Sir Harry Smith Community College Health and Safety Policy

Updated September 2026

Policy reference:	
This policy is to be reviewed:	Annually
The next review date is:	September 2026
Review is the responsibility of:	SHS LGB

Review History

Review ratified:	November 2022, September 2023
Review ratified:	20th January 2025, 10th November 2025 12th October 2026

Signed:_____

Chair of LGB

Revisions made:		
Date:	**Page no.**	**Description of changes:**
18/11/2022	3	Chair of Governors updated
18/11/2022	10	Health and Safety Committee members updated
18/11/2022	14/15	List of First Aid trained staff updated
18/11/2022	14	Location of online emergency procedure documents updated
Sept '23	11 & 12	Updated CCC contact details
Sept 23	10	Health and Safety Governor updated
Sept 23	14	Updated First Aid at Work trained staff and First Aid trained staff
Sept 23	15	Updated name of staff member responsible for first aid boxes
Sept 23	23	Updated date of last fire drill
Nov 24	P12-13	Electrical Equipment updated
Nov 24	P14-15	First aiders updated
Jan 25	P20	Use of VDUs/display screens updated
Sept 25	P20	Use of VDUs/display screens updated
Sept 25	P14-15	First aiders updated
Oct 26	P14-15	First aiders updated

Statement of General Policy on Health, Safety and Welfare

Sir Harry Smith Community College believes that health and safety is paramount in all areas of its business activities. The School is committed to providing its employees with safe places of work that do not impact negatively on their health and well-being. Sir Harry Smith Community College is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its students, staff, contractors, visitors or anyone else that could be negatively impacted by its school activities.

The school aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to School activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of business aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the School's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Implementing targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

The senior management team are accountable for the management of health and safety and for the implementation of the school's health and safety policy in their areas of control.

Employees have a duty to protect themselves and others by working safely, co-operating with the senior management team, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Overall accountability for Health and Safety in the Academy rests with the Trust Board. The Local Governing Body should review, report on and monitor H&S Implementation at Local Level, and feedback any issues to the Trust Board. The Headteacher l is responsible for day to day Implementation of the Health & Safety policy as the principal employee:

.....	.....
Mr Louis Deplancke - Chair of Governors	Mr Stevie Thornton - Acting Headteacher
Date:.....	Date:.....

Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the following organisational structure has been approved by the Governing Body. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

1. Governing Body

The Governing Body will comply with any directions issued by the Children and Young People Learning Directorate concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is should review, report on and monitor H&S Implementation at Local Level and feedback any issues to the Trust Board. They accept that the delegation of funds from the Children and Young People Learning Directorate carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the Children and Young People Learning Directorate will be informed of any issue which has significant health and safety implications, and which cannot be resolved satisfactorily without their involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

The Governors will regularly review H&S standards within school and work with the Headteacher to address any concerns. The Governing Body will report any unresolved concerns to the Trust Board.

2. Headteacher

Overall responsibility for the day-to-day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher l will include: -

2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
2.2 Ensuring that the management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy is up to date/
2.3 Adequate staffing levels for safe supervision;
2.4 The delegated responsibility for maintenance of the premises;
2.5 The purchase of equipment to meet appropriate safety standards;

2.6 The repair, maintenance and testing of school equipment;
2.7 The provision of appropriate protective clothing where necessary;
2.8 The purchase and maintenance of first aid materials and firefighting appliances;
2.9 The funding of necessary safety training for staff;
2.10 The arrangements for securing health and safety assistance from a competent source;
2.11 The appointment of a premises/site manager;
2.12 The provision of appropriate health and safety information to governors.
2.13 consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

3. Site Manager

The Headteacher will delegate to the Site Manager, the majority of the duties that are linked with the overall responsibilities of the Headteacher. More specifically the post holder will: -

3.1 Ensure that risks assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed.
3.2 Periodically review this policy document, amend as necessary and request approval by the Trust, then circulate any changes to appropriate staff;
3.3 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
3.4 Formulate and review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
3.5 Arrange for termly evacuation drills and weekly fire alarm tests etc.
3.6 Advise the Property and Estates Division (or other appropriate body e.g. Joint Property Unit) of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
3.7 Arrange for the repair, replacement or removal of any item of furniture, apparatus or equipment, which has been identified as unsafe;
3.8 Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
3.9 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
3.10 Ensure that all Heads of Department are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;
3.11 Oversee all arrangements for educational visits and school journeys.

3.12 Take appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;

3.13 Co-ordinate and participate in the bi-annual health and safety checklist, ensuring all areas of the establishment and all activities are covered; participating in the bi-annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;

3.14 Ensuring that other site supervisory staff are adequately supervised;

3.15 Identifying any particular health and safety training needs of site staff in the group.

3.16 Ensuring that staff within the group are not involved in activities outside their limitations;

3.17 Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.

3.18 Ensuring that all staff work in accordance with safe working practices issued by the school, the LEA etc;

3.19 Consult the Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

4. Heads of Department

All Heads of Department are responsible to the Headteacher (via the Site Manager) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement and Aspire Learning Trust policy are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

4.1 Ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.

4.2 Ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;

4.3 Ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;

4.4 Ensure that <u>all</u> accidents are investigated with a view to preventing a recurrence;

4.5 Ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;

4.6 Remove from use and inform the Site Manager of any equipment/appliance which has been identified as being unsafe and which is in need of repair;

4.7 Ensure that adequate levels of class supervision are available at all times;

4.8 Carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Site Manager;

4.9 Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Education Directorate , CLEAPSS, DfES, AfPE, HSE website, Cambridgeshire County Council resources etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;

4.10 Identify specific staff health and safety training needs and inform the Site Manager accordingly;

4.11 Consult with all staff on any matters which may affect their health or safety whilst at work;

4.12 Carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;

4.14 Ensure that levels of first aid provision remain adequate for the activities being undertaken;

4.15 Resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Site Manager;

4.16 Ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;

4.17 Ensure that good standards of housekeeping are maintained;

5. Teaching Staff [Including supply]

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, playgrounds, laboratories, workshops etc., and off site e.g. school trips. Class teachers shall:

5.1 Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;

5.2 Be aware of the schools health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;

5.3 Ensure that safety instruction is given to all pupils prior to commencing practical sessions;

5.4 Know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;

5.5 Ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;

5.6 Ensure that all personal protective equipment is suitable and in good condition prior to issue;

5.7 Ensure safety devices e.g. machinery guards are in good condition and are used;

5.8 Report any defective equipment to the Head of Department;

5.9 Investigate <u>all</u> accidents (in conjunction with Head of Department), which occur through activities organised/supervised by the Department;

5.10 propose for consideration by their Head of Department any improvements, which they consider, would improve health or safety standards within the department;

5.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

6. Health and Safety Co-ordinator

The Safety Co-ordinator's role is primarily that of facilitator. The Safety Co-ordinator may take on certain functions but the overall responsibility rests with the Head of Establishment. The core duty is to ensure that there is a management system established for the management of health and safety. The duties include:

6.1 Review this policy statement as necessary and ensure that the appropriate amendments are made as and when circumstances change (subject to approval by the LGB and Trust Board);

6.2 Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;

6.3 Review the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;

6.4 Arrange for biannual evacuation drills and weekly fire alarm tests etc.

6.5 Advise via the EVERY system of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;

6.6 Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;

6.7 Co-ordinate the biannual health and safety checklist, ensuring all areas of the establishment and all activities are covered;

6.8 Report to the Head/Senior Managers any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;

6.9 Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;

6.10 Ensure that all Senior Managers are kept informed of the names and details of those persons appointed to provide competent health and safety assistance.

7. All Employees [including temporary & volunteers]

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions or omissions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

7.1 to participate in the risk assessment process and comply with findings;
7.2 To report all defects in the condition of the premises or equipment to which they become aware;
7.3 to report all accidents according to the procedures included in Part 3 of this document;
7.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
7.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
7.6 To, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.:
7.7 Familiarise themselves with the H&S Policy and comply with it at all times and undertake any H&S training as necessary.
7.8 Follow all relevant codes of safe working practice and local rules;
7.9 Report any unsafe working practices to the Headteacher /Head of dept/Site Manager.

8. Pupils/students

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

8.1 follow all instructions issued by any member of staff in the case of an emergency;
8.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
8.3 inform any member of staff of any situation, which may affect their safety.

9. Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

9.1 To investigate potential hazards and to examine the causes of accidents in the workplace;
9.2 To investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
9.3 To make representations to the Headteacher on general matters affecting the health, safety and welfare of employees;
9.4 To carry out workplace health, safety and welfare inspections;
9.5 To attend any safety committee meetings;
9.6 To co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or

all of the above functions.

Names of appointed Safety Representatives

Name	Contact Details	Area Covered
Mr Paul Treliving	01733 703991	School

10. Health and Safety Committee

The school has established a Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the school's activities. Membership of the Committee comprises of:

- Acting Headteacher - Mr Stevie Thornton
- Assistant Principal with responsibility for Health and Safety - Mr Paul Treliving
- Governor - TBC
- Health & Safety Co-ordinator - Mrs Debra Osborne
- Head of Physical Education Dept - Miss Melissa Tyson
- Head of Design & Technology Dept - Ms Leanne Boyden
- Head of Science Dept - Miss Stephaine Marsh
- Head of Performing Arts - Miss Carrie Wray
- Head of Art - Mrs Dawn Campbell
- Senior Site and Security Officer - Mrs Debra Osborne
- Catering Manager - Mrs Jacky Ayres

The Health and Safety Committee will submit an annual report to the Governing Body for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

11. Competent Assistance

The competent assistance and advice is provided by:

Cambridgeshire County Council Health & Safety Team,

The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.
The organisation of Health and Safety Consultants indicated above has been contracted to ensure that Sir Harry Smith Community College is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

Contact Details:

Cambridgeshire County Council Health & Safety Team
New Shire Hall,
Emery Crescent, Enterprise Campus,
Alconbury Weald,
Huntingdon,
PE28 4YE
Tel: 01223 699122

Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation is the responsibility of the Health and Safety Coordinator, with support from the college first aid lead.

Employees must report all accidents, incidents, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure.

- All accidents, dangerous occurrences, and near misses must be reported by the Site Manager on the online accident reporting system at the following link www.reportincident.co.uk/cambridgeshire. Violent incidents and verbal abuse must also be reported on the online accident reporting system.

- "Near Misses" must also be reported. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later.

- A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil/child. NB Faulty systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

- The Headteacher must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect.

- All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699122.

- The incident report must be completed and sent to the Health & Safety Team (within 10 calendar days) for absences through accident for periods of 7 days or more (including W/E's and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the Accident guidance for full details of reportable incidents. Full guidance is located on the Schools Hub.

2. Asbestos

The Senior Site and Security Officer/Site Manager is responsible for Asbestos safety on site, including location of asbestos survey, arrangements to ensure contractors and others such as site supervisors etc. have sight of survey prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from Site manager/checking manual, how staff should report damage to asbestos materials.

3. Contractors

The Senior Site and Security Officer/Site Manager is responsible for:

- Inducting contractors on health and safety matters using the 5Cs book.
- Agreeing safe working arrangements and risk assessments with contractors.
- Monitoring the work of contractors and receiving concerns about contractors from staff.

4. Curriculum Safety [inc Learning Outside the Classroom, study support, etc.]

Staff are required to:

- Undertake suitable (written) risk assessments prior to commencing hazardous activities, ensure that health & safety is written into the lesson scheme of work.
- Be trained appropriately for teaching certain activities, e.g. PE, and refer to any health and safety publications adopted by the school to support activities e.g. "Safety in PE".

5. Medications and Supporting Pupils with Medical Conditions

How the school deals with the storage and administration of medicines for pupils is documented in its Supporting Pupils at School with Medical Conditions Policy. This includes the matters of parental consent, staff training and record keeping.

6. Electrical Equipment [fixed & portable]

Portable electrical equipment will undergo Portable Appliance Testing (PAT) annually by a competent approved contractor.

Fixed Wire/ Electrical Installation testing is required 5 yearly. The school will have 20% of its fixed electrical infrastructure tested annually by an approved contractor.

It is the responsibility of staff to inspect plugs and cables / wires for any damage. All faults or concerns identified by school staff in relation to electricity and electrical equipment must be reported to the Caretaker and taken out of use immediately.

All personal electrical items must be PAT tested before being used on site. The school will inform all staff of the date that PAT testing will be taking place for personal items to be tested. All items that are not tested / with a clear PAT sticker will be removed from use and disposed of.

In addition, electrical items should not be brought in to be used in school by third party school users (i.e. relating to lettings). In both cases, the only exception would be where evidence is shown that either the equipment is less than a year old, or it has undergone PAT within the preceding 12 months.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The school's fire safety arrangements are documented in the Trust Fire Safety Policy, and it's Appendix 3 relating to arrangements that are specific to Sir Harry Smith Community College.

LOCATION OF EMERGENCY PROCEDURE DOCUMENTS

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located in both the Site Office and on the college computer network – via Every.

- In the event of a fire alert/alarm staff will evacuate pupils/young people/others to the designated assembly point;
- The Headteacher will summon the emergency services as necessary;
- The safe evacuation of persons is an absolute priority.
- Whilst evacuating premises staff should ensure that the premises and equipment are safeguarded as far as this is possible by closing doors, and windows;
- Fire drills will be undertaken termly, and fire alarm tests weekly and a record kept in the Risk Management Handbook;
- Regular inspections of the premises and grounds should be undertaken each term or more frequently if possible. (A fire check list is available in the Risk Management Handbook.)
- Details of service isolation points (i.e. gas, water, electricity) are located in the Site Office.
- Emergency procedures for incidents outside normal working hours are held by the Senior Site and Security Officer/Site Manager and the Assistant Site and Security Officer.
- These procedures will be reviewed at least annually.

8. First Aid

The college first aid lead is located in the dedicated first aid room in the Oyster corridor, near to main reception.

THE FOLLOWING STAFF HAVE BEEN TRAINED TO FIRST AID AT WORK LEVEL:

Mrs Julie Gosling - extension 236

Mrs Debra Osborne - extension 210

THE FOLLOWING STAFF HAVE BEEN TRAINED TO EMERGENCY AID LEVEL:

Surname	Forename	Expiry Date
Ashworth	John	Oct-27
Betts	Karen	Mar-28
Curtis	Angela	Apr-27
Dines	Ian	Nov-26
Holman	Tanith	Nov-26
Hyland	Donna	Apr-29

Izatt	Molly	Nov-27
Jones	Aimee	Feb-28
Kuc	Phoebe	Feb-28
McLean	Sarah	Jan-28
Osborne	Debra	Apr-29
Purdy	Georgia	Feb-28
Rothery	Adam	Jun-27
Ruff	Carol	Dec-26
Simons	Phillip	Mar-28
Smith	Tim	Jul-27
Smith	Joanna	May-27
Steele	Becky	Jan-28
Stevens	Sarah	Feb-29
Stude	Lorraine	Dec-26
Tomlin	Darryl	May-27
White	Darren	Dec-28

The Headteacher should ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

First Aid Room
Site Office
All Heads of Departments offices
Minibus

Mrs Julie Gosling will check that any vehicles are properly equipped with first aid boxes before they are used.

Mrs Julie Gosling is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least once termly.

ALL first aid administered must be recorded in the First Aid Treatment Record Book, which is kept in the First Aid Room.

Contact numbers of hospital accident and emergency departments, NHS Direct and other medical services are displayed in the First Aid Room.

9. Glass & Glazing

All glass in doors, side panels and overhead panels is safety glass. All replacement glass is to be of safety standard.

10. Hazardous Substances

- The chemicals selected for use in school must be appropriate for the school environment and stored and used according to the guidance provided by the chemical supplier/ manufacturer.
- COSHH hazard data sheets and risk assessments are required for all chemicals in the school.
- Staff must be trained on using the chemicals safely and appropriately, and where to seek assistance if they have a problem with a chemical.
- Staff must be provided with appropriate PPE.
- The Radiation Protection Officer is Mr Stuart Wood of Cambridgeshire County Council Health, Safety and Wellbeing Team. See contact details on page 8.

11. Health and Safety Advice

The Health & Safety Adviser appointed by Aspire Learning Trust is Mr Stuart Wood who can be contacted on 01223 699122 or 07789397291 or stuart.wood@cambridgeshire.gov.uk .

12. Housekeeping, cleaning & waste disposal

The school employs sufficient cleaners to ensure the school premises is cleaned well and appropriately daily, and there is a schedule for addressing less regular routine cleaning tasks outside of term-time. The cleaner's and site personnel working hours allow them to carry out most cleaning tasks outside of the school day, to ensure work can be undertaken safely. The housekeeper is employed to work during school hours, and amongst other duties is available to clear spills immediately. Where necessary, signage is used to warn others of wet floors, trip hazards, etc. whilst cleaning and/or caretaking tasks are being undertaken.

All staff are required to keep their work and storage areas tidy and organised, and are made aware routinely about the importance of good housekeeping. Periodically staff are allotted time to organise resources, curriculum consumables and pupils' work evidence to ensure such items do not accumulate unnecessarily.

All waste (including general, food, glass, lighting tubes, sharps, clinical, etc.) is disposed of responsibly, in the correct way and using the appropriate receptacles and collection services. If in doubt, the cleaner/site manager will seek advice from Fenland District Council or the Trust's health and safety adviser.

The waste bins are located in the dedicated bin stores at the side and rear of the college.

13. Handling & Lifting

All staff are responsible for identifying activities involving lifting/handling and for bringing these to the attention of the school's health and safety coordinator. The school's health and safety coordinator is responsible for completing risk assessments to identify ways in which manual

handling tasks can be minimised, and methods of work to reduce the risk caused by any tasks that cannot be avoided. These will be shared with all staff when they are created and should any changes be made when they are reviewed.

Staff will receive manual handling training when they join the school (if required), and this will be repeated periodically. Staff can seek advice from, or provide feedback/suggestions to, the school's health and safety coordinator about manual handling/lifting at any time.

14. Jewellery

Please refer to the Colleges Uniform Policy

15. Lettings/shared use of premises

Conditions and arrangements for the use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, safeguarding, public entertainment license, etc. are documented in the Aspire Learning Trust Lettings Policy.

16. Lone Working

Lone working will be agreed in advance by the Headteacher on an individual basis. It will be subject to risk assessment, which will document the contact arrangements and other conditions in an endeavour to make it safe.

17. Maintenance / Inspection of Equipment

The table in Appendix 3 details all the equipment that requires periodic inspection/examination/testing. Full details of the required checks, including frequency and who carries them out are to be recorded and kept updated in the software system Every, which is provided by the Trust.

18. Monitoring

The Health and Safety Coordinator will carry out termly checks using a H&S checklist (see appendix 1 and 2), meet with the Health and Safety Governor termly to review health and safety matters (including those raised at the termly Health and Safety Committee meetings), review accident/incident reports and carry out any other checks and audits that they see fit in order to monitor implementation of the Health and Safety Policy throughout the college.

19. Personal Protective Equipment (PPE)

The need for PPE to be used will be identified as a control measure in risk assessments. Where this is the case the RA must make it clear exactly what PPE is suitable for the task described. The risk

assessment owner (the person writing the RA) is responsible for acquiring the PPE, ensuring it is being used properly and for ensuring any periodic maintenance is carried out.

The health and safety coordinator is responsible for periodic checking of the PPE.

20. Reporting Defects

All hazards should be reported to the site team immediately, by submitting a report via Every. If necessary, the area affected by the defect should be temporarily cordoned off by the person who identified the fault until the site team is able to make it safe. The site team is responsible for organising the necessary repair, or removal of the defective item, and for making it safe until the issue is resolved.

21. Risk Assessments

The health and safety coordinator is responsible for ensuring that risk assessments are undertaken. They will ensure a central paper record is held of all risk assessments, and that a single central electronic record is available to all personnel via the school network.

The health and safety coordinator is responsible for ensuring RAs are reviewed as required.

The RA writer is responsible for ensuring that it is implemented and shared with all those who are affected/implicated by it.

The health and safety coordinator will work in collaboration with other personnel to support the preparation of special risk assessments, for example as shown in the table below:

Special Risk Assessment	**Staff Member Responsibility**
Staff member who is pregnant.	School Administrator/HR Manager
Staff member who has health problems, or is returning to school after/with an injury e.g. broken limb.	School Administrator/HR Manager
Pupil who has health problems, or is returning to school after/with an injury e.g. broken limb.	Class Teacher/Head of Year
Staff/pupil requiring assistance to evacuate (PEEP)	Class Teacher/Head of Year

22. School Trips/ Off-Site Activities

Expectations regarding arrangements for and the management of school trips are documented in the Trust's Educational Visits Policy.

23. School Transport

Due diligence must be undertaken of third party transport companies used for transporting pupils/staff.

When transport is being undertaken in a school/Trust minibus, the driver must have the appropriate driving licence and have completed MiDAS training. It is recommended that the school office maintains a list of approved drivers, which confirms this information. The driver is responsible for carrying out the minibus checklist shown in Appendix 4 before and after every trip.

When transport is being undertaken in a staff member's vehicle, prior permission must be sought from and granted by the Headteacher, evidence that the car is in safe working order and is taxed must be available, and it must be insured for the appropriate usage.

The risk assessment for the journey must document the pupil supervision arrangements. Staff must not transport individual children alone.

24. Smoking

The school site and premises are strictly no smoking areas, including e-cigarettes. There is no designated smoking area at the school.

25. Staff Consultation

Health and safety will be a standing item on the weekly staff meeting agenda. Staff may raise any issues, concerns about and/or suggestions for health and safety improvements at this meeting.

26. Staff Health & Safety Training and Development

Basic health and safety training is covered under the school's standard induction arrangements. This will include a meeting with the health and safety coordinator, at which it will be established whether the new employee's role includes any activities, such as using hazardous materials, working at height, use of VDUs and manual handling that will require additional training, and whether their role is one where their responsibilities require other specific training e.g. all heads of departments should be trained to undertake risk assessments.

27. Staff Well-being / Stress

Please refer to the schools Policy on the Trust website.

28. Supervision [including out of school learning activity/study support]

Please refer to the College policies on supervision and staff code of conduct.

29. Use of VDU's / Display Screens

For staff who **habitually** use display screen equipment as a **significant** part of their normal work* an HSE DSE Workstation Checklist should be completed (see Appendix 5) and submitted to the school's health and safety coordinator to be assessed. The health and safety will follow up any risks identified that need to be managed.

These staff are entitled to a standard eye and eyesight test paid for by the Trust (usually every two years, up to the value of £25). And if the eye test shows they need glasses specifically for their VDU work, the trust will pay for a basic pair of frames and lenses up to the value of £50. To access Trust support with eye tests and glasses a form should be acquired from the Trust Finance Office.

* this means people using a VDU more or less continuously on most days, those who normally use a VDU for continuous or near-continuous spells of an hour or more at a time and use it in this way more or less daily and have to transfer information quickly to or from the display screen equipment.

30. Vehicles on Site

Pupils will enter school through a pedestrian entrance that is completely independent from the school car park. The car park should therefore be out of bounds to pupils.

In order to limit any risks caused by increased traffic in the school locality during the very busy drop-off and pick-up times, the school and Trust should discourage visits or deliveries to the school between 8.30 and 9.30am and 2.45 and 3.45pm Monday to Friday during term-time.

The car park has a single entrance/exit and the drivers of large vehicles should request assistance from the school office should they require a banksman to assist watch them as they reverse out of the car park.

31. Violence to Staff

Please refer to the school violence and aggression risk assessment.

32. School Security

Doors and gates are kept shut and access to the school are via a swipe card or keys that only staff have. The front gates are opened at the start of the school day and end to allow students access. Staff are always present at these times to ensure security. Visitors access the schoo via main reception, where they will be signed in and wait for an escort. They will not be left unattended on the school site.

33. Working at Height

Work at height refers to any task that cannot be undertaken whilst standing on the ground. Staff must use the correct equipment for gaining additional height to carry out a task, such as an elephant stool. Standing on tables, chairs, worktops, etc. is prohibited.

Ladders and other access equipment is included on the list in Appendix 3 of items in school that require periodic inspection. Arranging such inspection is the responsibility of the school's health and safety coordinator.

Staff who need to use equipment to work at height must receive appropriate training before using the equipment.

The use of any access equipment by pupils is prohibited.

34. Work Experience

Any work experience agreed has a risk assessment completed and confirmation from the Senior Leadership Team that all necessary checks have taken place.

35. Snow and Ice Clearance

The Headteacher is responsible for ensuring that the means of access to the school is safe for both employees and visitors and that adequate arrangements are made to ensure that the risks from snow and ice are minimised, so far as is reasonably practicable.

Arrangements to minimise risks from snow and ice may involve gritting, snow clearing and closure of some routes. It is recognised that it is not possible to immediately remove every piece of snow or ice. However, key access routes should be prioritised for de-icing and salting.

All reasonable efforts should be made to ensure that the establishment remains open as normal.

A risk assessment which covers the hazards associated with snow and ice on the premises must be in place, and it should be reviewed and revised to recognise changes in the local situation. The risk assessment will inform the specific actions to be taken in each individual circumstance, but the following list summarise the typical arrangements that should be in place:

- Staff should be aware of their duties and responsibilities. It may be necessary for site staff to start work earlier on a particular day to commence a gritting plan;
- Adequate equipment should be available (including salt /grit);
- The most used/important access routes should be determined;
- A 1 metre wide path should be cleared from the site entrance to the main building entrance. Pathways leading from car parks to buildings, slopes and steps on route should be regarded as a priority;
- Cleared paths should be treated with salt/grit to maintain a clear pathway especially where temperatures remain below freezing;
- As time permits, other pathways to entrances and between buildings should be cleared and gritted;
- Appropriate periodic checks should be made to ensure continued safety;
- Any particularly dangerous areas which require extra care should be identified and should be checked/treated more frequently e.g. steps, slopes, gullies which may be hidden;
- The requirements of any visitors with particular needs (elderly, disabled) should be considered;

Where the Headteacher or site manager has concerns over the safety of certain external pathways, circulation routes, playgrounds, it may be appropriate for affected areas to be taken out of use. If this is the case this must be marked clearly using signs/cones/tape to ensure everyone is made aware. If playgrounds remain in use, supervision levels may need to be increased.

All staff should be aware of the risk assessment in place for snow and ice and take responsibility for following the designated paths and access routes when such conditions exist.

The Headteacher will also consider how such weather may affect the operation of the school, e.g. transport difficulties in getting to school and the availability of staff and other services.

SHS TERMLY SITE INSPECTION SAFETY CHECKLIST

Appendix 1

FIRE PRECAUTIONS	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Fire alarm call points are tested weekly (call points numbered, and one tested each week in rotation) and recorded?	X			WE DO 2 PER WEEK AND RECORDED
Termly fire drill conducted and recorded (occupants able to evacuate to place of safety in a reasonable time < 3mins)?	X			DATE OF LAST DRILL: WAS ON THURSDAY 7TH SEPTEMBER 2023
Fire alarm is audible in all areas?	X			
Emergency lighting tested monthly (in house) and recorded?	X			PAPER COPY AND RECORDED ON EVERY
All final exit doors operational, immediately available and unobstructed?	X			
Where electromechanical / electromagnetic locking devices are used on fire escape routes (including internal and final exit doors) do they release automatically on operation of fire alarm / loss of power? *This should be verified and recorded along with the weekly call point test.*	X			
Are all key internal fire doors (e.g. cross corridor and stairwell) in place, in good condition and fully closing?		X		WE HAVE THE DOORS FIXED IN OCTOBER HALF TEAM
Fire evacuation notices posted in each classroom and fire action notices adjacent to call points?	X			
Emergency exits / routes clearly signed and unobstructed?	X			
Appropriate fire extinguishers in place, available for use and unobstructed?	X			SOME NEED FIXED TO WALL HOPEFULLY BE DONE OVER OCTOBER HALF TEAM
Boiler room and electrical intakes are free of combustible materials?	X			
Does the school have any corridors of over 30M without cross corridor separation, single directional routes or inner rooms etc?		X		

DATE INSPECTED:.....

INSPECTED BY:.....

SHS TERMLY SITE INSPECTION SAFETY CHECKLIST

K FIRST AID / MEDICATION	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Are accident reports kept locally and monitored for trends?	X			
Is all first aid administered recorded in a single log book?	X			
Are first aid boxes stored in appropriate places and maintained, with no unapproved content (medicines etc.)?	X			
Are medicines stored appropriately and in original containers?	X			
Check expiry dates on pupil medication, are all these within date?	X			
Are all prescribed medicines labelled with the name of child / dose and frequency of administration?	X			
Are all medicines in school accompanied by a parental consent form?	X			
Is all medication administered recorded?	X			
Is all emergency medication (asthma inhalers, epi-pens etc) readily available and not locked away?	X			

DATE INSPECTED:.....

INSPECTED BY:.....

SHS TERMLY SITE INSPECTION SAFETY CHECKLIST

ASBESTOS	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Does the school have readily available in the asbestos log: • A copy of the management survey; • An up to date site specific asbestos management plan; • Site plans.	X			
Has all 'old' data been effectively archived / (there is a legal duty to keep this for 40 years)?	X			
If any high risk issues (e.g. residues on plant room walls) **and/ or** the need for specific remedial works were identified in the management plan have the necessary measures been taken?	X			
Is the asbestos permission to work system used on **every** occasion before any work is conducted on the fabric of the building? *This applies equally to the site team/caretaker as to contractors.*	X			
Is the permission to work log well maintained? *Pages are in order, all entries are signed and dated, full date is given, no large gaps in entries, location where work is being undertaken and the nature of the work are clear from the entry etc.*	X			
Is the site specific asbestos management plan up to date? *If any subsequent work on asbestos (encapsulation/removal etc.) has been undertaken this must have been recorded in the management plan?*	X			
Is there any visible damage to the fabric of building? *If YES asbestos log to be checked to establish if it is an Asbestos Containing Material (ACM)*	X			

HOUSEKEEPING	Y	N	N/A	COMMENTS / ACTIONS NEEDED
All work areas & walkways are free from rubbish and obstructions?	X			
Flooring is in good condition and free of slip / trip hazards? *No ripped carpets, broken tiles, etc.*	X			
Items stored at height are accessible, secure and safe? *E.g. files/folders on shelves*	X			
Sufficient storage space is available and reasonably tidy, no accumulation of materials in working areas?	X			

DATE INSPECTED:.....

INSPECTED BY:.....

SHS TERMLY SITE INSPECTION SAFETY CHECKLIST

ELECTRICAL / GAS	Y	N	N/A	COMMENTS / ACTIONS NEEDED
All emergency shut offs are clearly identified, accessible and functioning?	X			
Are there any portable electrical appliances which have not been tested by a competent person according to relevant timescales? *http://www.hse.gov.uk/pubns/indg236.pdf*		X		
Plugs, sockets, switches etc are in good condition (not broken, cracked or loose etc) and are checked pre-use by staff?	X			
Leads and cables are not strained/causing trip hazards?		X		
Fixed electrical equipment (cookers etc.) hard wired rather than using plug and socket?	X			
The use of extension leads is kept to a minimum, not overloaded and not 'daisy chained'. *Note: only double insulated/fused extension leads should be used.*	X			
Are gas cylinders stored appropriately? *Secured upright, separated from flammables, room signed and location marked on school plan within the fire risk assessment.*			X	

DATE INSPECTED:.....

INSPECTED BY:.....

SHS TERMLY SITE INSPECTION SAFETY CHECKLIST

TOOLS / EQUIPMENT	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Are tools and equipment (including ladders) stored securely & out of reach of unauthorised persons?	X			
Have higher risk power tools (e.g. strimmer, circular saw, etc.) been identified on an equipment list / inventory?	X			
Are all manufacturers handbooks available for higher risk power tools? *Handbook provides all information regarding noise and vibration level, servicing requirements, PPE, guarding required, etc.*	X			
Ladder register and checklist in place and reviewed termly?		X		
Is there sufficient access equipment to allow staff members to reach high areas safely?	X			
Are weekly and pre use minibus checks conducted?	X			

HAZARDOUS SUBSTANCES	Y	N	N/A	COMMENTS / ACTIONS NEEDED
Is the inventory of all chemicals, including cleaning and maintenance products up to date?	X			
Are safety data sheets available for each product identified?	X			
Are risk assessments available for each product identified?	X			
Have substances identified as presenting a significant risk (for example, swimming pool chemicals) had a specific COSHH risk assessment conducted?			X	
Are all hazardous substances stored appropriately? *Secured out of the reach of children and all containers clearly labeled and marked (e.g. irritant, flammable).*	X			

DATE INSPECTED:.....

INSPECTED BY:.....

SHS TERMLY SITE INSPECTION SAFETY CHECKLIST

LEGIONELLA				
Seldomly used water outlets have been identified and are flushed through weekly to prevent build up of legionella bacteria?	X			
Water system flushed through after holiday periods?	X			
Monthly temperature checks (of sentinel outlets i.e. those nearest and furthest away from the calorifier on each system) are being conducted and recorded in the water log?	X			
Where non compliant temperatures are identified what other actions are being implemented to reduce risks? *e.g. increase in flushing regime, raising calorifier temperature etc.*	X			
Are all showers being flushed through weekly? *If shower areas are currently used for storage how is this done.*	X			
Are all shower heads descaled quarterly?	X			

WELFARE				
Drinking water available and taps labelled if risk of drinking non potable water exists?	X			
Hot water temperatures are controlled e.g. via thermostatic mixer valve (max 43 deg C in areas where vulnerable pupils may come into contact)?	X			
Adequate toilet provision with liquid soap, towels/ dryers and hot water available?	X			

DATE INSPECTED:.....

INSPECTED BY:.....

SHS TERMLY SITE INSPECTION SAFETY CHECKLIST

GENERAL WORK ENVIRONMENT				
Adequate space for size of class and activities conducted?	X			
Are potentially hazardous areas (kitchen, labs, workshops etc.) locked when unsupervised?	X			
Lighting adequate for activities taking place?	X			
Windows opening onto external walkways / play areas are restricted / barriers in place to prevent pupils running into them?	X			
Safety glazing installed or existing glazing filmed to a verifiable standard e.g. BS 6206, BS 6262 or EN 14449 in vulnerable areas? *Panes which are >250mm wide in/ adjacent to doors, any glazing below 800mm from floor level, areas where PE is conducted etc. must be safety glazing. If glazing is not clearly etched / labelled then further assurance will need to be sought from the supplier.*	X			
Are windows on upper floors that are large enough for a child to fall out of restrained, opening restricted to 100mm or less? *Where restrictors have been identified as required these must not be able to be easily overridden (i.e. they need a tool or key to open) and must be inspected regularly to ensure they remain effective.*	X			.
Are there suitable handrails and if appropriate guards on staircases? *Open sides of staircases should be securely fenced. As a minimum, the fencing should consist of an upper rail at 900 mm or higher, and a lower rail. Where the building is liable to be accessed by the under 5's then there should be no gaps in vertical rails of >100mm, horizontal rails (which can be easily climbed should be avoided)*	X			
Is there sufficient equipment to assist with manual handling tasks? *Trolleys, sack trucks, hoists.*	X			

DATE INSPECTED:.....

INSPECTED BY:.....

SHS TERMLY SITE INSPECTION SAFETY CHECKLIST

OUTDOOR AREAS				
Are pathways / walkways stable underfoot and without significant trip hazards? *No potholes, no raised /sunken slabs.*	X			
Has the outdoor play equipment termly checklist been completed and all equipment is maintained in good condition (if applicable)?	X			
Are electronic powered gates/doors/barriers subject to regular maintenance and inspection by a competent person? *In particular for gates these must be serviced at least annually and assurance sought that key safety features (force limitation etc.) are being checked and working properly as part of that process.*	X			
Are there effective arrangements to segregate pedestrians and vehicles?	X			

DATE INSPECTED:.....

INSPECTED BY:.....

SHS TERMLY SITE INSPECTION SAFETY CHECKLIST

SECURITY/ SAFEGUARDING				
Clear signage directing visitors to reception / other services on site?	X			
Is access to buildings adequately controlled?	X			
Gates and perimeter fencing of adequate height (1.8m) and well maintained?	X			
Gates locked when school not in use?	X			
Number of entrance points onto school site minimised (ideally restricted to one during school day)?	X			
Is there a clearly defined route between site entrance(s) and reception with direct access to children avoided where practicable?	X			
Are there any unsecured doors which allow immediate access to pupils?		X		
Is external lighting adequate?	X			
Access to low roofs restricted? *Where there are vulnerable areas/easy access then measures must be in place to minimise the risks e.g. anti-climb paint, anti-scale devices, additional security measures, etc.*	X			
Where anti-climb paint is used is this signed?			X	
Have fragile roofs been identified (for example canopies with corrugated plastic sheets or flat roof with Georgian wired skylights)?			X	
If there are fragile roofs are caution signs displayed?			X	
Any external storage/waste bins are secured and located away from buildings?	X			

DATE INSPECTED:.....

INSPECTED BY:.....

SHS TERMLY SITE INSPECTION SAFETY CHECKLIST

ANY OTHER ITEMS SPECIFIC TO YOUR SCHOOL				

DATE INSPECTED:.....

INSPECTED BY:.....

SHS OUTDOOR PLAY EQUIPMENT TERMLY SAFETY CHECKLIST

Appendix 2

ITEMS TO BE CHECKED:	
No.	**Name:**
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

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

SHS OUTDOOR PLAY EQUIPMENT TERMLY SAFETY CHECKLIST

Item: No. 1	Item Name:				
FEATURE	**CHECK FOR**	**Condition Satisfactory**			**COMMENTS / ACTIONS NEEDED**
		Y	**N**	**N/A**	
STRUCTURE	Cracking, breaking, warping, loosening and bending				
SURFACE FINISH	Protective coating missing, rust, cracks, splinters				
CONSUMABLE ITEMS E.G. ROPES, CHAINS	Missing, bent, broken, loosened, worn, open hooks				
EDGES	Protrusions, sharp edges				
PINCH OR CRUSH POINTS	Exposed mechanisms, joints or moving components				
MOVING PARTS	Worn, lack of lubrication, seizure or excessive motion				
GUARDS / HAND RAILS / SWING BARRIERS	Missing, bent, broken, loosened				
ACCESS	Missing or broken rungs, steps or treads etc.				
SWING AND OTHER SEATS	Missing, damaged, loosened etc.				
IMPACT ABSORBING SURFACES	Ineffective by being compacted, displaced or not extensive enough to cover possible impact area				
FOUNDATIONS	Cracked, loose in ground exposed				
OTHER SITE SPECIFIC FEATURES:					

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

SHS OUTDOOR PLAY EQUIPMENT TERMLY SAFETY CHECKLIST

Item: No. 2	Item Name:				
FEATURE	**CHECK FOR**	**Condition Satisfactory**			**COMMENTS / ACTIONS NEEDED**
		Y	**N**	**N/A**	
STRUCTURE	Cracking, breaking, warping, loosening and bending				
SURFACE FINISH	Protective coating missing, rust, cracks, splinters				
CONSUMABLE ITEMS E.G. ROPES, CHAINS	Missing, bent, broken, loosened, worn, open hooks				
EDGES	Protrusions, sharp edges				
PINCH OR CRUSH POINTS	Exposed mechanisms, joints or moving components				
MOVING PARTS	Worn, lack of lubrication, seizure or excessive motion				
GUARDS / HAND RAILS / SWING BARRIERS	Missing, bent, broken, loosened				
ACCESS	Missing or broken rungs, steps or treads etc.				
SWING AND OTHER SEATS	Missing, damaged, loosened etc.				
IMPACT ABSORBING SURFACES	Ineffective by being compacted, displaced or not extensive enough to cover possible impact area				
FOUNDATIONS	Cracked, loose in ground exposed				
OTHER SITE SPECIFIC FEATURES:					

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

SHS OUTDOOR PLAY EQUIPMENT TERMLY SAFETY CHECKLIST

Item: No. 3	Item Name:				
FEATURE	CHECK FOR	Condition Satisfactory			COMMENTS / ACTIONS NEEDED
		Y	N	N/A	
STRUCTURE	Cracking, breaking, warping, loosening and bending				
SURFACE FINISH	Protective coating missing, rust, cracks, splinters				
CONSUMABLE ITEMS E.G. ROPES, CHAINS	Missing, bent, broken, loosened, worn, open hooks				
EDGES	Protrusions, sharp edges				
PINCH OR CRUSH POINTS	Exposed mechanisms, joints or moving components				
MOVING PARTS	Worn, lack of lubrication, seizure or excessive motion				
GUARDS / HAND RAILS / SWING BARRIERS	Missing, bent, broken, loosened				
ACCESS	Missing or broken rungs, steps or treads etc.				
SWING AND OTHER SEATS	Missing, damaged, loosened etc.				
IMPACT ABSORBING SURFACES	Ineffective by being compacted, displaced or not extensive enough to cover possible impact area				
FOUNDATIONS	Cracked, loose in ground exposed				
OTHER SITE SPECIFIC FEATURES:					

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

SHS OUTDOOR PLAY EQUIPMENT TERMLY SAFETY CHECKLIST

Item: No. 4	Item Name:				
FEATURE	**CHECK FOR**	**Condition Satisfactory**			**COMMENTS / ACTIONS NEEDED**
		Y	**N**	**N/A**	
STRUCTURE	Cracking, breaking, warping, loosening and bending				
SURFACE FINISH	Protective coating missing, rust, cracks, splinters				
CONSUMABLE ITEMS E.G. ROPES, CHAINS	Missing, bent, broken, loosened, worn, open hooks				
EDGES	Protrusions, sharp edges				
PINCH OR CRUSH POINTS	Exposed mechanisms, joints or moving components				
MOVING PARTS	Worn, lack of lubrication, seizure or excessive motion				
GUARDS / HAND RAILS / SWING BARRIERS	Missing, bent, broken, loosened				
ACCESS	Missing or broken rungs, steps or treads etc.				
SWING AND OTHER SEATS	Missing, damaged, loosened etc.				
IMPACT ABSORBING SURFACES	Ineffective by being compacted, displaced or not extensive enough to cover possible impact area				
FOUNDATIONS	Cracked, loose in ground exposed				
OTHER SITE SPECIFIC FEATURES:					

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

SHS OUTDOOR PLAY EQUIPMENT TERMLY SAFETY CHECKLIST

Item: No. 5	Item Name:				
FEATURE	**CHECK FOR**	**Condition Satisfactory**			**COMMENTS / ACTIONS NEEDED**
		Y	**N**	**N/A**	
STRUCTURE	Cracking, breaking, warping, loosening and bending				
SURFACE FINISH	Protective coating missing, rust, cracks, splinters				
CONSUMABLE ITEMS E.G. ROPES, CHAINS	Missing, bent, broken, loosened, worn, open hooks				
EDGES	Protrusions, sharp edges				
PINCH OR CRUSH POINTS	Exposed mechanisms, joints or moving components				
MOVING PARTS	Worn, lack of lubrication, seizure or excessive motion				
GUARDS / HAND RAILS / SWING BARRIERS	Missing, bent, broken, loosened				
ACCESS	Missing or broken rungs, steps or treads etc.				
SWING AND OTHER SEATS	Missing, damaged, loosened etc.				
IMPACT ABSORBING SURFACES	Ineffective by being compacted, displaced or not extensive enough to cover possible impact area				
FOUNDATIONS	Cracked, loose in ground exposed				
OTHER SITE SPECIFIC FEATURES:					

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

SHS OUTDOOR PLAY EQUIPMENT TERMLY SAFETY CHECKLIST

Item: No. 6	Item Name:				
FEATURE	**CHECK FOR**	**Condition Satisfactory**			**COMMENTS / ACTIONS NEEDED**
		Y	**N**	**N/A**	
STRUCTURE	Cracking, breaking, warping, loosening and bending				
SURFACE FINISH	Protective coating missing, rust, cracks, splinters				
CONSUMABLE ITEMS E.G. ROPES, CHAINS	Missing, bent, broken, loosened, worn, open hooks				
EDGES	Protrusions, sharp edges				
PINCH OR CRUSH POINTS	Exposed mechanisms, joints or moving components				
MOVING PARTS	Worn, lack of lubrication, seizure or excessive motion				
GUARDS / HAND RAILS / SWING BARRIERS	Missing, bent, broken, loosened				
ACCESS	Missing or broken rungs, steps or treads etc.				
SWING AND OTHER SEATS	Missing, damaged, loosened etc.				
IMPACT ABSORBING SURFACES	Ineffective by being compacted, displaced or not extensive enough to cover possible impact area				
FOUNDATIONS	Cracked, loose in ground exposed				
OTHER SITE SPECIFIC FEATURES:					

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

SHS OUTDOOR PLAY EQUIPMENT TERMLY SAFETY CHECKLIST

Item: No. 7	Item Name:				
FEATURE	**CHECK FOR**	**Condition Satisfactory**			**COMMENTS / ACTIONS NEEDED**
		Y	**N**	**N/A**	
STRUCTURE	Cracking, breaking, warping, loosening and bending				
SURFACE FINISH	Protective coating missing, rust, cracks, splinters				
CONSUMABLE ITEMS E.G. ROPES, CHAINS	Missing, bent, broken, loosened, worn, open hooks				
EDGES	Protrusions, sharp edges				
PINCH OR CRUSH POINTS	Exposed mechanisms, joints or moving components				
MOVING PARTS	Worn, lack of lubrication, seizure or excessive motion				
GUARDS / HAND RAILS / SWING BARRIERS	Missing, bent, broken, loosened				
ACCESS	Missing or broken rungs, steps or treads etc.				
SWING AND OTHER SEATS	Missing, damaged, loosened etc.				
IMPACT ABSORBING SURFACES	Ineffective by being compacted, displaced or not extensive enough to cover possible impact area				
FOUNDATIONS	Cracked, loose in ground exposed				
OTHER SITE SPECIFIC FEATURES:					

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

SHS OUTDOOR PLAY EQUIPMENT TERMLY SAFETY CHECKLIST

Item: No. 8	Item Name:				
FEATURE	**CHECK FOR**	**Condition Satisfactory**			**COMMENTS / ACTIONS NEEDED**
		Y	**N**	**N/A**	
STRUCTURE	Cracking, breaking, warping, loosening and bending				
SURFACE FINISH	Protective coating missing, rust, cracks, splinters				
CONSUMABLE ITEMS E.G. ROPES, CHAINS	Missing, bent, broken, loosened, worn, open hooks				
EDGES	Protrusions, sharp edges				
PINCH OR CRUSH POINTS	Exposed mechanisms, joints or moving components				
MOVING PARTS	Worn, lack of lubrication, seizure or excessive motion				
GUARDS / HAND RAILS / SWING BARRIERS	Missing, bent, broken, loosened				
ACCESS	Missing or broken rungs, steps or treads etc.				
SWING AND OTHER SEATS	Missing, damaged, loosened etc.				
IMPACT ABSORBING SURFACES	Ineffective by being compacted, displaced or not extensive enough to cover possible impact area				
FOUNDATIONS	Cracked, loose in ground exposed				
OTHER SITE SPECIFIC FEATURES:					

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

SHS OUTDOOR PLAY EQUIPMENT TERMLY SAFETY CHECKLIST

Item: No. 9	Item Name:				
FEATURE	**CHECK FOR**	**Condition Satisfactory**			**COMMENTS / ACTIONS NEEDED**
		Y	**N**	**N/A**	
STRUCTURE	Cracking, breaking, warping, loosening and bending				
SURFACE FINISH	Protective coating missing, rust, cracks, splinters				
CONSUMABLE ITEMS E.G. ROPES, CHAINS	Missing, bent, broken, loosened, worn, open hooks				
EDGES	Protrusions, sharp edges				
PINCH OR CRUSH POINTS	Exposed mechanisms, joints or moving components				
MOVING PARTS	Worn, lack of lubrication, seizure or excessive motion				
GUARDS / HAND RAILS / SWING BARRIERS	Missing, bent, broken, loosened				
ACCESS	Missing or broken rungs, steps or treads etc.				
SWING AND OTHER SEATS	Missing, damaged, loosened etc.				
IMPACT ABSORBING SURFACES	Ineffective by being compacted, displaced or not extensive enough to cover possible impact area				
FOUNDATIONS	Cracked, loose in ground exposed				
OTHER SITE SPECIFIC FEATURES:					

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

SHS OUTDOOR PLAY EQUIPMENT TERMLY SAFETY CHECKLIST

Item: No. 10	Item Name:				
FEATURE	**CHECK FOR**	**Condition Satisfactory**			**COMMENTS / ACTIONS NEEDED**
		Y	**N**	**N/A**	
STRUCTURE	Cracking, breaking, warping, loosening and bending				
SURFACE FINISH	Protective coating missing, rust, cracks, splinters				
CONSUMABLE ITEMS E.G. ROPES, CHAINS	Missing, bent, broken, loosened, worn, open hooks				
EDGES	Protrusions, sharp edges				
PINCH OR CRUSH POINTS	Exposed mechanisms, joints or moving components				
MOVING PARTS	Worn, lack of lubrication, seizure or excessive motion				
GUARDS / HAND RAILS / SWING BARRIERS	Missing, bent, broken, loosened				
ACCESS	Missing or broken rungs, steps or treads etc.				
SWING AND OTHER SEATS	Missing, damaged, loosened etc.				
IMPACT ABSORBING SURFACES	Ineffective by being compacted, displaced or not extensive enough to cover possible impact area				
FOUNDATIONS	Cracked, loose in ground exposed				
OTHER SITE SPECIFIC FEATURES:					

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

Appendix 3

Periodic Inspection, Maintenance and Servicing List

Task	Frequency Required
Access controls and intercoms	Annually
Air and dirt separators	Annually
Air conditioning units	6 Monthly
Air filters (panel/bags/cells)	Annually
Air handling units	Annually
Asbestos register	3 Yearly
Autoclaves	Annually
Automatic doors and gates	Annually
Bellows and anchor points (inc. above ceilings)	Internal inspection periodically
Biomass Boiler	6 Monthly
Blending Valves/TMV	Annually
Brick chimney	Annually
Catering kitchen extraction and ducting	Annually
Catering kitchen machinery and appliances	Annually
Catering kitchen supply fan	Annually
CCTV	Annually
Climbing Wall	Annually
Disabled Refuge Call System	Internal inspection periodically
Disabled Toilet Call System	Internal inspection periodically
Display Energy Certificate	Annually
Dosing Pots	Annually
Ductwork	Internal inspection periodically
Dust Extractors	Annually
Electronic Scale Inhibitor	Annually
Emergency Lighting Internal Checks	Internal monthly
Emergency Lighting System Servicing	Annually
Evac Chairs	Annually
Expansion Vessels	Annually
External Lighting	Internal inspection periodically
External Louvres	Annually
Fire Alarm System Internal Checks	Internal weekly
Fire Alarm System Servicing	3 Monthly
Fire Fighting Equipment (extinguishers/blankets)	Annually
Fire Risk Assessment	3 Yearly
Fixed Electrical Wiring and Installation	20% of school every year - 100% over 5 years
Flues	Annually
Fume Cupboards	Annually

Task	Frequency Required
Gas Boilers	Annually
Gas Safety Systems	Annually
Grease Traps	Periodically
Grilles and diffusers	Internal inspection periodically
Heating Control Panels (BMS)	Annually
Heating Pumps	Annually
Hoists	Annually
Hot Water Cylinders (calorifiers)	Annually
Induction Loop	Annually
Intruder Alarm	6 Monthly
Isolators, switch fuses, sockets, etc.	Annually
Kilns (art room)	Annually
Ladders	Annually
Legionella Chlorination Tanks	Annually
Legionella Internal Checks	Internal weekly and half termly
Legionella Risk Assessment	3 Yearly
Legionella Water Testing	Annually
Lift	6 Monthly
Lightning Conductors	11 monthly
Low voltage distribution system	6 monthly
Over door/high level heaters	Annually
Photovoltaic Solar Panels	Annually
Pipework and fittings (inc. above ceilings)	Internal inspection periodically
Portable Appliance Testing	Annually
Pressurisation System Inspection	Annually
Scaffold Towers	Annually
Sewer Pumps	Annually
Sports and gym equipment	Annually
Stage and Drama Equipment	Annually
Stage and Drama Lighting	Annually
Steel chimney	Annually
Teaching Kitchen Equipment	Annually
Technology Machinery	Annually
Tiered Seating	Annually
Underfloor Heating	Annually
Wind catcher air terminal	Annually

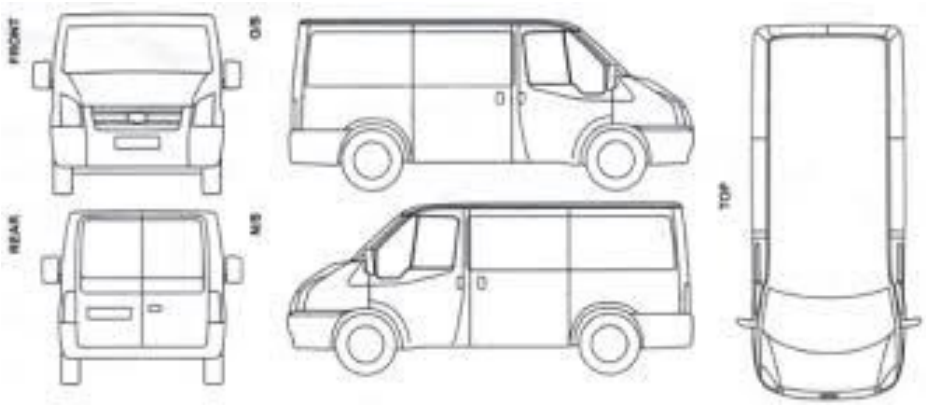
Appendix 4

MINIBUS CHECKLIST

OUT	IN		OUT	IN	
		Check battery level			Check interior cleanliness
		Check steering action			Report fuel level and mileage
		Check brakes			Check for and clear rubbish
		Check all lights and indicators			Check operators manual in vehicle
		Check windscreen wipers/washers			Check window cleanliness
		Check horn operation			Check radio operation
		Check heater and instruments			LSVR/Smoking/Breakdown stickers
		Seat belts clicked into position			Check rear view mirror
		Check radiator level			Check floor mats
		Check engine oil level			First Aid Kit is present and stocked
		Check washer reservoir			Fire Extinguisher is present
		Check power steering oil			Emergency hammers x 2 present
		Check tyre pressures and condition			Check jack and tools
		Check spare wheel			Towbar / Electrics (if app.)

MINIBUS OUT *(Please use key below and mark on diagram if anything present):*

- **CHIP** *** RUST** **+ DENT** **@ SCRATCH** **= EXT. DAMAGE**

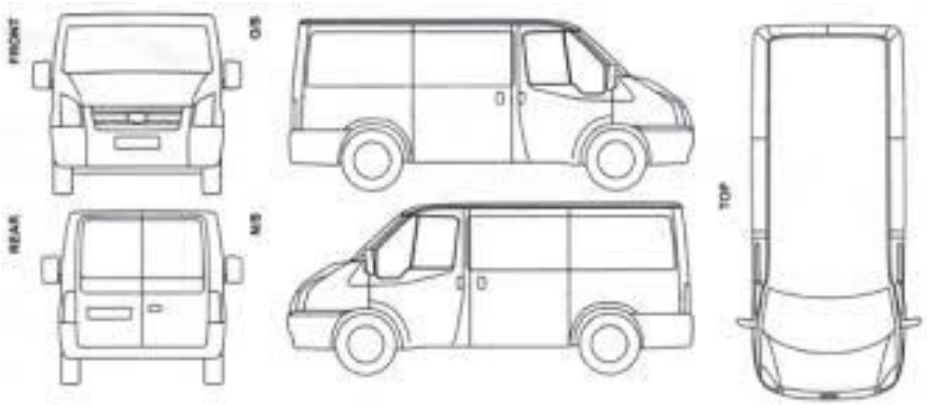


Comments Out:
Mileage Out: ……. Fuel Level Out: …….
The above vehicle has been collected by me, the undersigned, with its present defects recorded as above:

Signed …….……	Print Name: ……..
Date ……	Time ……..

MINIBUS IN *(Please use key below and mark on diagram if anything present)***:**

- **CHIP * RUST + DENT @ SCRATCH = EXT. DAMAGE**



Comments In:
Mileage In: ……. Fuel Level In: …….
The above vehicle has been collected by me with all bodywork in its present state and defects agreed and recorded above. Signed …… Print Name: ……. Date …… Time ……..

Please ensure that all rubbish is cleared from the minibus when it is returned to school.

Appendix 5

Display screen equipment (DSE) workstation checklist

This is a web-friendly version of *Display screen equipment (DSE) workstation checklist* published 05/13

Workstation location and number (if applicable):	.....
User:	.....
Checklist completed by:	.....
Assessment checked by:	.....
Any further action needed:	Yes/No
Follow-up action completed on:	.....

The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

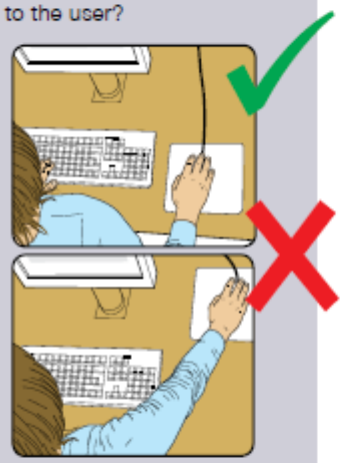
The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, having taken account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider', eg on reflections on the screen, or the user's comfort, until the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.

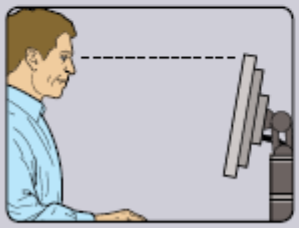
Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor:

- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.

Remember, the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, eg by giving users health and safety training, and providing for breaks or changes of activity. For more advice on these see *Working with display screen equipment (DSE): A brief guide*.

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
1 Keyboards				
Is the keyboard separate from the screen?			This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).	
Does the keyboard tilt?			Tilt need not be built in.	
Is it possible to find a comfortable keying position?			Try pushing the display screen further back to create more room for the keyboard, hands and wrists. Users of thick, raised keyboards may need a wrist rest.	
Does the user have good keyboard technique?			Training can be used to prevent: ■ hands bent up at the wrist; ■ hitting the keys too hard; ■ overstretching the fingers.	
Are the characters clear and readable?			Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
2 Mouse, trackball etc				
Is the device suitable for the tasks it is used for?			If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for many tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others).	
Is the device positioned close to the user? 			Most devices are best placed as close as possible, eg right beside the keyboard. Training may be needed to: ■ prevent arm overreaching; ■ encourage users not to leave their hand on the device when it is not being used; ■ encourage a relaxed arm and straight wrist.	
Is there support for the device user's wrist and forearm?			Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help. The user should be able to find a comfortable working position with the device.	
Does the device work smoothly at a speed that suits the user?			See if cleaning is required (eg of mouse ball and rollers). Check the work surface is suitable. A mouse mat may be needed.	
Can the user easily adjust software settings for speed and accuracy of pointer?			Users may need training in how to adjust device settings.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
3 Display screens				
Are the characters clear and readable? Health and safety Health and safety			Make sure the screen is clean and cleaning materials are available. Check that the text and background colours work well together.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, ie free of flicker and jitter?			Try using different screen colours to reduce flicker, eg darker background and lighter text. If there are still problems, get the set-up checked, eg by the equipment supplier.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens.	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times.	
Does the screen swivel and tilt? 			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: ■ swivel/tilt is absent or unsatisfactory; ■ work is intensive; and/or ■ the user has problems getting the screen to a comfortable position.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
Is the screen free from glare and reflections?			Use a mirror placed in front of the screen to check where reflections are coming from. You might need to move the screen or even the desk and/or shield the screen from the source of the reflections. Screens that use dark characters on a light background are less prone to glare and reflections.	
Are adjustable window coverings provided and in adequate condition?			Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last rssort and seek specialist help.	
4 Software				
Is the software suitable for the task?			Software should help the user carry out the task, minimise stress and be user-friendly. Check users have had appropriate training in using the software. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
5 Furniture				
Is the work surface large enough for all the necessary equipment, papers etc? 			Create more room by moving printers, reference materials etc elsewhere. If necessary, consider providing new power and telecoms sockets, so equipment can be moved. There should be some scope for flexible rearrangement.	
Can the user comfortably reach all the equipment and papers they need to use?			Rearrange equipment, papers etc to bring frequently used things within easy reach. A document holder may be needed, positioned to minimise uncomfortable head and eye movements.	
Are surfaces free from glare and reflection?			Consider mats or blotters to reduce reflections and glare.	
Is the chair suitable? Is the chair stable? Does the chair have a working: ■ seat back height and tilt adjustment? ■ seat height adjustment? ■ castors or glides?			The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
Is the chair adjusted correctly?			The user should be able to carry out their work sitting comfortably. Consider training the user in how to adopt suitable postures while working. The arms of chairs can stop the user getting close enough to use the equipment comfortably. Move any obstructions from under the desk.	
Is the small of the back supported by the chair's backrest?			The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?			Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			If not, a footrest may be needed.	

Risk factors	Tick answer		Things to consider	Action to take
	Yes	No		
6 Environment				
Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget. Consider reorganising the office layout and check for obstructions. Cables should be tidy and not a trip or snag hazard.	
Is the lighting suitable, eg not too bright or too dim to work comfortably?			Users should be able to control light levels, eg by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, eg desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).	
Does the air feel comfortable?			DSE and other equipment may dry the air. Circulate fresh air if possible. Plants may help. Consider a humidifier if discomfort is severe.	
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, eg printers, away from the user. If not, consider soundproofing.	

7 Final questions to users...

- Has the checklist covered all the problems they may have working with their DSE?
- Have they experienced any discomfort or other symptoms which they attribute to working with their DSE?
- Has the user been advised of their entitlement to eye and eyesight testing?
- Does the user take regular breaks working away from DSE?

Write down the details of any problems here: