safety consultant agree both frequency and the methods that will best suit your school this will ensure inspections/audits/checks are meaningful, focussed and avoid duplication.

Examples include -

- **Safety tours** – a general periodic inspections of the workplace.
- **Safety sampling** - systematic ongoing sampling of particular dangerous activities, processes or targeted areas.
- **Safety surveys** - general periodic inspections of particular dangerous activities, processes or areas.
- **Routine checks** – Daily/weekly/monthly high level review of particular work areas/activities to monitor safety and identify hazards.
- **Incident/accident inspections** carried out after an accident causing a fatality, injury, or near miss.

Findings from in-house inspections should be reviewed, and prioritised and an action plan drawn up which identifies any follow up or remedial action to be taken and appropriate and realistic timescales in which these will be achieved. Where a health and safety representative has drawn your attention to the findings of an inspection they have independently carried out, you should consider the matter and decide what appropriate follow-up action should be taken.

Union-appointed health and safety representatives can also inspect the workplace. They have to give reasonable notice in writing when they intend to carry out a formal inspection of the workplace, and have not inspected it in the previous three months. If there is substantial change in conditions of work or HSE publishes new information on hazards, the representatives are entitled to carry out inspections before three months have elapsed, or if it is by agreement.

The frequency of inspections will depend on the nature of the work and the risks that the working environment poses. Inspections may be less often, for example, if the work environment is low risk (for example in an administrative office). But if there are certain areas of a workplace or specific activities that are high risk or changing rapidly, more frequent inspection may be justified, for example during a construction project.

It is considered good practice within the context of this toolkit to undertake a minimum of three health and safety inspections per year (i.e. one per term) this can be a mixture of in-house and external (e.g. conducted by the schools health and safety consultant or Trade Union Representative) reviews. This toolkit provides 3 checklists to support school with its internal inspection and auditing framework.

Appendix 1 Whole School Termly Health and Safety Tour Checklist

Appendix 2 Classroom Daily/Weekly Routine Inspections Checklist

Appendix 3 A Template Action Plan (to ensure 'follow-up' action is documented)

**(Reference should also be made to FR1 Management of Health and Safety Framework and the School Property and Facilities Manual).**

**Glade Academy - Whole School Health and Safety Tour On / /20**  
**External Areas**

What shall we check?	Summary of Our Findings			If 'needs action' what should we do?
	OK Applicable	Needs Action	Not	
<b>Car Park and Access Roads</b> clear vision and Well Lit				
separated and marked Pedestrian walkways and parking spaces				
Speed restrictions in place				
Fences and gates secure and not damaged				
<b>Building Fabric External</b> Roof, soffit, gutters and down pipes appear in good repair (no loose parts)				
Fragile roof and/or anti climb warnings etc in place				
<b>Trees</b> Clear of overhanging branches				
No dead branches causing Trip hazards				
<b>Paths, Steps and Ramps</b> Clear of uneven surfaces, holes, unmarked curbs or edges, slip/ trip/fall hazards				
Well lit at night				
Handrails in place and in Good repair				
<b>Rubbish Storage Areas</b> Secure , well lit and free from trip/slip and manual handling risks				
<b>Play Space</b> Playground free from slip / trip hazards				
Grass areas free from uneven surfaces				
Play surfaces in good order				
Play equipment in good order				
Sheds / gazebos / canopies etc in good condition				
Any other external issues:				

**PLEASE NOTE:** This checklist is intended to support the school in undertaking an in-house review of health and safety risks on a termly basis (as an aide memoire only) It is not a definitive list of all possible health and safety risks or issues in school.

**Entrances/Office Accommodation and Communal Corridors/Areas**

What shall we check?	Summary of Our Findings			If 'needs action' what should we do?
	OK	Needs Action	Not Applicable	
<b>Signage</b> Clearly marked signs to school office for visitors				
Appropriate warning signs in place for fire safety / safeguarding health and safety/visitor behaviour etc				
No access areas marked (e.g. cleaner and switchgear )				
<b>Entrance/access and Fire Doors</b> In good general repair and have safety glass and vision panels in place as appropriate				
Sharp edges, loose fittings eliminated and where fitted (primaries) finger guards in good repair				
Automatic doors have no trapping devices				
Marked fire doors open outwards and are un locked during day				
<b>Visitor Control</b> Secure visitor lobby				
Sign in and out log available and all visitors issued with a badge				
Are there systems in place to ensure visitors and contractors are accompanied when pupils are in school?				
<b>Floor surfaces</b> Free of uneven surfaces, rips/tears/trip/slip risks				
Clear of obstructions in walkways				
WET FLOORS signs available for use				
<b>Steps/ramps and stairs</b> Free of slip/trip risks/uneven surfaces				
Handrails provided , suitable height and condition				
Clear of storage				
Adequate lighting in place				

### Entrances/Office Accommodation and Communal Corridors/Areas (Continued)

What shall we check?	Summary of Our Findings			If 'needs action' what should we do?
	OK	Needs Action	Not Applicable	
<b>Office Areas</b>				
Doors locked when not in Use and all information is held securely in locked cabinets				
Cabinets/shelves etc are tidy, objects unlikely to fall. High level and under desk storage avoided				
Trailing cables/overloaded sockets eliminated				
Guards on machines (eg shredder, guillotine, laminator)				
Workstations comply with DSE requirements				
Hazardous substances locked away (eg toner)				
<b>Other General Use Areas</b>				
Are cleaners cupboards/ store rooms locked when not in use				
Are fire exit signs visible / appropriate and illuminated				
Is emergency lighting working				
Are fire evacuation notices in place and fire fighting equipment checks evidenced				
Are photocopier areas away from fire escape corridors				
Are general storage areas clean and tidy is high level storage avoided				
Has electrical equipment got up to date PAT sticker on it				
Any other issues relating to communal areas:				

**PLEASE NOTE:** This checklist is intended to support the school in undertaking an in-house review of health and safety risks on a termly basis (as an aide memoire only) It is not a definitive list of all possible health and safety risks or issues in school.

## Classrooms/ ICT Rooms/Other Internal Teaching Spaces

ROOM: \_\_\_\_\_

What shall we check?	Summary of Our Findings			If 'needs action' what should we do?
	OK	Needs Action	Not Applicable	
<b>Building Provision</b>				
Daily classroom checklist completed				
Safety glass on all appropriate glazing				
Vision panels in doors (safeguarding)				
High level handles as Appropriate (foundation)				
No sharp edges/corners, Or loose fittings doors/ windows				
Walls, ceilings and fitted shelves, cupboards in good repair, no sharp edges, damaged areas or risk of falling objects				
Free standing storage units are fixed to wall, and tidy				
Sinks/ other washing facilities clean and no evident hygiene issues				
Power outlets safe (and at appropriate height foundation areas)				
Blind cords or other cables do not present choking risk				
Windows and fasteners in good order, opening limiters fitted to avoid falling or collision risk				
Do ICT work stations conform to DSE requirement				
Trailing cables/ overloaded sockets eliminated				
Adequate lighting and ventilation in place				
Foot stools provided to reach items stored at height				
<b>Resources Provision</b>				
Desks and Chairs suitable for Age range and in good order				
Furniture and resources do not present trip hazard and do not block walkways / exits				

What shall we check?	Summary of Our Findings			If 'needs action' what should we do?
	OK	Needs Action	Not Applicable	
<b>Resources Provision</b> Classroom layout allows for free movement for staff and pupils				
Equipment/resources suitable for age/ability of pupils and in good order				
Safety gates/fences in good repair and secure (Foundation and Special Schools)				
ICT or other electrical equipment in good order, PAT Test evident and risk of electric shock, burn, or falling item risk eliminated				
Any wet or sand play areas are free from hazards, can be easily supervised and contents regularly refreshed (primary schools only)				
Appropriate fire fighting equipment (e.g. blankets in Food Tech etc) in place				
Appropriate Personal Protective Equipment (PPE) Provided (e.g. goggles/gloves etc in science/D&T etc) (Secondary only)				
Warning signage and guarding on D&T machinery (class and Preparation rooms) (Secondary only)				
<b>External Provision (Primary only)</b> Play equipment is suitable for age range and free from trip/sharp edges/ defects				
Play surface suitable and free from slip/trip hazards				
Grates/gulley etc are free from trapping risks				
Any sheds/other structures free from slip/trip/sharp edges or items falling risks				
Any other classroom issues observed				

**PLEASE NOTE:** This checklist is intended to support the school in undertaking an in-house review of health and safety risks on a termly basis (as an aide memoire only) It is not a definitive list of all possible health and safety risks or issues in school.

### Hall/Gym/ Community/ Meeting and Storage Rooms

What shall we check?	Summary of Our Findings			If 'needs action' what should we do?
	OK	Needs Action	Not Applicable	
<b>Hall/Gym Areas</b> Fire exits clearly marked and fire doors are in good repair and not wedged open (finger guards fitted primary schools)				
Chairs are not stacked above 4 high to avoid crushing/ falling/lifting injuries				
PE and other equipment is safely and securely stored when not in use				
Wooden furniture/ equipment and flooring free from splinters/sharp edges and don't present trip risk				
All low level glazing is safety or toughened glass				
Any other issues observed Halls/Gyms				
<b>Community/Meeting Rooms</b> Safety glass and vision panels in place (lone working)				
Sharp edges, loose fittings etc eliminated				
Chairs/tables/cupboards in good repair and do not hinder escape routes				
Trailing cables/ overloaded sockets eliminated				
Fire exits and evacuation routes marked and doors open outwards				
A room within a room situation is avoided				
Slip/trip/uneven surfaces eliminated				
ICT/Electrical equipment has visible and current PAT sticker				
<b>Storage Rooms</b> Locked when not in use and high level storage avoided Shelves tidy and floor area free from clutter				
If COSHH products are stored is PPE provided and are any risks evident				

## Toilets/Changing and Laundry Facilities

What shall we check?	Summary of Our Findings			If 'needs action' what should we do?
	OK	Needs Action	Not Applicable	
<b>Toilets (pupil)</b> Promote privacy/dignity at all times				
All appropriate doors have finger guards (Primary only)				
Is sanitary wear clean and in good repair (no leaks, loose parts etc)				
Are changing beds/hoists in good order and regularly inspected (Special Sch Only)				
Flooring in good condition to avoid Slip/trip/falls				
Lighting and ventilation considered adequate				
Are soap dispenser/hand dryers and sanitary bins provided and in good order				
Hot Water does it scald				
Any other issues observed:				
<b>Toilets (Adults)</b> Adult facilities are separate from pupil toilets				
Is sanitary wear clean and in good repair (no leaks, loose parts etc)				
Flooring in good condition to avoid Slip/trip/falls				
Lighting and ventilation considered adequate				
Are soap dispenser/hand dryers and sanitary bins provided and in good order				
Any other issues observed				
<b>Laundry Room</b> Access to pupils restricted				
Storage tidy/ high level avoided, floor free from clutter				
PPE Provided				
COSHH products stored securely				

**PLEASE NOTE:** This checklist is intended to support the school in undertaking an in-house review of health and safety risks on a termly basis (as an aide memoire only) It is not a definitive list of all possible health and safety risks or issues in school.

### Other Miscellaneous Areas

What shall we check?	Summary of Our Findings			If 'needs action' what should we do?
	OK	Needs Action	Not Applicable	
<b>Staff Room –</b> Access to pupils restricted				
Space suitable and free from clutter (Slip/trip/fall risks)				
Personal storage/lockers provided				
Any work stations are DSE compliant				
Health and Safety Poster and Health and Safety Meeting Minutes on display				
Tables/chairs in good repair				
Lighting and ventilation suitable				
Cooking, food storage and drinks provision hygienic				
Any other issues observed				
<b>Accidents/Incidents and First Aid Provision –</b> Is an up to date list of first aiders displayed in staff room/main office and first aid room				
Do first aid boxes appear appropriately stocked				
Is the first aid room suitable (privacy/dignity etc)				
<b>Pool Area – (if applicable)</b> Pool operating procedure, rules, emergency evacuation details, pool rules, checks and risk assessments all clearly accessible and on display				
Gates/doors and other safety features in good repair				
Anti – Slip surface in place and free from defects				
lighting , ventilation and personal storage suitable				
Emergency pool rescue and first aid equipment visible and in suitable condition				
Any other issues				

## School Classroom Weekly Checklist

### Introduction:

Our school premises are a valuable resource and as part of our sensible and proportionate approach to the management of health and safety risks we have developed this generic checklist. Written risk assessments are not necessarily needed for every single activity taking place on a daily basis in our classrooms, it is therefore essential that we ensure that the environment our staff work in and our students learn in is as safe as possible.

We have a range of school wide measures in place to support our management of health and safety including policies, procedures, schemes of work/documentated lesson planning and activity/task specific risk assessments, this daily classroom checklist is provided in addition to those documents to support members of staff in ensuring our classrooms meet the minimum safety standard we expect in our school.

The checklist provided below is a tool for staff to use in order to raise general safety awareness and highlight areas of concern, these forms will be collected once completed by the administration team and findings analysed by school management. This checklist **DOES NOT** replace our schools existing premises defects and issues reporting procedures as detailed in our school staff handbook.

### Using the Checklist:

The checklist covers the most common areas of concern/risk in an ordinary classroom, it is not an exhaustive list and does not cover all the additional risks that may be found in Drama/PE/Science/ D&T/Pupil Referral Rooms etc.

It can be used by teachers, teaching assistants, site staff or heads of department, in our school it will be used by our **Site Manager** and will be completed **the first week of every half term**.

The checklist is designed to be quick and easy to complete, it is not mandatory to complete but will help our school ensure that we are appropriately managing health and safety, where you feel an issue is satisfactory tick the relevant daily box, where it is unsatisfactory put a cross in the relevant daily box and any issue that is not relevant please mark N/A in the daily box provided. The person completing the checklist should put their name on the bottom of the form and sign it when completed, this will enable us to provide feedback to staff completing the form where appropriate.

If you have any questions about this checklist or any other health and safety issue please contact **Tracey McCarthy**.

## School Classroom Daily Checklist

Class Room Name/No. \_\_\_\_\_ Week \_\_\_\_\_

Commencing: \_\_\_\_\_

Potential Issue	Check Performed (Tick = Check Acceptable X= Check Fail)	Mon	Tue	Wed	Thur	Fri
Slips and Trips (Internal)	Flooring in good condition					
	Changes in flooring levels clearly marked					
	Electrical cables managed (no trailing wires)					
Slips and Trips (External)	Outside provision (if applicable) has no surface defects, raised grates or uneven surfaces					
	Any access steps or ramps in good condition, with Suitable handrails provided					
Falls from Height	High level Storage is avoided where possible, With items beyond arms reach rarely used					
	Appropriate 'elephants foot' step stool provided					
	Displays are positioned to avoid use of steps or ladders					
	Window opener provided for opening high level Windows					
Manual Handling	Lifting tasks are avoided where possible, if necessary trolleys/hoists etc are provided					
	Where moving/handling of people is required appropriate equipment and training is provided					
Furniture/ Fixings	No evident damage/defects on tables/chairs/shelving or cupboards					
	Free standing cabinets/cupboards etc are secured to the wall to avoid them falling over					
	Window restrictors are fitted and blind cords do not present a choking hazard					
	Radiators are fitted with covers to prevent burns					
	Doors open and close properly and finger guards fitted where appropriate					
Electrocution	Are all plug sockets/light switches in good repair					
	Have you checked all electrical appliances and cables in room to ensure no damage before use					
	All Electrical and ICT equipment has up to date PAT Testing Sticker on it (if not don't use it!)					
DSE	Are computer work stations for staff and students suitable, adjustable and in good condition					
	Have staff in the room using PCs/Laptops completed a DSE Work Station Assessment					
Fire	Are all fire exit doors clearly marked and unobstructed (they should not be locked with a key or padlock during the school day)					
	Are fire evacuation procedures in place/understood					
	Where required is fire fighting equipment available					
Wellbeing	Lights, heating and ventilation all satisfactory					
	Window blinds/covering provided to prevent glare					
	Telephone (if provided) in working order					
	Classroom/storage areas clean and tidy					

	Toilet areas clean, free from defects/hygiene issues (where toilet is attached to classroom/class base)					
Any Other Issues:						

**Relevant defects identified above should be reported using the schools premises defects reporting procedure**

**Checklist Completed by:** \_\_\_\_\_ **(print name)**

**Signature:** \_\_\_\_\_

## School Termly Health and Safety Review Action Plan

Date of Review: \_\_\_\_\_ Date of Next Review \_\_\_\_\_

Area : External Areas			
Issue: (What is Wrong)	Action (What Needs to be Done)	By Who (Person to Action)	By When (Date for Completion)

Area : Entrances/Offices/Communal Areas			
Issue: (What is Wrong)	Action (What Needs to be Done)	By Who (Person to Action)	By When (Date for Completion)

Area : Class Rooms/ICT Rooms/Other Teaching Spaces			
Issue: (What is Wrong)	Action (What Needs to be Done)	By Who (Person to Action)	By When (Date for Completion)

Area : Halls/Gyms/Sports Areas/Meeting Rooms/Storage Rooms			
Issue: (What is Wrong)	Action (What Needs to be Done)	By Who (Person to Action)	By When (Date for Completion)

--	--	--	--

Page 1 of 2

Area : Toilets and Changing Facilities			
Issue: (What is Wrong)	Action (What Needs to be Done)	By Who (Person to Action)	By When (Date for Completion)

Area : Other Areas			
Issue: (What is Wrong)	Action (What Needs to be Done)	By Who (Person to Action)	By When (Date for Completion)

This action plan represents the key issues and or hazards identified as part of our schools in-house health and safety tour, these actions will be reviewed by our school management team and governing body to ensure issues are appropriately addressed.

This action plan will be reviewed on \_\_\_\_\_ (date)

by \_\_\_\_\_(SLT/Governors/Strategic Group)\*

\*delete as applicable