



Health and Safety Policy

Current Review: October 2025

To be Reviewed: October 2026

Contents

Introduction	4
Statement of intent	4
Revision History & Version Log	5
Legal framework	6
Roles and responsibilities	7
Organisation Chart	7
Board of Trustees	7
Audit, Compliance and Risk Committee	7
Lead Trustee for Health and Safety	8
Competent Person	8
School Board	8
Lead Governor for Health and Safety	8
Head Teacher	8
School Health & Safety Officer	9
Staff	9
Pupils	9
Contractors and Visitors	9
Arrangements	10
Accident and incident reporting	10
Significant accidents	10
Reporting procedures	11
Reporting hazards	11
Accident investigation	11
Asbestos management	12
Bomb threat procedure	12
Contacting the emergency services	13
Contractor vetting	13
Construction and maintenance of the premises	13
Curriculum safety	14
Display equipment	15
Educational Visits and Journeys	15
Electrical Safety	15
Evacuation	15
First-aid	15

Fire safety	15
Gas safety	16
Hazardous materials (COSHH)	16
Housekeeping and cleanliness	17
Inclusion	18
Infection control	18
Ladders	19
Legionella	19
Lettings	20
Lone working	20
Maintaining equipment	20
Manual handling	20
Medicine and drugs	21
Minibuses	21
Monitoring and Audits	21
Outdoor play equipment	22
PE equipment	22
Personal protective equipment (PPE)	22
Risk assessment	23
Security and theft	24
Severe weather	25
Site Maintenance	25
Slips and trips	25
Smoking	25
Stress management	25
Swimming	26
Training	26
Visitors to the school	26
Working at height	27
Review	28

Appendices

1. Register of Appointed Persons	29
2. Asbestos communication plan	30
3. Approved contractor list	31
4. List of first aiders and first aid box locations	32

Templates

1. Health & Safety concern form	33
2. Accident/Incident Investigation Report	34
3. Bomb Alert/Threat guidance	38
4. Contractor key information form	41
5. Principal Designer and Principal Contractor letter	45
6. DSE checklist	49
7. COSHH risk assessment	55

8. Cleaning default report	58
9. Personal Emergency Evacuation Plan (PEEP)	59
10. Ladder inspection checklist	62
11. Ladder safety checklist	63
12. Water sample recording sheet	64
13. Building, plant and equipment List	68
14. Pre-journey minibus safety checklist	70
15. Premises inspection checklist	73
16. Classroom checklist	76
 Staff Declaration Form	 78

Introduction

We put children first, pioneering excellence and championing each and every child.

Company Name: The Pioneer Academy
 Company Number: 07691324
 Date of Incorporation: 04/07/2011
 Registered Office: 2nd Floor, Leonard Place Business Centre, Westerham Road,
 Keston, BR2 6HQ

Statement of intent

At The Pioneer Academy (TPA), we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Signed by:

CEO

Date: _____

Revision History & Version Log

Version No.		Issue Date	Approved By	Summary of Changes
1.0		April 2021	Lee Mason-Ellis CEO Richard Lockyer Chair of Trust Board	First Issue
1.1		June 2022	Simon Frampton Head of Estates	Addition of Revision History & Version Log Page
2.0		July 2022	Lee Mason-Ellis CEO Richard Lockyer Chair of Trust Board	Statement of Intent Review Annual Review of Policy
3.0		August 2023	Lee Mason-Ellis CEO Richard Lockyer Chair of Trust Board	Statement of Intent Review Annual Review of Policy
4.0		August 2024	Lee Mason-Ellis CEO Joanne Bouwens Chair of Trust Board	Statement of Intent Review Annual Review of Policy
5.0		October 2025	Trust Board	Statement of Intent Review Annual Review of Policy

Legal framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Control of Asbestos Regulations 2012
- Electricity at Work Regulations 1989
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Ionising Radiation Regulations 2017 (IRR17)
- The Requirements for School Food Regulations 2014
- Food Safety Act 1990
- The Food Safety & Hygiene (England) Regulations 2014

This policy has due regard to national guidance including, but not limited to, the following:

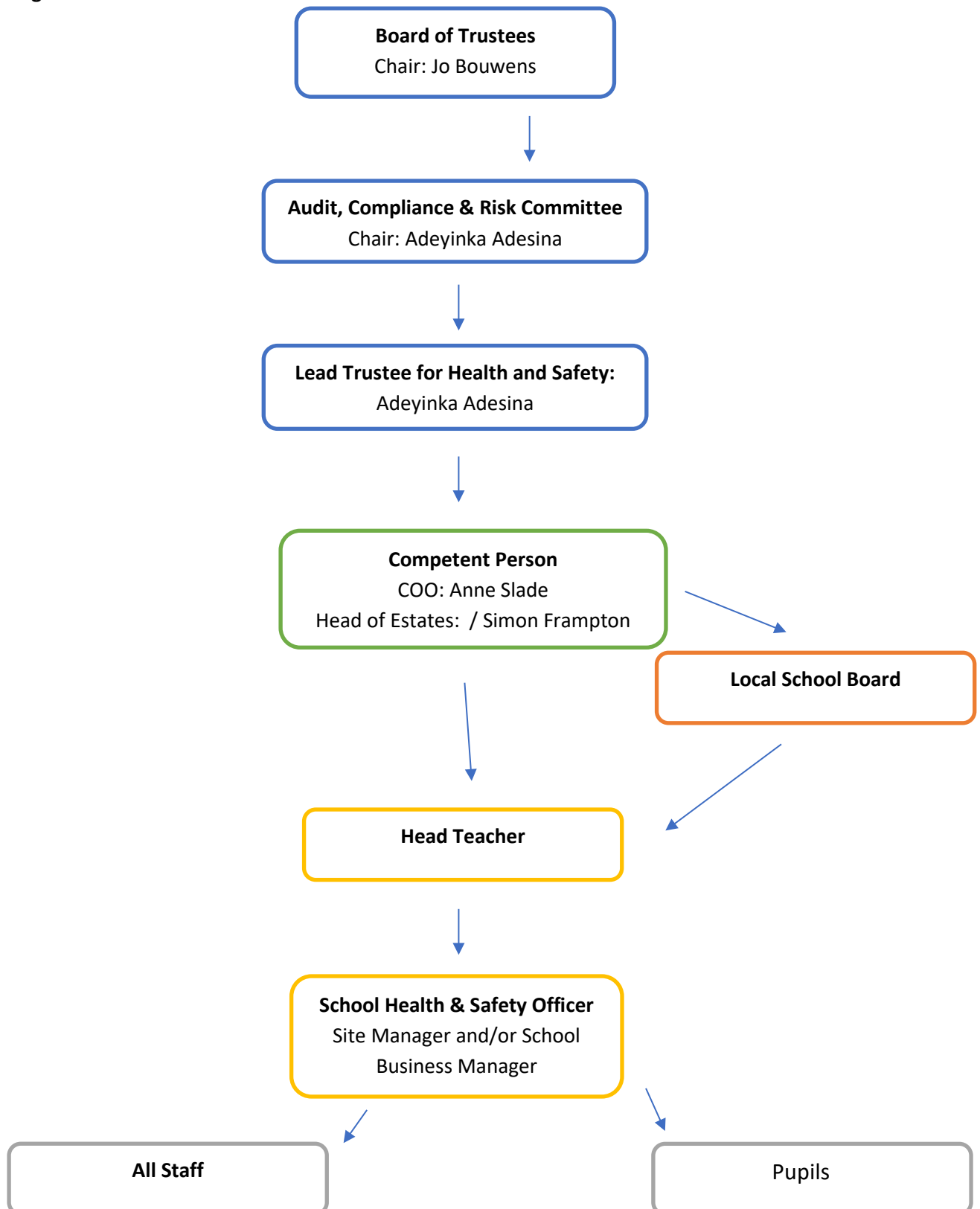
- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'
- DfE 'Bomb Alert / Threat Guidance'
- DfE (2018) 'Health and safety on educational visits'
- HSE (2011) 'School trips and outdoor learning activities'
- DfE (2013) 'Driving school Minibuses.'
- HSG 107 (Third edition) 2013

This policy operates in conjunction with the following school policies:

- Accessibility Plan
- Asbestos Management Plan
- Business Continuity Plan
- Code of Conduct for Visitors
- Educational Visits Policy
- Environmental Policy
- Emergency Plan
- Fire Management Policy
- Fire Risk Assessment
- First aid, injuries, allergies and medication policy
- Health & Safety policy for Grounds Maintenance
- Legionella Risk Assessment
- Lockdown procedures
- Managing Contractors leaflet
- Mental Health and Emotional Wellbeing policy
- PPE policy
- Risk Assessment Policy
- School Security Policy
- SEND Policy
- Supporting children and medical conditions and medical policy
- Working from home policy
- Personal Emergency Evacuation Plan
- Volunteer Policy
- Kitchen and food hygiene

Roles and responsibilities

Organisation chart



See [appendix 1](#) for the Register of Appointed Persons at each school.

The **Board of Trustees** delegate responsibility for health and safety to the **Audit, Compliance and Risk Committee** who will:

- Maintain an oversight of TPA's compliance with statutory or contractual requirements relating to health and safety
- Monitor health and safety arrangements and compliance, including any notifications to external organisations such as HSE
- Monitor outstanding audit and inspection recommendations from whatever source and ensure any delays to implementation dates are reasonable
- Review, recommend and approve policies as required by the Scheme of Delegation
- Designate a competent person who will be responsible for ensuring the Trust meets its health and safety duties.

The **Lead Trustee for Health & Safety** will:

- Understand the key elements of the health and safety obligations for the Trust
- Agree the programme of inspections, maintenance and works required to ensure compliance and a safe environment;
- Provide support and challenge throughout the development of any necessary capital works
- Seek assurance that statutory and TPA requirements are being adhered to
- Contribute to reviews of TPA policies, protocols and procedures to ensure that they remain effective, including embedding any 'lessons learned' and identification and distribution of best practice;
- Act as an advocate for health and safety to ensure that it is duly considered in all Trust Board decisions

The Competent Person will:

- Assist with the creation and implementation of this policy.
- Be the designated contact with the Trust and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Ensuring compliance by conducting annual compliance audits.

The Local School Board will:

- Monitor the adherence to statutory duties and challenge the effectiveness of policy and procedures relating to health and safety; either amending procedures or practices to improve effectiveness and/or making recommendations to the Board of Trustees as appropriate

The **Lead Governor for Health & Safety** will:

- Understand the key elements of the health and safety obligations at the school, and the programme of inspections, maintenance and works required to ensure compliance and a safe school environment;
- Provide support and challenge throughout the development of any necessary capital works;
- Seek assurance that statutory and TPA requirements are being adhered to, including at least three visits a year to review arrangements, including staff training and induction;

- Contribute to reviews of TPA or school policies, protocols and procedures to ensure that they remain effective, including embedding any 'lessons learned' and identification and distribution of best practice;
- Act as an advocate for health and safety to ensure that it is duly considered in all School Board decisions; and
- Engage in governance collaboration regarding health and safety and compliance, in accordance with TPA expectations

The **Head Teacher** will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management at their school
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Be responsible for investigating accidents and incidents, to understand causes and amend risk assessments as required.
- Take all reasonably practicable steps to ensure this policy is implemented by all staff.
- Designate someone who will be responsible for ensuring the school meets its health and safety duties.

School Health & Safety Officer will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their school.
- Identify hazards by conducting risk assessments.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Trust Board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.

- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.
- Be required to complete and return the Health & Safety declaration form at the end of this policy

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

Contractors and Visitors will:

- Take responsibility for safe practices in the areas under their control
- Identify and control any risk arising from their activity, and inform the Head Teacher of any risks that may affect staff, pupils or visitors
- Be aware of the health and safety policy and emergency procedures and comply with these at all times

Arrangements

Accident reporting

All accidents will be reported as soon as possible using Medicaltracker.

All incidents, including near-misses or dangerous occurrences, will be reported as soon as possible using Medicaltracker, with the Trusts responsible persons being notified as well.

The health and safety officer will be responsible for informing the Head Teacher if the accident is fatal or a “major injury”, as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

Significant accidents

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE without delay and in accordance with the HSE reporting procedure .

The ‘specified injuries’ which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)
- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body’s surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The collapse, overturning or failure of any load-bearing part of any lifting equipment
- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released

- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

Reporting procedures

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the Competent Person, or a person appointed on their behalf, will file a report without delay.

The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.

The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible (using the above link/web address).

Fatal and specified injuries, may only be reported using the telephone service on 0845 300 9923 (open Monday to Friday 8.30am to 5pm).

Reporting hazards

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard.

In the main, reporting should be conducted verbally to the site manager as soon as possible, who will then inform the Head Teacher as appropriate. Hazards can also be reported using a health and safety concern form available in the classrooms ([template 1](#)) and school office, via Civica/ Edops platform or by notifying the Site Manager through the communication book in the office.

Accident investigation

All accidents that require further treatment, other than that administered by a first aider, will be investigated by the Head Teacher and the outcomes recorded.

The length of time dedicated to each investigation will vary on the seriousness of the accident.

The Accident/Incident Investigation Report template will be used to record the investigation ([template](#)

[2](#)).

After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The health and safety officer will undertake termly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident/illness.

Asbestos management

In accordance with HSE guidance, an asbestos management survey has been undertaken at each of our schools by a United Kingdom Accreditation Service accredited surveying organisation.

This survey will be repeated following any changes of use to a location or prior to any significant building work.

As a result of the asbestos management survey, risks were identified and dealt with on a priority basis.

Further details concerning the management of asbestos can be found in the Asbestos Management Plan which should consist of:

- Site plan showing the location of any areas that contain, or may contain asbestos
- Asbestos risk register
- Asbestos action plan
- Asbestos communication plan ([appendix 2](#))
- Asbestos training records

The Premises Team is responsible for ensuring that the school Asbestos Log is read and signed by all contractors prior to starting any work on the premises.

Staff must not affix anything to walls, ceilings etc. without first obtaining approval from the Head Teacher/Premises Team.

Staff must report any damage to asbestos materials immediately to the Head Teacher.

The Competent Person will ensure staff are appropriately trained to identify and monitor asbestos. The school must ensure they enquire and investigate if an R&D Survey (Refurbishment and Demolition Survey) is required prior to any building works being carried out. These should be carried out and obtained prior too contractors quoting or tendering for works so that any known and required additional removal works can be included in the contractors project costing.

Bomb threat procedure

All staff members fully understand and effectively implement the DfE's Bomb Alert and Threat Guidance.

In the event of an emergency, the procedures outlined in the Emergency Plan and Lockdown

Procedure will be followed.

Upon receipt of a bomb threat or a suspicious package, staff members will follow the Bomb Alert/Threat Guidance template ([template 3](#)).

The appropriate evacuation procedure will be followed whether staff members believe the threat to be a hoax or not.

Where possible, caller ID or dialling the 1471 service will be used to identify where the call has come from.

Staff should note the time of the call and write down exactly what was said by the person calling, as this may be useful for the police.

The staff member receiving the call will contact the Head Teacher immediately, who will then alert the police and the Competent Person.

The Head Teacher will decide whether or not to evacuate the building.

Contacting the emergency services

The Head Teacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency.

Staff will alert their colleagues to the incident, if it is safe and appropriate to do so, using two-way radios.

Where an ambulance is called for a pupil, office staff will contact the pupil's parents.

Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly points.

Staff will be aware of any pupils who have specific evacuation needs.

Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

Contractor Vetting

The Pioneer Academy hold a preferred contractor list at [appendix 3](#).

Schools may choose to their own contractors for small maintenance and repair work but should complete the Contractor Key Information form for all and any contractor prior to work commencing ([template 4](#)). The following information should be collected and retained from each contractor:

- Insurance documents
- Training records
- Risk assessment method statements (RAMS)

The completed Contractor Key Information forms should be retained in the Site Office and made available at the annual health & safety compliance audits, conducted by the Competent Person

Construction and maintenance of the premises

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015.

Construction work means:

- The carrying out of any building, civil engineering or engineering construction work and includes:
 - The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration or other maintenance, decommissioning, demolition or dismantling of a structure;
 - The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
 - The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed, air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
 - The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
 - The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The Competent Person will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor ([template 5](#)).

The Competent Person will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE.

The Competent Person will ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
 - What the school wants built or maintained
 - The site and existing structures
 - Information about hazards, such as asbestos
 - Timescales and budget for the build
 - How the school expects the project to be managed
 - CDM appointments of principal contractor/principal designer
 - Welfare arrangements
 - Details of the nearest A&E department

- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the Head Teacher, kept up-to-date by the Health and Safety Officer, and is made available to anyone who needs to alter or maintain the building.

The Head Teacher will hold regular progress meetings with the project team to ensure that all members are carrying out their roles as required.

Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

Curriculum Safety (including out of school learning activities)

All curriculum leaders are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and pupils.

The risk assessments must be made known to all teaching and support staff and reviewed regularly.

Guidance from CLEAPSS, BAALPE and other lead bodies should be adopted as appropriate.

Display equipment

Display screen assessments will be carried out by the health and safety officer / site manager or head teacher for any employees or volunteers who regularly use laptops or desktops computers ([template 6](#)).

Any aides or adjustments identified as required through the DSE assessment process should be reviewed by the health and safety officer / site manager and headteacher with all reasonable adjustments or agreed provisions of aides being provided and in place within a reasonable time period or not exceeding 6 weeks.

Educational Visits and Journeys (separate additional policy)

The Head Teacher and the EVC are responsible for ensuring that all school trips are managed in accordance with the school policy for Educational trips which all teachers must be familiar with.

Electrical Safety:

EICR (5yr fixed wire test)

The Premises Team are responsible for ensuring that an EICR – Electrical Installation Condition Report of the hard wiring system is carried out every five years by a competent and qualified person and any identified remedial work is undertaken without delay.

Report Classification	Remedial Action Period
FI – (Further Investigations)	Immediately
C1 – Immediately Dangerous	Immediately
C2 – Potentially Dangerous	Immediately
C3 – Improvements Recommended	Can be investigated and budgeted for or put forward as a SCA funding consideration

PAT Testing:

The Premises Team will also ensure that all portable electrical equipment is tested at periods not exceeding every two years.

Where the school identifies specific items of equipment in school that by their classification rating (class 1 or class 2) requires inspection periods more frequently than every 2 years then the school will have these actioned whilst maintaining the 2 yearly inspections of all other items.

Additional information for PAT testing requirements / frequency or suggested equipment classification can be found on the HSE website or within HSG107 published date 2013

All staff must be familiar with school procedures and report any problems to the Premises Team. Staff are reminded that they must not bring electrical equipment into school without the permission of the Head Teacher.

Evacuation

The school will follow the procedure outlined in the Business Continuity Plan in the event of a crisis.

In the event of a fire, the Emergency Plan will be implemented.

If an evacuation is deemed necessary, the following procedure will take place:

- Staff and pupils will be asked to make their way to the normal fire assembly area (the area should be moved if close to the area of the fire, bomb or suspicious package).
- Staff will be positioned at all gates leading into the school and nobody will be allowed in or out except for emergency personnel.
- Once the police have arrived, staff will await further instruction from the emergency services.

First aid

The school will act in accordance with the First Aid, Injuries, Allergies and Medication Policy at all times.

The school will ensure ample provision is made for both trained personnel and first-aid equipment on-site.

A list of training first aiders and where first aid boxes are located can be found in [appendix 4](#).

All staff must be familiar with the school arrangements for First Aid which is detailed in their individual school Staff Handbook.

Fire safety

A fire risk assessment will be completed by an external competent person and any remedial actions highlighted completed.

The FRA will be reviewed annual by a competent person within the school to ensure it is still suitable and relevant to the school. To ensure that all recommendations have been previously closed out and maintained and ensure that no significant changes in building structure/ materials, change building use (layout) or increase in occupancy.

A new FRA (fire risk assessment) will be actioned and carried out by a qualified competent external company where the school falls within any of the following descriptions.

Structural Changes examples: -

- New builds / extensions / standalone building installations
- Removal /addition of internal walls
- Mezzanine installations

Changes in use: -

- Converting unused areas into classrooms
- Internal reconfigurations of offices
- Moving the offices to a new location
- Converting an separate outside building in to a office or leaning space

Significant Increase in Occupancy: -

- School increasing from shared year groups to separate year group classes
- School increasing its pupil form intake

Fire Safety Procedures:

Fire wardens

All staff members fully understand and effectively implement the Emergency Plan.

The Head Teacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff.

Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

Firefighting equipment will be checked on a monthly basis by the Premises Team, and will be serviced on an annual basis by an approved contractor.

Fire alarms will be tested weekly from different 'manual call points' fire points around the school, and records will be kept in the fire log book which will be maintained and held in the site office.

Emergency lighting will be tested on a six-monthly basis, and records will be kept in the fire log book which will be maintained and held in the site office.

Gas safety

Gas appliances will be inspected and maintained in accordance with the manufacturer's guidelines.

All gas equipment has confirmation of the approved test authority mark, indicating compliance with the relevant standard.

Gas appliances can be isolated from the gas supply.

Gas appliances are installed, repaired and maintained by a suitably trained engineer who has evidenced that they are registered on the Gas Safety Register.

Hazardous materials (COSHH)

No chemicals or other hazardous materials will be used without the permission of the Head Teacher.

The school will only purchase hazardous materials from a reputable source, making sure that the relevant material safety data sheet (MSDS) is provided by the retailer on delivery.

The school will only order supplies of hazardous materials when existing stocks are no longer adequate, and in quantities that are no larger than necessary.

The health and safety officer is responsible for ensuring all products that may be hazardous to health are risk assessed before being used, taking into account the advice on the relevant MSDS. The COSHH risk assessment will be used to ensure risk assessments are robust ([template 7](#)). The COSHH risk assessment and MSDS will be kept in the Site Team office, with a further copy of the risk assessment kept in the first aid room or office.

The health and safety officer will ensure that the relevant control measures and appropriate guidelines are put in place to manage the risks identified in risk assessments.

Control measures will be checked and reviewed by the site manager on a termly basis to ensure continued effectiveness, even when they are known to be reliable.

All equipment, materials and chemicals will be held in appropriate containers and areas conforming

to health and safety regulations.

Hazardous substances will be labelled with the correct hazard sign and contents label.

Storage life will be considered by health and safety officer. All COSHH and ionising radiations regulations will be adhered to.

Low-toxic products, such as corrective fluid and aerosol paints, will be stored securely and only used under supervision in a well-ventilated area.

No staff member or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum.

No potentially hazardous materials will be used in lessons without the approval of the health and safety officer.

The health and safety officer will ensure staff are appropriately trained to use hazardous materials.

Where a substance has a workplace exposure limit, control measures will ensure that exposure is below the limit.

The site manager will keep an up-to-date inventory of all the hazardous chemicals and materials held at the school.

A termly audit of hazardous materials will be undertaken by the site manager with routine surveillance to ensure that they remain safe to store. Unwanted or surplus chemicals and materials, including those that have become unsafe, will be disposed of by a registered waste carrier, in accordance with school procedures.

Housekeeping and cleanliness

Contract cleaners will be monitored by the site manager. The standard required will be clear in the service level agreement held with the contracted cleaners and defaults should be recorded on the cleaning default report ([template 8](#)).

Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the site manager.

The Head Teacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with	18°C

teaching, private study or examinations	
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

Inclusion

All teaching and support staff should be familiar with the school Inclusion Policy and supporting guidance.

The Head Teacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any pupil with SEND.

All teaching and support staff must be given any information about a pupil's needs and receive such training as is necessary for them to be able to support the pupil's learning, social and personal needs.

The SENDCO and curriculum leaders must ensure that all risk assessments for curriculum activities are adapted as necessary to ensure the safety of any pupil with SEND. No pupil should be excluded from an activity on the grounds of health and safety unless this is absolutely unavoidable.

Where it is considered essential to exclude a pupil from all or part of an activity this exclusion must be authorised by the Head Teacher.

Personal Emergency Evacuation Procedures (PEEP) should be completed for any staff, pupil or visitor who requires assistance in an emergency ([template 9](#))

Infection control

The school actively prevents the spread of infection through the following measures:

- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school employs good hygiene practices in the following ways:

- Displaying posters throughout the school, encouraging all pupils, staff members and visitors to wash their hands after using the toilet, before eating or handling food, after touching animals, and following any other actions that increase the risk of the spread of infection, such as coughing or sneezing
- Ensuring there is sufficient liquid soap, warm water and paper towels available for everyone to wash their hands throughout the school
- Employing cleaners to carry out thorough and frequent cleaning that follows national guidance
- Providing PPE where necessary
- Immediately cleaning any spillages of bodily fluids with a combination of detergent and disinfectant, and always wearing PPE. Mops will not be used to clean up body fluid spillages; instead, paper towels will be used and discarded properly, following the procedures for clinical waste
- Hygienically bagging any pupils' soiled clothing to go home and never rinsing it by hand
- Providing a secure sharps bin, out of reach of pupils, for the disposal of sharps
- Discouraging pupils, staff members and visitors from touching any stray animals that may come

onto the school premises

Staff and pupils displaying signs of infection, such as rashes, vomiting, diarrhoea, etc., will be sent home and recommended to see a doctor.

All staff are subject to a full medical screening before starting employment at the school.

The school keeps up-to-date with national and local immunisation scheduling and advice. The school encourages parents to have their children immunised.

All cuts and abrasions will be covered with waterproof dressings.

The school will ensure that arrangements are in place to minimise any pupil health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell.

Wall-mounted hand sanitiser is available around the school.

Ladders

Ladders can be used for working at height once a risk assessment has been completed. The assessment must show that using equipment offering a higher level of protection, e.g. scaffolding, is not necessary because of the low risk and short duration of the task, or if there is an existing feature of the workplace which cannot be altered. The HSE advises that if a task would require using a ladder or stepladder for longer than 30 minutes at a time, then users should consider alternative equipment. For a reference, ladders should only be used:

- On firm ground.
- On level ground.
- On clean, solid surfaces (e.g. paving slabs or floors). These need to be clean (e.g. no moss or leaves) and free of loose material (e.g. sand or packaging materials) so the feet can grip. Shiny floors can be slippery even without contamination.
- Where they will not be struck by vehicles – protect the surrounding area with barriers or cones.
- Where they will not be pushed over by other hazards, e.g. doors or windows – where possible, doors (fire exits excluded) and windows should be secured.
- When the general public are prevented from using the it, walking underneath it or being at risk because they are too near to it. To prevent the public from getting too close to the ladder, use barriers or cones or, as a last resort, someone should stand guard at the base.
- Where it has been secured.

A ladder inspection checklist should be completed by the Premises Team on a termly basis ([template 10](#)).

The Ladder safety checklist should be completed before a ladder is used ([template 11](#)).

Legionella

The Premises Team will ensure that a water risk assessment is completed every two years by an external, competent person and any remedial actions highlighted completed.

The following checks will be carried out and recorded on a water sample recording sheet, with any concerns raised for further investigation ([template 12](#)):

- Monthly temperature checks of the hot and cold water cylinders/tanks
- Monthly temperature checks at the sentinel hot and cold water outlets
- Weekly flushing of infrequently used outlets
- Three monthly cleaning of shower heads

Twice yearly bacterial analysis checks will be carried out by the external competent person.

Lettings

The Head Teacher is responsible for ensuring that any use of the premises outside school hours is managed in accordance with the lettings policy.

The Premises Team are responsible for managing the arrangements for lettings, e.g. staffing requirements, first aid provision, fire and emergency arrangements, and any restriction on use of facilities and equipment.

Lone working

Lone workers can be defined as anyone who works by themselves without close or direct supervision.

Facilities and cleaning staff may be regular lone workers but teachers and other staff may also work in isolated classrooms/offices after normal school hours or during holiday times.

Any member of staff working after hours must notify the Head Teacher and Premises Team of their location and intended time of departure.

Lone workers should not undertake any activities which present a significant risk of injury.

Lone workers should ensure that they are familiar with the control measures set out within the Lone Working Risk Assessment and ensure that these are complied with.

Maintaining equipment

Qualified, external contractors will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment
- External play equipment

It is the responsibility of the health and safety officer to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements.

The Site Manager will maintain the Building, Plant and Equipment List ([template 13](#)) to ensure all maintenance is carried out regularly, and in line with manufacturers recommendations.

All faulty equipment must be taken out of use and reported to the Premises Team. Staff must not attempt to repair equipment themselves.

Manual handling

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold/grasp the particular item in a safe and balanced manner.

The Head Teacher will ensure that any significant manual handling tasks are risk assessed and these tasks eliminated where possible.

Staff should ensure that they are familiar with the control measures set out with the Manual Handling Risk Assessment, and ensure that these are complied with.

No member of staff should attempt to lift or move any heavy furniture or equipment themselves but must ask the Premises Team for assistance.

Pupils are not allowed to move or lift any heavy or unwieldy furniture or equipment.

Support staff who assist pupils with physical disabilities must be trained in the safe use of lifting equipment and handling techniques.

Medicine and drugs

The Supporting Pupils with Medical Conditions and Medical Policy will be read, understood and adhered to at all times.

The school will obtain notification from parents regarding any medication that pupils are required to take.

Only trained staff will administer medication.

Staff will receive annual training in supporting pupils with medical conditions.

A record will be kept of any medication that pupils take – this will be checked prior to administering any non-prescription medication.

Staff must notify the Head Teacher if they believe a pupil to be carrying any unauthorised medicines/drugs.

Minibuses

The health and safety officer is responsible for arranging the annual maintenance of the minibus, including MOTs and road tax.

The driver will have a current license, be aged 25 years or over and hold a full licence in Group D or passenger carrying vehicles.

Drivers will complete the relevant form from the school office and supply a photocopy of their driving licence.

The minibus will carry strictly one person per seat and seat belts will be worn at all times.

Fines accrued will be paid by the driver at the time the offence was committed.

Starting and closing mileage, along with any potential risks or defects identified, will be reported upon return to the school.

A pre-journey minibus safety checklist ([template 14](#)) must be completed prior to any journey.

Monitoring and Auditing

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives.

Our procedure for actively monitoring our system includes:

- Annual health and safety compliance audits completed by the Competent Person
- Termly examination of outstanding actions from the compliance audits by the Audit, Compliance and Risk Committee
- Termly reports and updates to the Lead Governor for Health and Safety.
- Regular inspection of premises, plants and equipment.
- Monthly reports and updates to the Head Teacher and School Business Manager.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

Outdoor play equipment

The outdoor play equipment and safety surfacing complies with BS/EN standards and is formally inspected annually by a competent contractor.

The Premises Team undertakes weekly checks of the play equipment and play areas.

Supervisory staff should make a visual check of all play equipment before it is used.

Risk assessments have been completed for each item of equipment and all staff supervising play activities must be familiar with these assessments. If the supervision levels recommended in the assessment cannot be achieved the equipment should not be used.

Pupils and pupils' siblings are not permitted to use the play equipment after school hours. Any member of staff who observes unauthorised use of the play equipment must report it to the Head Teacher or Premises Team immediately

PE equipment

The PE Co-ordinator is responsible for ensuring that all PE equipment is suitable and safe for the activities planned and the age and abilities of the pupils.

Risk assessments have been completed for all PE activities and all staff must be familiar with these.

Wall bars, ropes, beams, vaulting horses, benches and mats are formally inspected annually by a competent contractor.

All PE equipment must be visually checked before lessons and returned to the designated store area after use.

Pupils must not use the PE equipment unless supervised.

Any faulty equipment must be taken out of use and reported to the Site Manager.

Personal protective equipment (PPE)

PPE means all equipment worn, or held, by staff or pupils which is designed to protect them from specified hazards.

The school will provide employees and pupils who are exposed to a hazard at the school, which cannot be controlled by other means, with PPE.

Visitors will also be supplied with PPE when appropriate.

Staff and pupils will use the PPE provided, and care for it according to the instructions and training given.

Pupils will report any loss or defects to their class teacher, who will report it to the site manager for repair.

The PPE will fit the wearer properly. Where more than one item of PPE must be worn, they should be compatible and remain effective.

PPE will not be worn if the hazard is caused by wearing it that is greater than the hazard it is intended to protect the wearer from.

PPE includes laboratory and workshop equipment, such as tool box tools, protective clothing, safety footwear and face masks, PE equipment, ICT equipment, photocopiers and other office equipment, lifting equipment and respiratory protective equipment.

Clothing that is not specifically designed to preserve the health and safety of the wearer does not constitute as PPE, e.g. school uniform.

Thorough risk assessments are carried out by the health and safety officer to determine the suitable PPE to be used for each hazard and these are reviewed on an annual basis.

Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained.

Staff will receive health and safety training in order to ensure they know how to properly use, maintain and store PPE, and how to detect and report faults.

Equipment manuals are readily available and warning signs are clearly displayed in areas, and on equipment, where PPE is mandatory.

The school understands its duty to cover the costs of purchase, cleaning and repair for all clothing that is:

- Protective clothing that staff require to fulfil their roles.
- A uniform that employees only wear to work.

The SBM will keep a record of all expenses related to PPE and uniform for HR and finance purposes.

The school will not be responsible for purchasing, cleaning or repairing any clothing that is not exempt.

When not in use, PPE will be properly stored, kept clean, and in good repair

Risk assessment

The Risk Assessment Policy will be read, understood and adhered to at all times.

The Head Teacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The health and safety officer will be consulted when risk assessments are being carried out.

Annual risk assessments will be conducted for all areas of the school.

Risk assessments will consider the needs of staff, pupils, visitors and contractors.

Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.

The School Board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

The Educational Visits Co-Ordinator will ensure risk assessments are completed by staff leading day trips or residential stays in accordance with the Educational Visits Policy.

Security and theft

Policy and procedures to reduce security risks are addressed in the School Security Policy. This policy is provided as a template to the school to personalise for their own requirements.

The Premises Team are responsible for the security of the school site and will undertake regular checks of the boundary walls /fences, entrance points, outbuildings and external lighting. The Premises Team are also responsible for the security of the site during after school use and lettings.

CCTV systems will be used to monitor events and identify incidents taking place. CCTV systems may be used as evidence when investigating reports of incidents.

Money will be held in a safe and banked on a regular basis to ensure large amounts are not held on-site.

Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage.

All members of staff are expected to take reasonable measures to ensure the security of school equipment being used.

Missing or believed stolen equipment will be reported immediately to a senior staff member. Thefts may be reported to the police and staff members are expected to assist police with their investigation.

The school will install access control and security measures to ensure the safety of the school. The numbers on security pads will be changed at regular intervals and these changes notified to all staff. Staff are reminded that these numbers should not be divulged to any pupil or parent.

Staff must query any visitor on the school premises who is not wearing a visitor badge and escort them back to reception.

If an intruder becomes aggressive staff should seek assistance.

Meetings with parents known to be verbally abusive or threatening in their behaviour should only be held in the reception area of the school where assistance is available. The Head Teacher should be notified in advance of these meetings where possible. Any incidents of verbal abuse or threatening behaviour by parents, visitors or pupils must be reported immediately to the Head Teacher.

The school will ban individuals from the premises if they pose a risk to any member of the school community.

The school will consider any risks that are posed by their local context, e.g. recent arson attacks.

Severe weather

The Head Teacher, in liaison with their Regional Director, makes a decision on school closure on the grounds of health and safety.

If a closure takes place, the CEO and School Board will be promptly informed.

Site Maintenance

The Premises Team are responsible for ensuring the safe maintenance of the school premises and grounds and for ensuring cleaning standards are maintained.

He will undertake routine inspections of the site using the Premises Inspection Checklist and report any hazards that cannot be dealt with immediately to the Head Teacher ([template 15](#)).

A classroom checklist should be completed by the Classroom Teacher on a termly basis to assist the Premises Team in highlighting any issues ([template 16](#)).

Slips and trips

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
 - Environmental (floor, steps, slopes, etc.)
 - Contamination (water, food, litter, etc.)
 - Organisational (task, safety, culture, etc.)
 - Footwear (footwear worn for evening events may not be in line with the school's Uniform Policy)
 - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

Smoking

The school is a non-smoking premises and no smoking will be permitted on the grounds.

Stress management

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible.

All staff wellbeing matters are managed in line with the Mental Health and Emotional Wellbeing Policy.

The School Board and Head Teacher are responsible for taking steps to reduce the risk of stress in the school by taking measures to ensure colleagues are supported through:

- An environment in which there is good communication, support, trust and mutual respect.
- Training to enable them to carry out their jobs competently.
- Control to plan their own work and seek advice as required.
- Involvement in any major changes.
- Clearly defined roles and responsibilities.
- Consideration of domestic or personal difficulties.
- Individual support, mentoring and referral to outside agencies where appropriate.

Swimming

Children are instructed by ASA Qualified Instructors who are police vetted and health checked. The programmes take place in local authority pools and Sports Centres and are subject to the Swimming Programme Service Specification.

All staff must ensure that they are familiar with the local authority swimming guidance before accompanying any swimming groups.

Training

The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

The Head Teacher will ensure that the Site Team are suitably trained in the handling of hazardous chemicals and materials.

The Head Teacher will ensure that there are an appropriate number of first-aid trained staff members working within in each classroom.

Staff members will be provided with regular training opportunities and have access to support where needed.

Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of the school.

Staff will be trained on how to assess risks specific to their role.

The health and safety officer will ensure staff know how to meet their duties outline in this policy.

Where relevant to their role, staff will receive specific training in:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage and accountability for potentially hazardous materials.

Visitors to the school

The procedures outlined in the Code of Conduct for Visitors and the Managing Contractors Leaflet will be implemented by relevant staff when receiving visitors to the school.

All visitors and contractors will sign in to reception.

Once signed in, visitors and contractors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.

No contractor will carry out work on the school site without the express permission of the Head Teacher, other than in an emergency or to make the site safe following theft or vandalism.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Visitors and contractors will wear a visitor's badge at all times while on school grounds. This will be on a green lanyard if the visitor or contractors DBS has been seen, or a red lanyard if no DBS has been evidenced.

Cleaning contractors will wear an easily identifiable uniform or badge at all times.

Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing in on the InVentry system.

Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help by calling 999.

Working at heights

The Premises Team is responsible for the purchase and maintenance of all ladders in the school.

All ladders conform to BS/EN standards as appropriate.

The Premises Team is also responsible for completing risk assessments for all working at height tasks in the school.

Staff are reminded that 'working at height' applies to all activities which cannot be undertaken whilst standing on the floor.

If you need to hang decorations or displays then a step stool or small step ladder must be used.

Standing on desks, chairs or other furniture is **not** permitted.

Do not work at height when you are alone. If you are planning to use a step ladder ask the Premises Team to help you erect it properly and have an assistant to hold the ladder steady and pass you the materials you need.

Your knees should be no higher than the top platform of the ladder.

Never overreach. Try always to keep one hand free on the ladder to steady yourself.

Staff should ensure that they are familiar with the control measures set out with the Working at Height Risk Assessment, and ensure that these are complied with.

Review

The effectiveness of this policy will be monitored continually by the Head Teacher and the School Board. Any necessary amendments may be made immediately.

The next scheduled review date for this policy is August 2025.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.

Appendix 1 – Register of Appointed Persons

Register of Appointed Persons

Below is a list of all staff members who have a role in ensuring the effective implementation of this Health and Safety Policy – schools should ensure that the register is kept up-to-date.

Role	Appointed person	Telephone number	Email address
Health and safety link governor			
Head Teacher			
School Health and Safety Officer			
School Business Manager			
Site manager			

Appendix 2 – Asbestos Communication plan

Asbestos Communication plan

Signage

Asbestos warnings, in the form of signs and stickers, are placed on all areas containing asbestos.

Ensuring staff and visitors know the risks and precautions that need to be taken

- The school informs staff, volunteers and other stakeholders of all the locations of asbestos containing materials (ACMs) and how they can be damaged and disturbed.
- The school ensures that all staff receive the correct information, instructions and training, and know what precautions to take.
- Staff know the steps to take if asbestos is suspected, discovered or disturbed.
- The Premises Team have undertaken asbestos training.
- This Asbestos Communication Plan details the procedures for staff to follow in the event of an incident and this will be communicated to all staff.

Reporting unplanned disturbances

If a member of staff finds that there has been, or may have been, an unplanned disturbance of asbestos, the following action will be taken:

1. All activities will stop, and everyone will be evacuated from the affected area.
2. Staff, pupils and visitors will not be allowed to re-enter the affected areas until any necessary remedial action has been taken.
3. Items, including equipment, books and personal belongings, will not be moved from the area.
4. Advice will be sought from an asbestos expert regarding remedial action.
5. Unless the incident is minor, the school will notify the HSE, as this is a legal requirement under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
6. Anyone who has come into contact with asbestos and is concerned about their exposure will be advised to contact their GP.

Contractors

Contractors are informed of the whereabouts of asbestos on the school site prior to undertaking work and are provided with copies of the site plan and risk register. Contractors should have procedures in place to deal with the unintended or unexpected release of asbestos.

Community use

Users of the building for community activities/out-of-hours use are told which areas to avoid and what precautions to take.

Emergency services

If emergency services request information about ACMs present in the school, the school has plans to ensure that information will be provided to help keep emergency service workers safe.

Appendix 3 – Approved Contractor List

Approved Contractor List (as at July 2024)

Contractor	Contact	Description
1 st Ace	020 8290 5050	Fire safety management Security CCTV Intruder Alarms Gate Automation
Azets	020 8642 1048	External Auditor
ERA	020 8949 8864	Tendering consultancy
Orovia	0113 880 0995	Payroll
Team EWS	07946 634149	Education Welfare Services
Browne Jacobson	0370 270 6000	Legal advice
AIM	01322 625650	Cleaning Contractors
Cleankill	0800 056 5477	Pest control
DB Primary/New Era	03334 559424	Website host
Evershed Sutherland	020 7919 4500	Legal advice
Maclen	020 8680 7854	Redecoration and refurbishment
Iris	0344 815 5555	Financial software Budget software
Jayserv	01883 770660	Water management Boiler management Kitchen equipment servicing Boiler replacements
Nourish Contract Catering	020 8778 1111	Catering
Openbox Consulting		Academisation consultancy
Parago / Civica	0118 950 8087	Asset register software H&S compliance software
Rhiza		Risk register software
Risk Protection Arrangement	01902 880 842	Insurance cover
AON	01924 666850	Construction Insurance Provider (works over £250K)
Southwood Roofing	0208 776 1842	Roofing & guttering repairs
Synergy LLP	01483 468666	Asset condition survey Construction Project Administration
Bailey Partnership	01732 885 835	Feasibility Studies Building Surveys Construction Project Administration
Pellings	020 8460 9114	Feasibility Studies Building Surveys Construction Project Administration
SL Environmental	01474 854465	Asbestos Removal Specialists

		R&D Surveys
Target Tracker		Assessment software
TIAA	0845 300 3333	Internal Auditor
Timotay	01933 665151	External play areas
Play Cubed (Valley Provincial)	01322 279799	Artificial Grass Installations, Multi Use Games Areas
Top Notch Tree care	020 8668 7356	Tree Management
MAC Tree Care	07984 577972	Tree Management
Churchills	07384 460734	Removals Packing Crate Hire
Technicool	020 8668 6108	Air-conditioning

Appendix 4 – List of first aiders and first aid box locations

The following staff members are trained first-aiders:

Name	Qualification	Expiry date

First aid boxes

First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member

Template 1 – Health & Safety Concern Form

Health & Safety Concern Form

Concern: (please provide as detailed information as possible including location)

Continue overleaf if necessary

Priority: **LOW / MEDIUM / URGENT / CRITICAL**

Reported by (Name)

Date:

REPLY SLIP

Action taken:

Reported to Site Manager

Area made safe/cordoned off (if necessary)

Action plan for resolving concern

Concern rectified

Signed off by **Date:**

Template 2 – Accident/Incident Investigation Report

Accident/Incident Investigation Report

School Name		
Date and Time of Incident		
Type of Incident:	Ill-Health Minor Injury	Near Miss Serious Injury

Description of what happened

Write down what happened, where it happened and who it happened to

Witness information

Include all those with relevant information (whether present or not). Include information from the person who was injured

Workplace conditions**Plant Equipment condition****Working method used****Training / supervision / experience**

Other factors, including personal protective equipment

Analysis and Outcome

What was the immediate cause?

What were the underlying causes or contributing factors

What action is required to prevent similar occurrences?

Include by whom, and when

Signed:	
Position	

Template 3 – Bomb Alert/Threat Guidance

Bomb Alert / Threat Guidance

There are important differences between the fire (or other whole building) evacuation and bomb instructions. Most notably in a bomb threat situation it is unusual to evacuate the entire building. To do so can be more hazardous than moving people within the building to areas away from the suspect package or incident.

Signal	
Signal for bomb threat (this must be different to the fire alarm, or general evacuation alarm/signal)	Public Address (PA) announcement - <i>[insert message]</i>
Signal for stand down / all-clear	Public Address (PA) announcement - <i>[insert message]</i>

Incident Control Officers & Response Team		
Role	Name	Emergency Contact Number
Incident Control Officer		
Deputies		
Communications Officer		

Other useful contacts	
Name	Emergency Contact Number

It is important to remember that it is very much **the exception** to evacuate a building in the event of a bomb threat or incident. Unless the location of the bomb is known, a "blind" evacuation may be putting people in more danger (e.g. from a device at one of the entrances/exits) than if they had remained within the building.

Primary Assembly points
1
2
3
4

Secondary (alternative) assembly point / place of safety (for example partner school/college / leisure centre) <u>must be pre-arranged</u>	
Name of venue	
Type of venue	
Contact name	
Contact telephone number	
Include useful info such as distance from school, directions, capacity, opening hours	

Suspicious Items, Packages or Envelopes

It is important that you do not move a suspicious item, package or envelope. Do not cover or encase it in any way. Be alert to secondary devices, there may be more than one.

If you think it's suspicious DIAL 999 – Ask for the Police.

Indicators of a Suspicious Item
Is the item typical of what you would expect to find in this location?
Has the item been deliberately concealed or is it obviously hidden from view?
Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?
Do you think the item poses an immediate threat to life?

What to do if you see a Suspicious Item
Do not touch
Try and identify an owner in the immediate area
Confirm whether or not the item exhibits recognisably suspicious characteristics
If you still think it's suspicious (or in any doubt)
Clear the immediate area and adjacent areas (be mindful of the possibility of secondary devices)
Dial 999 ask for the police
Follow their advice and provide as much information about the item as possible (see indicators above)
Prevent others from entering these areas
If safe to do so check CCTV

Indicators of a Suspicious Package or Envelope
General indicators that a delivered item may be of concern include:
unexpected item, especially if hand delivered
additional inner envelope or other contents that may be difficult to remove
labelling or excessive sealing that encourages opening at a particular end or in a particular way
oddly shaped or lopsided
unexpected or unusual origin (postmark and/or return address)
poorly or inaccurately addressed address printed unevenly or unusually

unfamiliar writing or unusual style
unusual postmark or no postmark
more stamps than needed for size or weight of package
greasy or oily stains emanating from the package
Odours, liquid or powder emanating from the package

What to do if you identify a Suspicious Package or Mail Item
Do not touch
If holding place it down carefully ensuring that it remains sealed
Clear the immediate area and adjacent areas
Dial 999 ask for the police
Follow their advice and provide as much information about the package as possible (see indicators above)
Prevent others from entering these areas

Bomb Threat

No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999.

What to do if you receive a Bomb Threat on the telephone
Stay calm and listen carefully
Try to attract the attention of a colleague who should immediately dial 999
Hold the caller on the line for as long as possible. Get as much information as you can and provide this to Security as this will assist the Incident Control Team in providing information to the police.
For example -
When is the bomb set to go off?
Where has it been planted?
What does it look like?
What kind of bomb is it?
What will cause it to explode?
Was the caller a man or a woman?
Was a code word given?
What was the exact wording of the threat?
Did the message sound as though it was being read from a prepared text or was it a taped message?
Did the caller sound intoxicated?
Was there any indication of the callers' mental state - did he/she sound excited, disturbed, incoherent etc.?
Was there any accent, was he/she well-spoken etc?
Was there any indication of the type of telephone being used – for example a public call box?
Was there any significant background noise - e.g. house noises, street noises, music?
If displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended

What to do if you receive a Bomb Threat electronically (email, social media etc)

Alert the police immediately - they may be able to identify where the threat has come from
--

Do not forward or reply to the message unless advised to do so by the police
--

Do not delete the message

If possible take a screen shot of the message and any contact details in case the message is deleted
--

If not note the sender's email address or username/user ID for social media applications
--

Preserve all web log files for your organisation to help the police investigation

Template 4 – Contractor Key Information Form

Contractor: key information form

At **name of school**, we are committed to ensuring that all practices undertaken at the school are safe. With this in mind, contractors who will be providing services or working at our school must provide us with as much information as possible regarding the activities that will be undertaken, the risks that are associated with these activities, and the suitability of the personnel who will be interacting with, or working in close proximity to, our pupils.

Please fill in this form and return it to the **school office** as soon as possible.

Name of contractor:	
----------------------------	--

Section A – risk management and procedures

Please provide details below of the service you provide, including all activities that will be undertaken at the school.

Please provide details below of any equipment that will be brought onto the school premises.

Please provide details below of any identified risks in relation to the service you will provide at the school.

--	--

Do you have any risk assessments in place to address identified risks? (Please circle – if yes, please provide a copy of your risk assessments when returning this form)	Yes / No
---	-----------------

Please provide details of all policies and procedures that you currently have in place relevant to the service you will deliver (please provide copies of these policies and procedures when returning this form):	
---	--

Please provide details and dates of your most recent health and safety performance, e.g. accidents in the last 12 months, serious incidents, complaints, notifications to the HSE (please provide copies of health and safety certificates when returning this form):	
--	--

Section B - personnel

Number of employees working at the school:	
---	--

Please provide the full names of all employees who will be working at the school, below:

Please provide a tick in the appropriate box below to indicate the criteria has been satisfied:

All employees have received the appropriate level of DBS check – either enhanced or enhanced with barred list information.	
All employees have an up-to-date DBS certificate.	
All employees have provided an accurate DBS certificate number.	
All employees who have been subjected to a DBS check with barred list information have declared any criminal convictions along with accurate dates.	
All employees who have declared criminal convictions have been assessed for their suitability to work with, or in close proximity to, children.	

Section C – service arrangements

Is the service provided on a rolling contract? (Please circle – if yes, please answer question A below. If no, please skip question A, and answer question B only)	Yes / No
Start date of service provided	___ / ___ / ___
Dates of service provided	___ / ___ / ___ to ___ / ___ / ___
Cost of service provided	£
Please outline desired payment arrangements:	
Please outline your insurance arrangements for the activities you will undertake:	

Section D – declaration

I, **name of contractor**, declare that the above information is correct, and that I have:

- Identified all risks associated with the activities I will undertake, and have provided copies of any relevant risks assessments, policies and procedures that I have in place.
- Identified all staff members that will be working at the school, and ensured they are suitable for working with, or in close proximity to, pupils.

Name:		Job title:	
Signature:		Date:	

Template 5 – Principal Designer and Principal Contractor letter

DATE

NAME

ADDRESS

Notice of our intention to appoint a principal contractor

Dear NAME

I am writing to inform you that The Pioneer Academy would like to offer you an appointment as principal designer and principal contractor for the gas supply pipework replacement at Woodcote Primary School, as per quote QUO01138.

As part of this role, it is expected that you will comply with the Construction (Design and Management) (CDM) Regulations 2015. Per these regulations, as principal designer and contractor, The Pioneer Academy expects that you fulfil the duties and responsibilities outlined in schedule one, below.

By accepting our offer of appointment, you accept the requirements of the CDM Regulations 2015, all of which the school expects you to comply with.

If you have any further questions about this appointment, please direct your enquiries to Mr Simon Frampton, Head of Estates.

Congratulations on your appointment. The Pioneer Academy looks forward to working with you on the successful completion of this project.

Yours sincerely,

Schedule one

As principal designer and contractor, per the CDM Regulations 2015, you are required to:

Regulation 4:

- (1) Make suitable arrangements for managing a project, including the allocation of sufficient time and other resources.
- (2) Have regard to the fact that arrangements are suitable if they ensure that:
 - (a) The construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project; and
 - (b) The facilities required by schedule two of the CDM Regulations 2015 are provided in respect of any person carrying out construction work.
- (3) Ensure that these arrangements are maintained and reviewed throughout the project.
- (4) Provide pre-construction information as soon as is practicable to every designer and contractor appointed to the project.
- (5) Ensure that:
 - (a) Before the construction phase begins, you, as principal contractor, draw up a construction phase plan; and
 - (b) The principal designer prepares a health and safety file for the project, which—
 - (i) Complies with the requirements of regulation 12(5);
 - (ii) Is revised from time-to-time as appropriate to incorporate any relevant new information; and
 - (iii) Is kept available for inspection by any person who may need it to comply with any relevant legal requirements.

Regulation 8:

- (1) Have the skills, knowledge and experience, and, the organisational capability, necessary to fulfil the role that you are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.
- (4) Cooperate with any other person working on, or in relation to, the project, at the same or an adjoining construction site, to the extent necessary to enable any person with a duty or function to fulfil that duty or function.
- (5) Whenever you are working on the project under the control of another, report to that person anything you are aware of in relation to the project which is likely to endanger their own health or safety, or that of others.
- (6) If required by the CDM Regulations 2015, to provide information or instruction, ensuring the information or instruction is comprehensible and provided as soon as is practicable.

Regulation 9:

- (1) You must not commence work in relation to a project unless satisfied that The Pioneer Academy is aware of the duties it owes under the CDM Regulations 2015.
- (2) Take into account the general principles of prevention and any pre-construction information when preparing or modifying a design in order to eliminate, so far as is reasonably practicable, foreseeable risks to the health or safety of any person:
 - (a) Carrying out or liable to be affected by construction work;
 - (b) Maintaining or cleaning a structure; or

(c) Using a structure designed as a workplace.

(3) If it is not possible to eliminate these risks, you, as the principal designer, must, so far as is reasonably practicable:

(a) Take steps to reduce or, if that is not possible, control the risks through the subsequent design process; and

(c) Ensure appropriate information is included in the health and safety file.

(4) Take all reasonable steps to provide, with the design, sufficient information about the design, construction or maintenance of the structure, to adequately assist the client, other designers and contractors to comply with their duties under the CDM Regulations 2015.

Regulation 11:

(1) Plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety.

(2) In fulfilling the duties in paragraph (1), and in particular when:

(a) design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and

(b) estimating the period of time required to complete such work or work stages, take into account the general principles of prevention and, where relevant, the content of any construction phase plan and any health and safety file.

(3) In fulfilling the duties in paragraph (1), identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health or safety of any person:

(a) Carrying out or liable to be affected by construction work;

(b) Maintaining or cleaning a structure; or

(c) Using a structure designed as a workplace.

(4) In fulfilling the duties in paragraph (1), ensure all designers comply with their duties in regulation nine of the CDM Regulations 2015.

(5) In fulfilling the duty to coordinate health and safety matters in paragraph (1), ensure that all persons working in relation to the pre-construction phase cooperate with The Pioneer Academy, you, and each other.

(6) As principal designer, you must:

(a) Assist the client in the provision of the pre-construction information required by regulation 4(4); and

(b) So far as it is within your control, provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the project.

(7) Liaise with the principal contractor for the duration of your appointment and share with the principal contractor information relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety matters during the construction phase.

Regulation 12:

(1) During the pre-construction phase, and before setting up a construction site, you, as the principal contractor, must draw up a construction phase plan, or make arrangements for a construction phase plan to be drawn up.

(2) The construction phase plan must set out the health and safety arrangements and site rules, taking

account, where necessary, of the industrial activities taking place on the construction site and, where applicable, must include specific measures concerning work which falls within one or more of the categories set out in schedule three of the CDM Regulations 2015.

(4) Throughout the project you must ensure that the construction phase plan is appropriately reviewed, updated and revised from time to time so that it continues to be sufficient to ensure that construction work is carried out, so far as is reasonably practicable, without risks to health or safety.

(7) During the project, you must provide the principal designer with any information in your possession relevant to the health and safety file, for inclusion in the health and safety file.

(8) If the principal designer's appointment concludes before the end of the project, they must pass the health and safety file to you, as the principal contractor.

(9) Where the health and safety file is passed to you under paragraph (8), you must ensure that the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.

(10) At the end of the project, if you are responsible for it, you must pass the health and safety file to Belvedere Junior School.

Regulation 13:

(1) You must plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.

(2) In fulfilling the duties in paragraph (1), and in particular when—

(a) design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and

(b) estimating the period of time required to complete the work or work stages, you must take into account the general principles of prevention.

(3) As principal contractor, you must:

(a) Organise cooperation between contractors (including successive contractors on the same construction site);

(b) Coordinate implementation by the contractors of applicable legal requirements for health and safety; and

(c) Ensure that employers and, if necessary for the protection of workers, self-employed persons:

(i) Apply the general principles of prevention in a consistent manner, and in particular when complying with the provisions of part 4 of the CDM Regulations; and

(ii) Where required, follow the construction phase plan.

(4) Ensure that:

(a) A suitable site induction is provided;

(b) The necessary steps are taken to prevent access by unauthorised persons to the construction site; and

(c) Facilities that comply with the requirements of schedule two of the CDM Regulations 2015 are provided throughout the construction phase.

(5) As the principal contractor, you must liaise with the principal designer for the duration of the principal designer's appointment and share with the principal designer information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase.

Regulation 14:

(1) You must:

- (a) Make and maintain arrangements which will enable you, and workers engaged in construction work, to cooperate effectively in developing, promoting and checking the effectiveness of measures to ensure the health, safety and welfare of the workers;
- (b) Consult those workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare, in so far as they or their representatives have not been similarly consulted by their employer;
- (c) Ensure that those workers or their representatives can inspect and take copies of any information which the principal contractor has, or which these regulations require to be provided to the principal contractor, which relate to the health, safety or welfare of workers at the site, except any information:
 - (i) The disclosure of which would be against the interests of national security;
 - (ii) Which the principal contractor could not disclose without contravening a prohibition imposed by or under an enactment;
 - (iii) Relating specifically to an individual, unless that individual has consented to its being disclosed;
 - (iv) The disclosure of which would, for reasons other than its effect on health, safety or welfare at work, cause substantial injury to the principal contractor's undertaking or, where the information was supplied to the principal contractor by another person, to the undertaking of that other person;
 - (v) Obtained by the principal contractor for the purpose of bringing, prosecuting or defending any legal proceedings.

Template 6 – DSE checklist

DSE Checklist

Workstation location and number
(if applicable):

Date Carried out:

User:

Checklist completed by:

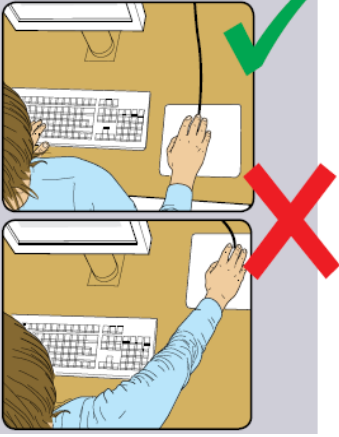
Assessment checked by:

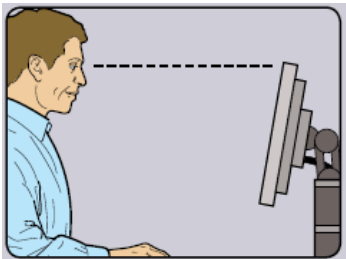
Any further action needed: Yes/No

Date follow-up action completed:

Risk Factors	Y/ N	Things to consider	Action to take
KEYBOARD			
Is the keyboard separate from the screen?		This is a requirement, unless the task makes it impracticable (e.g. 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.	

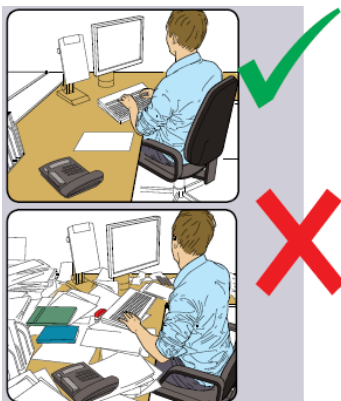
			
Does the user have good keyboard technique?		Training can be used to prevent: hands bent up at the wrist; hitting the keys too hard; overstretching the fingers.	
Are the characters clear and readable?		Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing. Use a keyboard with a matt finish to reduce glare and/or reflection.	
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, e.g. 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 (e.g. 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.	
DISPLAY SCREEN			
Are the characters clear and readable?		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, i.e. free of flicker and jitter?		Try using different screen colours to reduce flicker, e.g. darker background and lighter text. If there are still problems, get the set-up checked, e.g. 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.	
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 resort and seek specialist help.	
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.	

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.

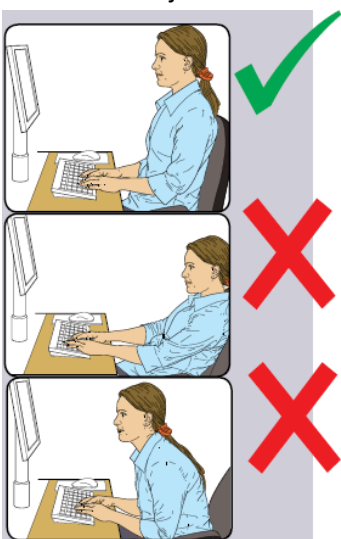
Are surfaces free from glare and reflection?

Consider mats or blotters to reduce reflections/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.

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.

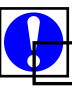
Is the small of the back supported by the chair's backrest?		The user should have a straight back, supported by the chair, with relaxed shoulders.	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?		Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height.	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?		A footrest may be needed.	
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, e.g. not too bright or too dim to work comfortably?		Users should be able to control light levels, e.g. by adjusting window blinds or light switches. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps.	
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, e.g. printers, away from the user. If not, consider soundproofing.	
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:	

Template 7 – COSHH risk assessment

COSHH risk assessment

COSHH Risk Assessment No:				
School / Academy / College:				
Name the substance involved (A copy of a current safety data sheet for this substance should be attached to this assessment)				
Manufacturer				
Describe the activity or work process. <i>(Include how long and how often this is carried out and the quantity of substance used)</i>				
Location of process being carried out?				
Persons at risk	Employees ☐	Contractors ☐	Students ☐	Public ☐
Classification <i>(state the category of danger)</i> select all that apply to the work activity:				
				
Respiratory sensitisation Germ cell mutagenicity carcinogenicity Reproductive toxicity specific target organ toxicity aspiration hazard	Hazardous to the aquatic environment	Acute toxicity	Corrosive to metals Skin corrosion Severe eye damage	Acute toxicity Skin and eye irritation Skin sensitisation specific target organ toxicity Respiratory tract irritation Narcotic effects
				
Flammables, Self-reactive & Self-heating substances & mixtures Pyrophoric liquid & solid Substances, & mixtures, Organic peroxides	Oxidising gases, liquids and solids	Explosives Self-reactive substances and mixtures, types A, B Organic peroxides, types A, B	Compressed gases, liquids and solids Liquefied gases Refrigerated liquefied gases Dissolved gases	
Hazard Type				
☐	☐	☐	☐	☐
Gas	Vapour	Mist	Fume	Dust
☐	☐	☐	☐	☐
Liquid	Solid	Other (State) _____		
Route of Exposure				
☐	☐	☐	☐	☐
Contact	Inhalation	Ingestion	Absorption	Other (State) _____

Workplace Exposure Limits (WELs) <i>please indicate n/a where not applicable</i>			
Is health surveillance or monitoring required?.		YES	NO
Comments:			
State the Risks to Health from Identified Hazards			
Control Measures: <i>(for example extraction, ventilation, training, supervision). Include special measures for vulnerable groups, such as disabled people and pregnant workers. Take account of those substances that are produced from activities undertaken by another employer's employees.</i>			
Personal Protective Equipment <i>(state type and standard)</i>			
 ☐ Dust mask	Dust mask with protection levels P2 , P2V or P3V should be used.	 ☐ Visor	
 ☐ Respirator		 ☐ Goggles	Should be suitable to prevent ingress of dust and have anti-mist protection. (ARCO Sperian Vistamax VX Dual lens Goggle cat no 322300)
 ☐ Gloves	Any suitable, should be removed after use to avoid dust contamination.	 ☐ Overalls	Any suitable, should be removed after use to avoid dust contamination.
 ☐ Footwear		 ☐ Other	

First Aid/ Emergency Measures / Procedures (details found on MSDS or packaging)		
Eye contact:		
Inhalation:		
Skin contact:		
Ingestion:		
Spill procedure:		
Storage		
Disposal of Substances & Contaminated Containers		
Hazardous Waste ☐ General waste ☐ Biological waste ☐ Return to Supplier ☐ Other ☐		
Classed as inert for disposal purposes. Disposal of surplus materials must be in accordance with Duty of Care requirements		
Is exposure adequately controlled?		Yes ☐ No ☐
Risk Rating Following Control Measures		
High ☐ Medium ☐ Low ☐		
Assessed by:	Date:	Review Date:
Authorisation by Manager:	Date:	Review Date:

Template 8 – Cleaning Default Report

Cleaning Default Report

White: complaint concerning Service standards. **Maximum 1 default. Issues with service standards**

Blue: complaint concerning items other than Service standards. **Maximum 1 default. Issues other than service standards (site inspections not taking place, reports not being provided)**

Yellow: complaint requiring response. **Maximum 5 defaults. Failure by BBCS to respond to communications (telephone, email etc) from the schools, or central team, regarding issues**

Pink: **urgent action** requiring immediate response. E mail/Text or personal meeting confirming serious breach of contract. **Maximum 25 defaults. Serious issues that constitute breach of contract – concerns surrounding cleaning leading to health & safety failings, HSE, Trust reputation**

..... (month)

Date	School	Issue	Default code	Evidence

TOTAL DEFAULTS IN MONTH:

Template 9 – Personal Emergency Evacuation Plan (PEEP)

Personal Emergency Evacuation Plan for **name of school**

The purpose of this Personal Emergency Evacuation Plan (PEEP) is to enable **name of school** to implement effective arrangements to ensure everyone can evacuate the building in an emergency, should one arise. This plan ensures that no one is discriminated against, or treated less favourably, in the event of an emergency.

This plan identifies:

- Any specific needs of the individual.
- Responsibilities of staff members.
- Specific evacuation routes, where applicable.
- Refuge areas and specific evacuation procedures.

This PEEP will be reviewed **annually** to ensure that the most up-to-date information is available. Further reviews will be undertaken when there is a change in the individual's health, a change of procedure, or an alteration made to the premises.

Action required	Action taken? Y/N
All staff members and name of individual are advised of the procedure.	
New staff members are advised of procedures as part of their induction training.	
There are consultations with name of individual and the care staff members at each review.	
Refuge areas are confirmed as being suitable 'identified fire-protected areas'.	
A fire warden team is established.	
Refuge areas are clearly marked and shown to name of individual , the care staff members, and the fire warden team.	
Care staff members carry mobile phones at all times, and have the mobile numbers of the school's fire wardens.	
The fire warden team is trained in the 'two-man lift' procedure for the efficient evacuation of the individual.	
The fire warden team is aware of name of individual's timetable at all times.	
The site team is taught to congregate at the alarm indicator point to locate where the alarm has been triggered, and to ascertain if name of individual is upstairs.	
The PEEP is practiced on a regular basis.	

PEEP for a staff member at **name of school**

This section is to be completed by the **line manager** or **head teacher**. If the individual works, or has classes, in more than one building, it may be necessary to prepare a separate PEEP for each building.

Name: _____

Building: _____ Location: _____

Awareness of procedure

_____ is informed of a fire evacuation by: (please tick relevant box)

Existing alarm system	☐	Visual alarm system	☐
Pager device	☐	Other (please specify)	_____

Designated assistance

The following people have been appointed to give assistance to **name of individual** in the event of an emergency:

Name of designated person: _____

Contact details of designated person: _____

Name of designated person: _____

Contact details of designated person: _____

Methods of assistance (e.g. transfer procedures, methods of guidance.)

Equipment provided (including means of communication)

Personal evacuation procedure (a step-by-step account, from the first alarm sound)

Line manager/Head Teacher signature: _____

Individual's signature: _____

Date: _____

PEEP for a pupil at **name of school**

This section is to be completed by the **class teacher** or **head teacher**. If the individual has classes in more than one building, it may be necessary to prepare a separate PEEP for each building.

Name: _____

Class and year group: _____

Awareness of procedure

_____ is informed of a fire evacuation by: (please tick relevant box)

Existing alarm system ☐

Visual alarm system ☐

Pager device ☐

Other (please specify) _____

Designated assistance

The following people have been appointed to give assistance to **name of individual** in the event of an emergency:

Name of designated person: _____

Contact details of designated person: _____

Name of designated person: _____

Contact details of designated person: _____

Methods of assistance (e.g. transfer procedures, methods of guidance.)

Equipment provided (including means of communication)

Personal evacuation procedure (a step-by-step account, from the first alarm sound)

Class Teacher/Head Teacher signature: _____

Individual's signature: _____

Date: _____

Template 10 – Ladder Inspection Checklist

Ladder Inspection Checklist

Date of Inspection:	Ladder ID No. :	Inspected by:		
Location at time of inspection:				
Item to be checked	Condition Pass / Fail	Action Required	Who by	
GENERAL				
Suitable for work use				
Loose steps or rungs (consider loose if they can be removed by hand). Remove from use: repair or discard				
Loose, damaged or corroded nails, screws, bolts or other metal parts. Remove from use: repair or discard				
Warped, bent or twisted stiles. Discard: do not attempt repair				
Cracked, split or broken stiles, braces, steps or rungs. Discard: do not attempt repair				
Slivers/splinters on stiles, rungs or steps. Remove from use: repair or discard				
Damaged, missing or worn non-slip feet. Remove from use: repair or discard				
Ladder painted (may hide defects). Remove from use: remove paint or discard				
STEPLADDERS				
Wobbly or unstable. Remove from use: repair or discard				
Loose or bent hinge spreaders. Remove from use: repair or discard				
Broken stop on hinge spreaders. Discard: do not attempt repair				
Loose hinges. Remove from use: repair or discard				

EXTENSION LADDERS			
Loose, broken or missing extension locks. Discard: do not attempt repair			
Defective locks that do not seat properly when ladder is extended. Remove from use: repair or discard			
Deterioration of rope. Remove from use: repair or discard			

IMPORTANT: Ladders should not be re-used until proper repairs have been carried out –remove ladder to a safe place and attach warning notice to prevent use.

NOTE: Discarded ladders should be cut up or broken beyond repair, to prevent re-use.

Template 11 – Ladder Safety Checklist

Ladder Safety Checklist

	Check	Action	✓
Checking the stepladder	Locking bars	Ensure any locking bars are engaged and functional. If they are bent or the fixings are worn or damaged the stepladder could collapse.	
	Feet	Check the stepladder's feet when moving from soft/dirty ground (e.g. dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (e.g. paving slabs), to make sure the foot material and not the dirt is making contact with the ground. If the feet are missing, worn or damaged the stepladder could slip.	
	Platform	Ensure the platform is secure – if it is split or buckled the stepladder could become unstable or collapse.	
	Steps/treads	Ensure the steps are secure and sturdy. If they are contaminated they could be slippery; if the fixings are loose on steps, they could collapse.	
	Stiles	Make sure they are not bent or damaged, as the stepladder could buckle or collapse.	
	Rungs	Check all rungs are in good condition and secure. If they are bent, worn, missing or loose the stepladder could fail.	
	General condition	Check that all parts of the equipment are in working order, the stepladder is stable and that there is no significant damage/wear/rust – there should be no visible defects.	
General	Fit for purpose	Assess whether the stepladder is suitable for the intended use – that it is strong and robust enough for the job.	
		Particularly after a change in position/environment, check that all four stepladder feet are in contact with the ground and the steps are level and are on firm ground.	
	Storage	Ensure the stepladder is maintained and stored in accordance with the manufacturer's instructions.	

Template 12 – Water Sample Recording Sheets

Water Sample recording sheets

Monthly temperature checks of the hot and cold water cylinders/tanks

Date	Outgoing water temperature from the hot water cylinder (should be at least 60 °C)									Comments
	Tank reference number									
	1	2	3	4	5	6	7	8	9	

Date	Return water temperature to the hot water tanks (if applicable) (should be at least 50 °C)									Comments
	Tank reference number									
	1	2	3	4	5	6	7	8	9	

Monthly temperature checks at the sentinel hot and cold water outlets

Date	Temperatures at hot water sentinel outlets for each hot water cylinder (refer to schematic) (should reach at least 50 °C within a minute of running the outlet)								Comments
	Tank 1		Tank 2		Tank 3		Tank 4		
	nearest	furthest	nearest	furthest	nearest	furthest	nearest	furthest	

Notes: If a thermostatic mixing valve (TMV) is present, use a surface temperature probe for measuring the temperature at the inlet pipe to the TMV

Date	Temperatures at cold water sentinel outlets for each cold water tank (refer to schematic) (should be less than 20 °C within two minutes of running the outlet)								Comments
	Tank 1		Tank 2		Tank 3		Tank 4		
	nearest	furthest	nearest	furthest	nearest	furthest	nearest	furthest	

Weekly flushing of infrequently used outlets

(The outlets should be flushed weekly for several minutes)

[illegible]

Three-monthly cleaning of the shower heads

Dismantle, clean and descale shower heads and hoses or replace

[illegible]

Template 13 – Building, Plant and Equipment List

Building, Plant and Equipment List

Item No.	Item	Date last completed	Date next due	Frequency	Company	Contact details
1	Gas Boilers					
2.	Gas Appliances					
3.	Portable Appliances					
4.	Water Quality					
5.	Water Risk Assessment					
6.	Water temperature monitoring					
7.	Fire Fighting Equipment					
8.	Emergency Lighting					
9.	Fire alarms					
10.	Fire risk assessment					
11.	Asbestos inspections					
12.	CCTV					
13.	PE Equipment					
14.	Outdoor gym equipment					
15.	Alarm system					
16.	Lightning conductor					
17	Automated Gates					
18	Air conditioning units					
19	Tree Survey					
20	Electrical Wiring					
21	Display Energy Certificate					
22	Staffroom water heater					
23	Kitchen electrical equipment					

24	Kitchen deep clean					
25	Kitchen extraction filters					
26	Convector heaters					
27	Stage lighting					
28	Dorgards					
29	Hand-dryers					
30	Pest Control					
31	Boiler inhibitor					
32						

Template 14 – Pre-journey Minibus Safety Checklist

Pre-journey minibus safety checklist

Name of trip leader:	
Signature:	
Name of minibus driver:	
Signature:	
Date checks were carried out:	
Date of trip:	

Trip leader		
Check	Checked? Y/N	Comments
Pupil preparation		
Have pupils been made aware of their expected behaviour on the minibus and on the school trip?		
Have emergency contacts been obtained for all pupils?		
Have parents been given an emergency contact number and an itinerary?		
Has an attendance register been completed?		
Do pupils have all the necessary items in order to attend the trip (e.g. permission slips, packed lunches)?		

Journey planning		
Has appropriate time been given to planning the trip?		
Has the route been planned in advance?		
Has traffic been checked prior to departure?		
Following from traffic being checked before departure, has an alternative route been planned as a contingency?		
Have rest breaks been scheduled?		
Is the minibus's MOT full and up-to-date?		
Is the driver eligible to be driving the minibus?		
Are defined emergency procedures in place in the event of an accident or breakdown?		
In the event of an accident or breakdown, are procedures in place to ensure the necessary people are informed?		
Interior		
Have all seatbelts been checked to ensure they are working and undamaged?		
Has the first aid kit been checked? Is it well-stocked of everything required, including anything to meet the specific medical needs of individual pupils on board?		
Is the first aid kit located in an easy-to-access location?		
Is a fire extinguisher available?		
Has the general cleanliness of the minibus been checked?		
Have all bags been stored safely away before departure?		

Driver		
Check	Checked? Y/N	Comments
Interior		
Has the driver's seat been adjusted?		
Have mirrors been adjusted to provide a clear view of the road behind?		
Are all dashboard instruments working?		
Is the air conditioning/heating working?		
Is the fire extinguisher located in an easy-to-access location?		
Has relevant paperwork, such as the MOT certificate, been checked?		
Exterior		
Has the minibus got a full tank of fuel?		
Has the oil level been checked?		
Has the windscreen wash been checked?		
Has tyre tread depth been examined?		
Have the tyres been checked for damage or punctures?		
Have the tyre pressures been checked?		
Are the minibus's headlights working?		
Are the minibus's indicators working?		
Are the minibus's brake lights working?		
Are the minibus's hazard lights working?		
Are the windows and windscreen free from damage?		
Is the bodywork in good condition?		
Do all doors, including the disabled access door, work properly?		
Are break glass hammers, or equivalent, fitted?		

Brakes		
Has the handbrake been checked with the engine running?		
Has the brake pedal been checked to ensure it is firm?		
If safe, has an off-road brake test been conducted? (This should be done, with no passengers on-board, at a slow speed of around 10mph and then apply the brakes firmly)?		

Template 15 – Premises Inspection Checklist

Premises Inspection Checklist

AREA INSPECTED	IN ORDER ("X" or "✓")	FURTHER ACTIONS (If required)
External Areas		
Playground surface good and free of litter		
External stairs and ramps in good condition		
Seating/tables in good condition		
Safety surfaces in good condition		
Boundary secure and in safe condition		
Signing to Reception clear		
Rubbish store secure and free of excess debris		
External stores secure and uncluttered		
Toilets clean and in good condition		
Corridors and Staircases		
Free of obstruction and tripping hazards		
Staircases in good condition, banisters secure		
All escape and exit signs in place and visible		
Fire fighting equipment in place and undamaged		
Fire doors in good condition and kept closed		
Windows accessible to children are secured		
Classrooms		
Floor in good condition, free of tripping hazards		
Sink area clean and floor kept dry		
Electrical sockets, plugs and cables in good condition		
High level storage at a minimum, step stools available		
Evacuation procedures posted		
Windows accessible to children are secured		
Storage Areas		
All store rooms and cupboards in tidy condition		
No storage on floor		
Heavy/unwieldy items easily accessible		
Step stool/step ladder available		
Flammable substances in metal cupboards		
Hazardous chemicals stored in designated locked cupboards		

AREA INSPECTED	IN ORDER ("X" or "V")	FURTHER ACTIONS (If required)
Sports Hall		
Floor surface clean and in good condition		
Dining tables/chairs stored in safe accessible manner		
PE Equipment in good condition and safely stored		
Windows accessible to children are secured		
Premises Team Equipment		
Ladders in good condition and safely stored		
Personal Protective Equipment suitable & sufficient		
Hazardous chemicals stored safely in suitable quantities		
Electrical equipment in good condition		
High level storage avoided		
Office/storage areas clean and free of tripping hazards		
First Aid equipment in place		
Trolleys/sack barrows in good condition		
Toilets		
Clean and in good condition		
Floors mopped regularly during day		
All fittings secure and undamaged		
Adequate supply of soap, toilet roll and hand towels		
Offices		
Tidy and free of tripping hazards		
High level storage avoided		
Electrical equipment in safe condition		
Staff Room		
Clean and in good condition		
Safe storage for personal possessions		
Hanging space for coats		
Safe means of making drinks and preparing food		
Fridge etc... kept clean and tidy		
Boiler Room		
Safe means of access and egress		
Free of clutter and combustible materials		
Access barred to unauthorised persons		
Suitable fire fighting equipment		

AREA INSPECTED	IN ORDER ("X" or "V")	FURTHER ACTIONS (If required)
General Matters		
Sufficient numbers of well stocked first aid boxes		
Cleaners cupboard locked and all materials put away		
Electrical intake cupboards/ areas kept clear of any combustible materials		
Known asbestos in good, undamaged condition		
All signing adequate for purpose and in good condition		
Evidence of water leakage internally/externally		
Lighting levels adequate and fittings in good condition		
All fire equipment properly sited, undamaged and Inspected within last year		
Adequate separation of pedestrians and traffic on site		

Any problems identified that cannot be corrected immediately should be entered on the "Further Action" section and reported to premises management and or prioritised in order that suitable remedial measures/repairs or replacement are actioned.

Unsafe areas MUST be made safe by those inspecting the site and or the area should be secured to prevent access until further action is taken.

Template 16 - Classroom Checklist

Classroom Checklist

Please note, this is not an exhaustive list and you should identify any other hazards associated with the daily use of the [classroom](#) in additional tables, including any further actions needed. If necessary, discuss your concerns with a senior leader in your school.

	Questions you should ask concerning your classroom environment:	Yes/No:	Further action required:
Movement around the classroom (slips and trips)	Is the internal flooring in good condition?		
	Are there any changes in floor level or type of flooring that need to be highlighted?		
	Are gangways between desks kept clear?		
	Are trailing electrical leads/cables prevented wherever possible?		
	Is lighting bright enough to allow safe access and exit?		
	Are procedures in place to deal with spillages, e.g. water and blood from cuts?		
	For stand-alone classrooms:		
	Are access steps or ramps properly maintained?		
	Are access stairs or ramps provided with handrails?		
Work at height (falls)	Do you have a stepladder available for use where necessary?		
	Is a window-opener provided for opening high-level windows?		
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?		
	Is portable equipment stable, e.g. a TV placed on a suitable trolley?		
	Where window restrictors are fitted to upper-floor windows, are they in good working order?		
	Are hot surfaces, such as radiators, protected where necessary to prevent the risk of burns to vulnerable young people?		
Manual handling	Have trolleys been provided for moving heavy objects, e.g. computers?		
Computers and similar	If you use computers as part of your job, has a workstation assessment been completed?		

equipment	Have pupils been advised about good practice when using computers?		
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?		
	Are all plugs and cables in good repair?		
	Has portable electrical equipment, e.g. laminators, been visually checked and tested at suitable intervals to ensure that they are safe to use? (There may be a sticker to show it has been tested.)		
	Has any damaged electrical equipment been taken out of service or replaced?		
Asbestos	If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?		
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?		
Fire	If there are fire exit doors in the classroom, are they unobstructed, unlocked and easy to open from the inside?		
	Is fire-fighting equipment in place in the classroom?		
	Are fire evacuation procedures clearly displayed?		
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?		
Workplace (ventilation and heating)	Does the room have natural ventilation?		
	Can a reasonable room temperature be maintained during use of the classroom?		
	Are measures in place, e.g. blinds, to protect from glare and heat from the sun?		

Staff health and safety declaration form

Print name:	Employment start date:
I have read The Pioneer Academy Health and Safety Policy (please tick):	
I have read The Pioneer Academy Risk Assessment Policy (please tick):	
I have had the opportunity to ask any questions I have regarding the health and safety, and risk assessment policies (please tick):	
Declaration: I understand my obligations under The Pioneer Academy's Health and Safety Policy and Risk Assessment Policy, and agree to comply with them while employed by the school. I understand that I must take care of my own health and safety, and that of people who may be affected by what I do. I understand that I must co-operate with others on health and safety, and not interfere with, or misuse, anything provided for my health, safety or welfare. I understand that I must complete the training provided to me by the deadline given. I understand that I must follow the training I have received when using any work items my employer has given me. I understand that failure to comply with health and safety measures, or purposely behaving in a manner which risks my own safety, or that of colleagues or pupils, may be treated as a disciplinary matter.	
Signed:	Date: