

Health and Safety Policy

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INTRODUCTION

This policy outlines our school's commitment to effective and successful Health and Safety (H&S) management and to providing a safe and healthy working and learning environment. It includes organisational details of the arrangements and monitoring systems for Health and Safety management.

Central to this policy is an understanding that Health and Safety and must feature prominently in all aspects of the operation of our school in order to ensure compliance with Health and Safety legislation and to effectively safeguard our staff and students.

In addition, Ofsted requires schools to hold various other documents relating to Health and Safety. This policy will ensure compliance to Ofsted requirements by establishing clearly defined roles, responsibilities and arrangements.

There are 5 parts to this policy:

1	Aim, objective and statement Declaration of intent by the Chair of Trustee Governors/ Headteacher
2	Organisation The management structure and definition of roles and responsibilities
3	Arrangements The procedures and systems necessary for implementing the policy
4	Monitoring The system for auditing the effectiveness of the arrangements and for reviewing health and safety performance
5	Appendices Associated documents, procedures and risk assessments detailing the arrangements

1. POLICY AIM, OBJECTIVE AND STATEMENT

Policy Aim

To be a school where everyone can undertake their roles and responsibilities and fulfill their potential free from work related or education related injury or ill health; this includes all school staff, agency staff, volunteers, pupils, partners and others who may be affected by our work activities.

Policy Objectives

- to conduct all our activities safely and in compliance with legislative standards

- to provide safe working and learning conditions
- to ensure a systematic approach to the identification of risks and the allocation of resources to control them
- to be a school that promotes a positive Health and Safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- to promote the principles of sensible risk management which enables innovation and learning

Policy Statement

Parayhouse School recognises and accepts its responsibility as an employer and provider of services to offer a safe and healthy workplace and learning environment for all staff, pupils and other persons who may be affected by its activities. As such, Parayhouse School will adopt Health and Safety arrangements in line with legislation and Ofsted requirements.

Good Health and Safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered. The school will ensure it has access to competent technical advice on Health and Safety matters to assist in meeting its objectives; the technical advice will be provided by Health and Safety consultancy BrightSafe.

The school will:

- seek to ensure that its buildings, grounds, plant and equipment meet appropriate Health and Safety standards,
- promote Health and Safety training to ensure competence and awareness,
- develop and communicate information on sensible risk management and safe working practices,
- require all employees as well as encourage and support all pupils to show a proper personal concern for their own safety and for that of the people around them through management example and as part of the delivery of the curriculum and through pastoral care,
- require staff to exercise due care and attention and observe safe working methods, including those inherent in their professional craft or training.

Parayhouse School will adopt a planned risk based approach to Health and Safety management based on the principles of sensible risk management. This will involve:

- Assessment of hazards and associated risks

- Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level
- Monitoring the effectiveness of those measures, including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of incident statistics
- Provision of information, instruction, training and protective equipment to staff as necessary (and pupils where required)
- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through monitoring or following an incident

Copies of the policy will be issued to all staff and Trustee Governors, and will be available on the website with the master copy held by the School Business Manager on behalf of the Headteacher and Governing Body.

2. ORGANISATION - Roles and Responsibilities

General

The Health and Safety at Work Act 1974 and subordinate legislation state that all employees have Health and Safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be evaded.

The Headteacher and Trustee Governors have responsibilities as the employers to ensure the health, safety and welfare of employees, pupils, visitors and contractors and the self-employed. The senior leadership team and the governing body will ensure that school staff and premises comply with all relevant legislation and this policy.

In compliance with the law and the policy of our landlords, a strict NO SMOKING policy exists in school buildings and on the school site. Everybody will be instructed that this must be adhered to at all times.

Trustee Governors

The Education Reform Act 1996 has given school Trustee Governors important powers and duties in controlling school premises and management of schools, including Health and Safety responsibilities towards staff, pupils, service users, contractors and visitors.

Parayhouse School's governing body has the responsibility for ensuring that reasonable measures are put in place to ensure the health and safety and welfare of employees,

pupils, visitors and other people affected by the school's activities. To this end the governing body will:

- produce a school Health and Safety policy and devise appropriate procedures for managing Health and Safety related issues
- as part of their decision making take into account the costs of implementing the Health and Safety policies, and seeking and setting aside reasonable funding for their implementation
- undertake and action regular Health and Safety visits with the Headteacher or School Business Manager to monitor and evaluate the effectiveness of the Health and Safety management systems
- ensure when awarding contracts that Health and Safety is included in specifications and contract conditions
- ensure that the school has access to competent Health and Safety advice

Headteacher

The Headteacher will:

- visibly support H&S legislation, work with trade unions and employee Health and Safety representatives, and ensure that all employees are aware of and accountable for their specific Health and Safety responsibilities and duties
- ensure Health and Safety policies, procedures, an action plan and risk management program are implemented as an integral part of business operational planning and service delivery
- support accident and incident investigations, review reports and statistics, and utilise information on trends and accident 'hot spots'
- undertake monitoring and ensure the provision of adequate resources to achieve compliance
- ensure that procedures for the selection and monitoring of contractors are in place and meet H&S requirements
- Ensure that the school has access to competent H&S advice

The school's governing body places responsibility on the Headteacher to achieve the objectives of the Health and Safety policy. The Headteacher will ensure that all necessary H&S activities, requirements and standards are undertaken and met within their area of control.

In addition to their statutory duties, Heads and Teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

School Business Manager (SBM)

The SBM will undertake general responsibility to ensure that all necessary Health and Safety activities, requirements and standards are undertaken and met. This will be done under the direction of the Headteacher. The SBM will:

- identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- check and document that the working environment is safe; equipment, products and materials are used safely; that H&S procedures are effective and complied with and that any necessary remedial action is taken
- inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the Health and Safety induction checklist for all new employees at the commencement of their employment
- report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence
- report issues with the building that may present a H&S or safeguarding issue to the college maintenance department asap and follow up their progress
- liaise with the West London College (WLC) Head of H&S – Robin Jones – to ensure Health and Safety issues and concerns are well managed as required
- Take on the role as the Responsible Person as required by the Regulatory Reform (Fire Safety) Order 2005.

Employees

All employees, agency and contractors must comply with the school's Health and Safety policy and associated arrangements ,and in particular are required to:

- Key Teachers are responsible for day to day management of H&S monitoring in their classrooms and for reporting any issues to SBM
- Take reasonable care for their own Health and Safety at work and of those who may be affected by their actions or by their omissions
- Co-operate with Senior Management to work safely, to comply with Health and Safety instructions and information, and undertake appropriate Health and Safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to their manager any Health and Safety concerns, hazardous condition or defect in the Health and Safety arrangements
- Support the school in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site

- Be aware of information relating to the whereabouts of known or presumed asbestos within the school

Pupils

All pupils are expected to behave in a manner that reflects the school's behaviour policy and in particular are expected to:

- take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school
- Cooperate with teaching and support staff and follow all Health and Safety instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of school staff any H&S concerns that they may have

However, the school's students all have additional communication and learning needs, and therefore their understanding of the nature and importance of H&S may be limited. The school will take all reasonable steps to share H&S requirements with students but understands its additional responsibility for overseeing this on their behalf where they are not able.

3. ARRANGEMENTS

The following arrangements will be adopted to ensure that Trustee Governors and the Headteacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, and all users of the site.

3.1 Reviewing Health and Safety

The H&S Governor and the Headteacher will specifically review progress of Health and Safety objectives at the Personal Development, Behaviour and Welfare (PDBW) sub-committee meetings. Where necessary, Health and Safety improvements will be identified and included within the school action plan.

The H&S Governor will undertake yearly H&S monitoring walks with the SBM or Headteacher to assess the effectiveness of the school's procedures and practices.

3.2 Establishing Adequate Health and Safety Communication Channels

Communication channels will be established for the exchange of Health and Safety knowledge and information. Where necessary, these communications will be recorded and include:

- Senior leadership team meetings and staff meetings
- PDBW subcommittee of school's governing body
- Provision of information relating to safe systems of work and risk assessments
- Staff briefings
- Staff training days
- Health and Safety notices
- New Staff Induction
- Visitors, Adults or Supply Staff in School

Where Health and Safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate

3.3 Competencies

3.3.1 Provision of Effective Health and Safety Training

The Headteacher and Trustee Governors will consider Health and Safety training on an annual basis in line with the school's Health and Safety training matrix, focusing on mandatory training as a priority.

3.3.2 Risk Assessment

Key Teachers, subject teachers and those in charge of trips or other activities are supported and advised by the Senior Leadership Team in identifying hazards and ensuring that significant findings are recorded and control measures are implemented.

3.4 Risk Assessments

The Management of Health & Safety at Work Regulations 1999 covers the requirements for the management of Health & Safety. Reference should also be made to the HSE publication HSG65 Successful Health & Safety Management.

Parayhouse School will assess the risks to the Health and Safety of all staff, pupils and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventative and protective measures to be implemented.

The school will ensure that all those staff members who carry out risk assessments will be competent do so.

When a decision on the suitable risk controls is made, the risk assessment will be recorded and copies made available to all those who require them. Where it is identified as being necessary, additional training or information will be provided for any staff member.

The Headteacher will bring to the attention of staff all the necessary precautions detailed in the written risk assessment, and the Senior Leadership Team will monitor systems of work and the working environment to ensure that staff act in accordance with the details outlined in the written assessment.

The school will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment. Competent people will be appointed to apply the measures that are necessary to comply with the duties under Health and Safety legislation.

Health surveillance for employees will be provided where the risk assessment shows it to be necessary.

All staff have a duty to follow Health and Safety instructions and report any dangerous aspects.

All risk assessments will be reviewed at least annually, or earlier should the need arise e.g. following an incident, change of method of work, etc.

In the event that a situation occurs that could present serious or imminent danger to any person, whether they are staff, a pupil or other, the following procedure will apply:

- Planned work and/or any activity with the pupils that could be affected will cease.
- The responsible person on site will instruct staff on necessary immediate action to be taken to reduce the danger if possible.
- If this is not possible, the location or activity will be cordoned off or access prevented until the danger has passed or the area can be made safe.
- The Headteacher will seek advice from relevant external sources as necessary.

3.5 Fire Safety

Generally, the school's Fire Evacuation Procedure will be reviewed annually. However, documents will be reviewed sooner in the event of any significant changes to the

building or room use, as part of any refurbishment/construction projects, following a fire or other emergency incident, or after an unacceptable fire drill.

The procedures detailed in the plan may be implemented in other circumstances where there is a need to evacuate the building or the site; this may include incidents such as gas leaks, bomb threats etc. Where there is information relating to a specific threat, it will be included in the appropriate section of the plan.

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff (including agency, temporary, peripatetic, work placements and work experience) and recorded. Appropriate information/instruction will be provided to pupils/visitors/contractors.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

3.6.1 Fire Drills and Alarm Activations

Regular fire drills will be undertaken in line with the college's scheduled arrangements, but at least every 6 months or once a term. These are conducted by the Health and Safety executives at WLC.

The school will ensure that any issues pertaining to fire evacuations are discussed with the college as necessary and with staff where relevant in order to ensure they are conducted in a safe and efficient manner. This includes timing the evacuation, which will be done by the SBM.

3.7 Financial Resources

The Trustee Governors along with the Headteacher will ensure there are adequate resources deployed to ensure a high standard of Health and Safety management and controls.

3.8 Accident, Assault and Near Miss Reporting and Investigation

If any accident, assault or near miss incident occurs on the school premises or on an offsite event organised by the school, it is reported to the college where relevant and the HSE. Any serious incidents are notified by telephone immediately or as soon as is reasonably practicable after the incident.

Reports are completed as soon as possible following an incident by the employee's line manager, or, for pupils, by the member of staff supervising the pupil at the time of the incident.

All employee incidents are input onto the Accident or Incident book, and for students will also be recorded on My Concern where relevant.

Pupil records will follow the child to any setting or remain in the school until the student is 25 years old; employee forms for up to six years after the last day of employment and forms relating to work related ill health for XX years or longer (40 years where there has been potential exposure to radiation or asbestos).

Accident, assaults and near miss incidents are a standard agenda item at the FLM.

3.9 Asbestos Management

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2012 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

Parayhouse School has an explicit duty to assess and manage the risks from asbestos in premises in compliance with Regulation 4 of The Control of Asbestos Regulations. Each premises assessment will be used to produce a Local Asbestos Management Plan (LAMP) which details and records the actions to be undertaken to manage and reduce the risks from asbestos. The school is also required to pass on information about the location and condition of asbestos containing materials to anyone likely to disturb them.

The Headteacher will seek confirmation of the existence or otherwise of asbestos on site with H&S executives at the college. Should asbestos be known to exist, and it cannot be safely left in situ to be monitored, they will consult with and where appropriate employ specialised asbestos contractors to arrange its safe sealing or removal.

The enforcing authority will be notified of any work involving licensable asbestos at least 14 days prior to the commencement of work, (a lesser time may be agreed by mutual consent).

All staff will be informed that asbestos exists on site and where to refer to the LAMP and ancillary documentation for detailed information should they require it.

Site services staff will be given training, advice and guidance on the likely form that asbestos containing materials may take and how to recognise suspect material.

Any removal of asbestos (whether licensable or not) will be carried out by a specialist contractor strictly following safe systems of work.

No member of staff is permitted to work with or disturb asbestos containing materials; should this be required the school will engage specialist contractors.

3.10 Body Fluids - Cleaning up Body Fluids i.e. Urine, Faeces, Vomit and Blood

The Headteacher will ensure the following arrangements for body fluids are followed:

- All hazardous products in use for cleaning up body fluids will have a COSHH risk assessment completed and be kept in lockable cupboards.
- Manufacturer's instructions will be followed when using these products. Should contact with the skin or mucous membranes occur, the area will be immediately irrigated with plenty of water and medical assistance sought as appropriate.
- All body fluids will be cleaned up as quickly as possible after spillage. Staff will undertake clean up where manageable and appropriate, otherwise the college's cleaning contractors will be informed.
- Appropriate disposable gloves will be provided and worn.
- To ensure bacteria are removed, any spillage of body fluids will first be cleaned with a detergent. (If spillage kits have been used, detergent to be used following initial clear up of absorbent material).
- Urine spillages will be cleared up using paper towels before washing the area with a detergent solution. NaDCC granules/bleach will NOT be used, as a chemical reaction can take place that gives off a potentially harmful gas.
- Blood spillages will be cleaned up by gently pouring diluted bleach or granules over the blood spill, covered with disposable towels and cleaned up after 2 minutes with more disposable towels. The towels should be disposed of as clinical waste.
- Once the spillage has been completely cleaned, gloves will be removed and suitably disposed of and hands will be thoroughly washed using hot water and detergent.

3.11 Contractor Management

Regulations that cover contractor management for construction and refurbishment projects are covered by the Construction (Design and Management) Regulations.

Parayhouse School follows West London College Contractor's Guidance and will notify its Health and Safety consultant of all contracts other than routine maintenance and repairs.

The school will undertake a thorough assessment of competence and obtain Risk Assessment Method Statement from the contractor and submit to the college for information.

The school will provide all contractors with relevant information regarding the building such as the local asbestos management plan, asbestos locations, known services, fire and emergency plans, details of first aid provision and accident/assault reporting procedures.

Before commencement of any contract work, a member of the school's staff will complete a contractor induction form with each individual contractor. A Contractor Induction Pack will be issued.

The school and contractor will agree and ensure that there is clear segregation between pupils and contractors or provide adequate supervision to maintain safeguarding standards.

The school will visually monitor works to ensure that work is undertaken safely and will report any concerns to the project/contract manager and the Headteacher.

If the school is concerned that any works being undertaken appear to be unsafe, they will request that works cease until further advice has been sought.

At the end of the works, the project/contract manager must provide the school with relevant documentation relating to the work undertaken e.g. asbestos removal certificates, manufacturers' instructions/warranties, fixed wiring certificates, schematic diagrams of services, etc.

3.12 Control of Substances Hazardous to Health (CoSHH)

Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by The Control of Substances Hazardous to Health Regulations (COSHH).

The Headteacher will ensure the following arrangements are followed:

- An inventory of all hazardous substances on site is kept and updated regularly.
- Wherever possible, non-hazardous substances are used, and if this is not possible the least harmful substance is used.
- A COSHH risk assessment will be completed for all hazardous substances used and shared with relevant staff.

- Wherever possible, exposure to hazardous substances is prevented; where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- Where identified as part of the risk assessment, appropriate PPE will be provided to staff.
- Any need for exposure monitoring or health surveillance will be carried out.
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided.
- Training records are maintained for those who receive training.
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.
- Only substances purchased through the schools procurement systems can be used on site.
- Substances are stored correctly and those that are no longer used disposed of properly.
- COSHH risk assessments are monitored regularly and reviewed annually.

Where necessary, the Health and Safety Adviser will assist the school in carrying out the necessary assessments.

3.13 Defect Reporting

The school has a defect reporting procedure whereby any damage or defect to the premises or equipment and furnishings is reported. Defective equipment is isolated and labelled as defective to prevent use until replaced or repaired. Where premises defects are identified, a dynamic assessment should be carried out to decide whether an area should be isolated or cordoned off whilst awaiting repair.

3.14 Display Screen Equipment (DSE)

Regulations that cover the use of display screen equipment are covered by the Health and Safety (Display Screen Equipment) Regulations. The Headteacher will ensure the following arrangements are followed:

Any employee that uses a computer receives information on Health and Safety relating to display screen equipment use (see Appendix 2, Workstation Set-Up).

DSE self-assessments covering work regime, workstation equipment, workstation layout and environmental factors are undertaken and documented for:

- all staff that use display screen equipment as a significant part of their normal work, and
- those who normally use display screen equipment for continuous or near-continuous spells of an hour or more at a time; use it in this way more or less daily; have to transfer information quickly to or from the display screen equipment and also need to apply high levels of attention and concentration.

Actions identified in self-assessments are implemented.

Self-assessments are reviewed regularly, when a new workstation is set up or when a substantial change is made to an existing workstation (or the way it is used).

Self-assessments are repeated if there is a reason to suspect they may no longer be valid e.g. if a user starts complaining of pain or discomfort.

The school ensures training records are maintained.

3.15 Driving

All regulations and guidance related to the use of the school minibus are outlined in the school's Minibus Policy.

3.16 Educational Visits, Learning Outside the Classroom Including School-led Adventure Activities

Please refer to the School Visits Policy

3.17 Electrical Systems and Equipment

Parayhouse maintains and services electrical systems and equipment in line with statutory guidance and best practice. The college engages a competent contractor to inspect Electrical systems (hard wiring) every 5 years, and records are maintained; any remedial works recommended are acted upon in a timely manner.

Portable electric appliances have a portable appliance test (PAT) carried out, in line with HSE guidance 'Maintaining portable electrical equipment in offices and other low environments' (INDG236), by a competent contractor, with records maintained.

Half termly workplace inspections are undertaken whereby all equipment is visually inspected. Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective. The school's defect reporting procedure is followed as required.

3.18 First Aid

Parayhouse School has completed a First Aid Policy and procedure, which has identified the appointed persons within the school.

The number of first aiders, paediatric first aiders and appointed persons meets recommendations, and adequate cover is available to cover for annual leave and unexpected absences.

All first aiders and appointed persons hold a valid certificate of competence, the school maintains a register of all qualified staff and will arrange re-training as necessary.

First Aid notices are clearly displayed around the school.

Sufficient numbers of suitably stocked first aid boxes are available and checked monthly to ensure they are adequately stocked.

Staff are regularly informed of first aid arrangements within school, through induction, teacher training days and the staff handbook which is issued annually.

Where first aid has been administered, this is recorded in the first aid treatment book.

Correct reporting procedures are followed.

Information, instruction and training will be provided to staff on any specific medical conditions of pupils and the procedures to follow in case of emergency.

3.20 Moving and Handling

Parayhouse School will ensure that the legislation surrounding the moving and handling of both persons and inanimate objects as detailed in the Manual Handling Operations Regulations are fully complied with.

The Headteacher will ensure the following arrangements are followed:

- Moving and handling is avoided whenever possible.

- If it cannot be avoided, moving and handling is properly planned, is risk assessed as appropriate, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking specific moving and handling tasks have received appropriate training or instruction, and training records are maintained.
- Any equipment provided to assist with moving and handling tasks is maintained and serviced in accordance with statutory requirements.
- Any defective equipment is taken out of use until it is repaired or is replaced.
- An individual risk assessment will be completed for all new or expectant mothers and staff with identified medical conditions that may be affected by undertaking moving and handling tasks; these may result in some moving and handling task being restricted.

Any accidents resulting from manual handling operations will be investigated to identify root causes and implement additional controls as required.

3.21 Security

The Headteacher will ensure that standard procedures are in place to minimise risk, and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The school undertakes regular routine security checks. Advice is obtained from the Health and Safety consultant in the college on security matters, and all crimes are reported to the Police and insurers. The Headteacher reports regularly to the Governing Body.

Along with the college, the Headteacher is responsible for the security of the premises during the school day; in the Headteacher's absence the SBM assumes this responsibility.

All staff are made aware of the security procedures and know how to:

- Protect pupils from harm
- Guard against assault
- Safeguard property
- Contact the police/emergency services

New staff are informed of the school's security arrangements and of their responsibilities before taking up their post.

The college is responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week. Break ins and any live incidents will be reported to the security team, and assistance will be provided.

The Headteacher will be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ looked after children/those who may be abducted/ those who may run away and any who are subject to Care Orders), and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence of any pupils who require special care and sensitivity.

The parents of pupils are kept fully informed of security procedures and of their responsibilities when visiting the school in the:

- School newsletter
- Individual letters

Our school values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. Local residents are encouraged to report incidents directly to the police.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police will be called immediately when a child goes missing, for example after school.

3.22 Statutory Inspections

The college ensures that statutory inspections are undertaken at required intervals for all plant and equipment required.

3.24 Prevention of Work Related Violence Including Lone Working

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site.

Staff are advised to:

- o avoid confrontation if possible
- o withdraw from a situation if safer
- o arrange seating so that a clear escape route from the room to a place of safety is available. Sit near the door or use a room with two doors
- o contact emergency services, as appropriate
- o inform the Headteacher or a member of the senior management team if confrontation has taken place

Parayhouse School will:

- o ensure the Headteacher or member of the senior management team attends the site on being informed of an incident, if considered necessary
- o have in place procedures for the reporting of incidents
- o offer counselling/ support through the Occupational Health and Employee Support Programme
- o debrief individuals following an incident
- o provide training on how to manage conflict and aggression as required
- o review the violence and assaults risk assessment following any incident

3.25 Water Management (Control of Legionnaire's disease)

The college is responsible for ensuring that the legislation surrounding water management as detailed in the CoSHH Regulations and Approved Code of Practice L8 are fully complied with. Water risk assessments are carried out annually with 3 interim reviews undertaken by appointed contractor, Bureau Veritas - this includes water sample testing.

Internally, the school undertakes monthly checks on water temperatures and flushing of low-use outlets to assist with the control of micro-organisms. The school will ensure that regular updates and confirmation of any associated tests are received from the college.

3.26 Working at Height

Working at a height for Parayhouse staff members is limited to kick stools for short low risk access. Any risks assessed for working at greater height would require an external contractor to be engaged.

The school will ensure that the legislation surrounding working at height, as detailed in the Working at Height Regulations, are fully complied with, in particular:

- Work at height is avoided whenever possible.
- If working at height cannot be avoided, the task is properly planned, suitably risk assessed, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.
- Those undertaking work at height have received appropriate instruction or training, and training records are maintained.
- All access equipment (ladders, step ladders, tower scaffolds etc.) is identified, suitable for the task and inspected regularly, at least annually, in accordance with statutory requirements.

3.27 Workplace Inspections

Parayhouse School recognises the importance of undertaking regular formal workplace inspections to ensure that the premises remain a safe working and educational environment for staff and pupils.

Yearly inspections will take place with the H&S Governor. A formal half termly workplace inspection is undertaken with findings documented and any actions allocated with remedial actions. The inspection findings are reviewed with actions monitored for close out at the PDBW committee. We recognize that these half termly inspections alone will not keep our premises safe, and hence there is an expectation that staff will report any defects/damage to premises and equipment as per the school's defect reporting procedure. In addition, the school will receive daily/working H&S monitoring with issues recorded at Reception and reported to SBM.

All H&S documents will be available to view in the SBM office.

4. MONITORING

This Health and Safety Policy, together with the associated procedures and Health and Safety performance, will be reviewed by the Trustee Governors and Headteacher on a regular basis (every two years as a minimum), or as required.

The school will use different types of systems to measure Health and Safety performance:

4.1 Active monitoring systems:

- Spot checks and half termly site inspections will be undertaken
- Documents relating to the promotion of the Health and Safety culture will be regularly examined and reviewed
- Appropriate statutory inspections on premises, plant and equipment will be undertaken
- Where necessary, health surveillance and environmental monitoring systems will be implemented to check the effectiveness of health control methods.

4.2 Reactive monitoring systems:

- Identifying where health and safety standards are not being met by monitoring for failures in the systems - such as accidents, cases of ill health (work-related sickness), damage to property, etc.

4.3 Reporting and response systems:

- ensuring that monitoring information is received, having regard to situations which create an immediate risk to health or safety, as well as longer-term trends and ensuring remedial action is taken
- PDBW committee, Governing Body and Senior Leadership team will all receive and consider reports on Health and Safety performance

4.4 Investigation systems:

- Prioritising investigation of incidents, which indicate the greatest risk and the identification of both the immediate and the underlying causes of events
- Analysing data to identify common features or trends and initiate improvements
- Where cases of occupational ill-health are to be investigated
- Where complaints relating to occupational Health and Safety are to be recorded and investigated

- Where accidents/incidents and assaults with the potential to cause injury, ill-health or loss are to be reported, recorded and appropriately investigated

4.5 Third-Party Monitoring/ Inspection

The school will be subject to third party inspection and monitoring, as follows:

- through an external company,
- as part of Ofsted requirements.

Actions arising from third party audits/inspections will be incorporated within the school action plan with appropriate target dates for completion.

APPENDIX 1 – Security Procedures

Control of Access

Parayhouse School has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

School Grounds

Security fencing bounds the perimeter of the school grounds, and access to the school car park is restricted to staff, contractors and deliveries. All children enter the school grounds via the access-controlled security gates. During the school day, the pedestrian gates are locked, during which time visitors and late arrivals should contact Reception through the electronic buzzer on the front gate, reporting directly to the administration office, signing-in and presenting credentials.

If a stranger is seen on the school grounds, a member of staff should establish their identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave and if necessary, the college security team alerted.

Access to the School Building(s)

To prevent unauthorised or unknown visitors entering school, all external doors are opened by key or Mag Lock only (fire doors will release when the alarm is sounded), apart from the main entrance to the school, which has a secure reception area with an access control system installed.

All visitors to the school should report to the administration office, which is clearly signed. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in and give the reason for their visit. A member of admin staff will then escort visitors to the member of staff requested – or asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

All visitors are expected to sign-in and wear a badge before they are allowed into the main part of the school.

No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unknown adults in school.

If a stranger is noticed in school, staff should establish their identity and reason for the visit. If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced, then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder, and instead the college security team and Police should be called immediately.

Parents have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents wish to take their child/children out of school during the school day, they should report to the administration area. A request to take a child out of school should normally be made in advance in writing to the Headteacher by email or letter.

Trespass

Parayhouse School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Headteacher might revoke the parent's permission to be on the premises by taking the following action:

- The parent can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises.'
- If the parent still refuses to leave willingly, the Police are called.
- A formal letter from the Headteacher or Governing Body, confirming the parent's permission to visit the school has been revoked for a fixed period, will be sent to the parent. - formal notification is important as human rights are being affected.
- The Police should be called immediately if there is an incident that is causing concern because of its aggressive, abusive or violent nature.

Entering and Leaving School

All students leave and enter via the school main door, which is on a release lock, and the college gates on Colet Gardens, which are locked at all times.

At the end of the school day, pupils are taken down to the front gate, where parents/Local Authority transport are waiting, to ensure pupils are handed over. A staffing rota is in place to assist students in transitioning to their transport at home time. If a parent is late, the child stays in the office until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

Supervision of School Grounds

Children are supervised at all times when in the playground(s). Supervision is by teachers and support staff at morning and afternoon breaks.

If a teacher requests that a pupil remains in class for any reason, then it is the class teacher's responsibility to arrange supervision for that child. It is always advisable for staff to ensure that they are not alone with pupils for any length of time. It is good practice to always have another person present at all times to safeguard both staff and pupils from sensitive situations. Pupils must not be left alone in classroom areas. In the event of school staff having to take pupils home by car, another member of staff must always accompany them.

Leaving School during the Day

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school.

Educational Visits and Learning outside the Classroom

Staff will closely supervise pupils during educational visits. The school should be contacted if any pupil is injured or the party is likely to be delayed e.g. if the coach breaks down. Parents will then be informed accordingly.

A member of staff will take any pupil requiring medical attention to a hospital and remain with them until their parents arrive.

Security of Personal Property

Children should not bring anything of value to school. If they do bring phones or devices into school, they must be handed in to the class teachers at the beginning of the day to be locked away.

Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept on the person or secured away in a lockable cupboard/drawer/locker. Personal items are not insured if left unattended and not secured.

Security of Equipment and Cash

Portable ICT equipment (e.g. laptops, digital cameras) are not to be left unattended in a classroom or office. Such items must be locked away in secure cabinets.

All monies are handed into the school office via the child or parent and are not to be collected by staff. Online banking is the preferred option of payment. Money that is received is reconciled as soon as possible. When dealing with sums of money, the personal safety of staff is paramount, and staff should never place their own personal safety at risk.

Security of Building

An effective monitored intruder alarm is in operation. This is always set when the school is empty.

It is the responsibility of the college site services officer to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, and equipment switched off, before leaving the premises. The college is also responsible for locking the gates and setting the intruder alarm at the end of the day.

Safety of Key Holding Staff

The Headteacher, School Business Manager and Senior Teachers are designated key holders and are responsible for the security of the building

Site Services Officer

It is the responsibility of the college security guards to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the CCTV and intruder alarm will also be checked, regularly maintained and results documented.

Before leaving the premises, the college security guard has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the intruder alarm is set and that all gates are locked.

Contractors in School

When contractors are working in Parayhouse School, the following precautions should be taken:

- The school will provide all contractors with relevant information regarding the building and details of first aid provision. When on the school site, contractors must sign in. Badges, identifying the company for which they work, should be worn at all times.
- If contractors have to work in areas where pupils are present, pupils will always be under the direct supervision of a school staff member. Contractors will be expected to comply with safeguarding principles and behaviour standards towards pupils.

CCTV

The school has CCTV cameras on the outside and inside of the silver gate, inside of the red gate and at the main reception doors. Signs are in place to inform visitors.

Access Outside School Hours

On occasion, staff, pupils or contractors require access to the school out of normal school hours - in the evenings or at weekends, and in the holidays. Parayhouse School is aware that some staff are working on the premises before and after school, and their security has to be safeguarded.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked, and the staff member should have access to a (mobile) phone.

Reporting Incidents

All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police are notified.

A review of incidents over the year is distributed to the Trustee Governors.

Injury

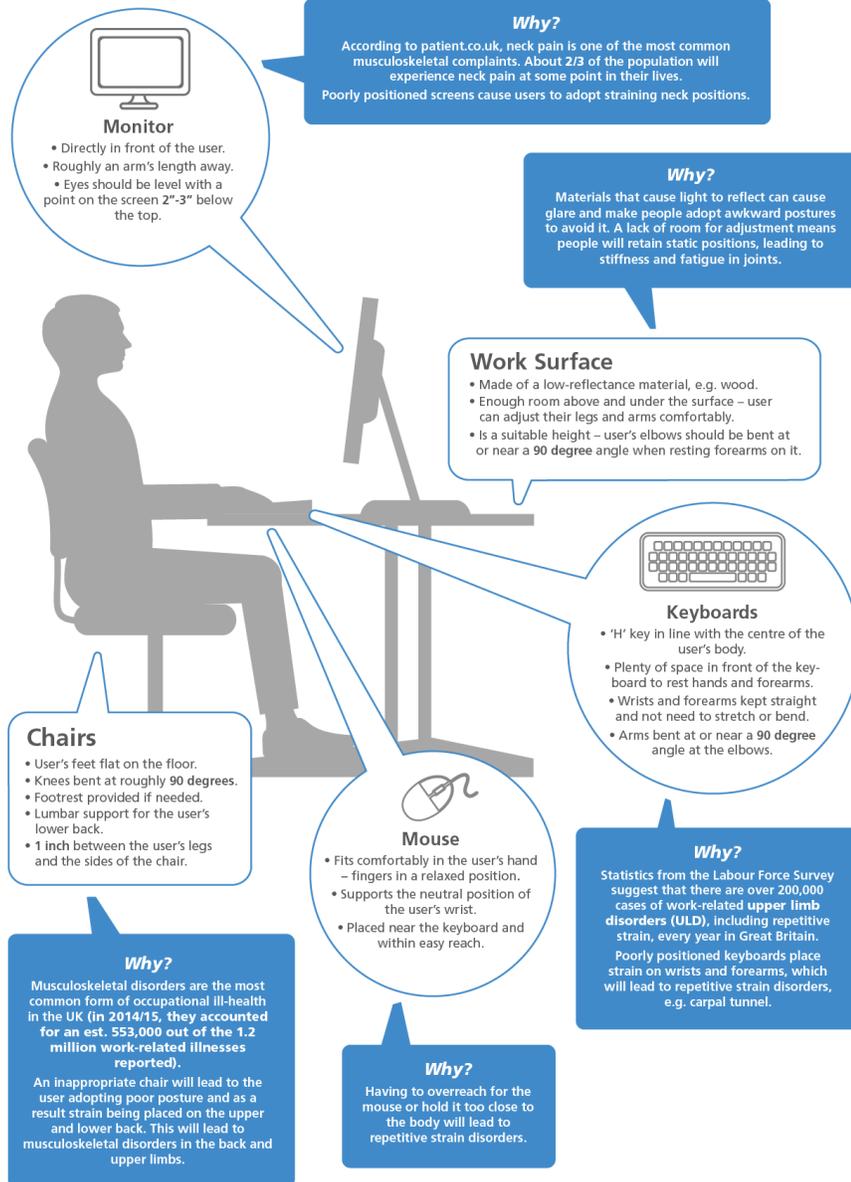
The Health and Safety Inspectorate and Trustee Trustee Governors should be informed of any serious injury caused to a pupil or member of staff.

APPENDIX 2

Desk Ergonomics

Preventing Musculoskeletal Disorders

Do you know what the risks are when working at a desk for prolonged periods? Do you know how display screen equipment should be arranged so users can work without experiencing strain whilst at their workstation?



Stretching and breaks

- DSE users should get up at least once an hour so to stretch and change their position.
- DSE users should carry out small exercises at or away from their desk to prevent prolonged strain.
- Users should take their designated breaks and break up long periods of DSE work with other tasks.

Why?

Regular stretching will relieve tension and strain, while breaks will give their body a chance to relax and recuperate after intense work periods.



Appendix 3 - Health and Safety Check Schedule

Daily	Admin
<ul style="list-style-type: none"> • All drains are covered • Fire exits are clear from obstructions • All lights are switched off • Temperatures of fridges and freezers are within the safety ranges • Windows are locked in a safe position and cannot be opened fully • Clocks are showing the correct time • Fire alarms or smoke detectors that run on batteries are operational • Toilets are clean and fully supplied • Intruder alarms are working • Floors are dry before use • Check for signs of vermin and insects (such as wasps, ants, cockroaches, mice and rats) • Check if window have cracks • Check if there are dangerous objects in the playground (such as glass or needles) • Check trip hazards • Check if there is damage to play equipment • Check if there are any animal excrement in the playground 	
Weekly	Admin
<ul style="list-style-type: none"> • Plugs and cables are tidy • All areas are tidy and equipment is put away • Paper and any flammable equipment is stored safely • Playground equipment is safe • Work surfaces are clear and tidy and specialist equipment is locked away (such as knives, sharp tools etc) • General tidy of communal areas 	
Modular	SenLT
<ul style="list-style-type: none"> • First aid kits are full • Health and Safety equipment has been ordered for the following term • All internal and external lighting is working • All signage is still clear and visible • Check if all medicine is clearly labelled and securely stored <p>- Classroom checklist completed by teachers</p>	
Annual	Governor
<p>- See attached checklist</p>	

Appendix 4: Checklists

Classroom/Specific Area Checklist

Question	Y	N	Comments	Action to be taken
Is there sufficient space for pupils with restricted mobility (e.g. pupils in wheelchairs) to enter and move around the room?				
Is there enough space behind desks for pupils with restricted mobility to sit at them comfortably?				
Are all staff working in the classroom aware of procedures for evacuating individual pupils, including the contents of personal emergency evacuation plans (PEEPs)?				
Is any specialist equipment clean and in good condition?				
Do you know where the First Aid kit is, and is it fully stocked?				
Are any sharp corners, such as the corners of desks or cupboards, blunted or covered with protective material to prevent injuries				

to pupils?				
Are windows in good condition e.g., no cracks				
Are surfaces in the room free from rough edges and splinters (e.g. desks, chairs, walls)?				
Are clear sightlines for supervision maintained in the classroom?				
Is lighting adequate and free from flickering?				
Are individual pupil risk assessments available and are staff aware of their contents?				
Are there any trip hazards, such as creased carpets?				
Are any personal alarms/phones for staff use in good condition?				

Art and design technology facilities

Question	Y	N	Comments	Action to be taken
Are hazardous substances stored safely, in compliance with the Control of Substances Hazardous to Health (COSHH) regulations?				
Is the COSHH 'Do's and Don'ts' poster displayed where hazardous substances are stored?				
Are hazardous substances appropriately labelled (e.g. 'irritant')?				
Is all specialist equipment, including electrical equipment, in good condition, and has faulty equipment been reported and removed or replaced?				
Are covers placed on hazardous equipment, such as circular saws, when not in use?				
Can students be adequately monitored while using hazardous equipment?				
Are checks made to ensure that all hazardous				

equipment has been returned at the end of each lesson?				
Are checks carried out to ensure all electrical equipment is turned off at the end of lessons?				
Are hot surfaces covered or protected to prevent the risk of burns?				
Are the floors clear of debris and other trip/slip hazards?				
Is an area away from desks kept clear for pupils to safely store personal items such as bags and coats?				
Do you know the location of the emergency shut-off points for electricity and gas? (SenLT)				
Are ventilation systems, including local exhaust ventilation such as wood dust extraction systems, working and in good condition?				
Do pupils receive a safety briefing at the start of each lesson?				

Have you reported any faults with equipment or facilities?				
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Sports and dance facilities

Question	Y	N	Comments	Action to be taken
Is sufficient space provided for the activities offered?				
Have you received training on the safe use of sports equipment?				
Do you know where the First Aid kit is, and is it fully stocked?				
Do pupils receive a safety briefing at the start of each lesson?				
Is equipment stored securely and kept out of the way when not in use?				
Is equipment checked regularly and removed or replaced if damaged?				
Are the floors of gyms, sports halls, etc. kept clean and in good condition so as not to				

cause slips or splinters?				
Are outside courts and pitches in good condition (i.e. free from potholes, no holes in fences, etc.)?				
Are outdoor courts and pitches free from litter and dangerous waste (e.g. glass, metal cans)?				
Are any barres or mirrors in the dance studio firmly fixed to the walls and in good condition?				
Are floor markings on indoor and outdoor courts clear?				
Is suspended equipment, such as netball hoops, secure and in good condition?				
Have you reported any faults with equipment or facilities?				

Annual Governor Checklist

Question	Y	N	Comments	Action to be taken

General				
Is the general condition / maintenance of the building(s) acceptable?				
Is the general condition / maintenance of the grounds acceptable?				
Is the Health and Safety law poster on display?				
Is there a clear structure of responsibilities for Health and Safety, and do those in posts carrying safety functions understand and fulfil their responsibilities?				
Does the school have a Health and Safety committee?				
Is a system in place for reporting Health and Safety concerns, and are all staff and pupils aware of it?				
Monitoring health and safety				
Does the inspections and checks log show a regular pattern of inspections and checks for the premises?				
Are all regular maintenance records kept up to date and				

available for inspection?				
Is there a system for notifying the site manager of defects found with equipment or premises?				
Are defects logged immediately and is prompt and appropriate action taken to resolve these defects?				
Have recommendations arising from previous inspections been actioned?				
Is there a school health and safety action plan?				
Is regular monitoring of health and safety undertaken by Heads of Department and have heads of department received training for this role?				
Have recommendations arising from previous curricular inspections been actioned?				
Is Health and Safety a standing agenda item at relevant governing body committee meetings?				

Policy

Is there a Health and Safety policy, and has it been signed and dated by the headteacher or chair of governors?				
Is the Health and Safety policy reviewed regularly by the person responsible for its implementation?				
Is the Health and Safety policy made available to all staff, parents and contractors?				
Is the policy included in the induction process and are policy changes effectively communicated to all staff?				
Risk assessment				
Has a risk assessment audit been carried out within the last year to ensure that school-specific risk assessments are in place where needed and fit for purpose?				
Are risk assessments for				

individuals being carried out where required, for example for known medical conditions where there are health and safety implications, such as epilepsy?				
Have heads of department created specific risk assessments for relevant curriculum activities?				
Have staff, pupils and visitors been informed of the hazards and risks on the site?				
Are staff aware of the content and location of all relevant risk assessments?				

Accident reporting

Is there a procedure in place for recording and reporting accidents to staff and pupils, including those that are RIDDOR-reportable, incidents of violence towards staff, and 'near-misses'?				
Is an employee accident book kept in line with the Social Security (Claims and Payments) Regulations 1979?				
Are accident records monitored for trends?				

Are governors routinely notified of any significant accidents?				
Housekeeping				
Is general housekeeping satisfactory?				
Is regular cleaning carried out to a suitable standard?				
Are materials and equipment stored in an orderly, safe and suitable fashion, including cleaning chemicals?				
Are items stored at height (e.g. files/folders on shelves) accessible, secure and safe?				
Are potentially hazardous areas (kitchen, labs, workshops etc.) locked when unsupervised?				
External areas and access arrangements				
Are trees in or overhanging the grounds safe and in good condition?				
Are these trees checked for disease and weakness every 2-3 years by a specialist contractor?				

Are walls and fences in good condition?				
Are grounds, including playgrounds and games pitches, kept clear of refuse and litter and regularly checked for damage and disrepair, and are they currently in good condition?				
Is PE and outdoor play equipment inspected annually by a competent contractor?				
Are daily checks carried out of any adventure playground equipment (or other outside facilities prone to malicious acts of vandalism where there is an imminent risk of injury)?				
Are waste bins and any external storage spaces covered, secured and located a safe distance away from buildings?				
Are external pathways and other outside areas checked daily for trip hazards and general maintenance?				
Is there safe access to and egress from the school?				

Is there a clearly defined route between site entrance(s) and reception with direct access to children avoided where practicable?				
Is there suitable separation between vehicles and pedestrians on the site?				
Is adequate access to the site maintained for emergency services?				
Is disabled access clear of obstructions?				
Is salt and grit readily available to treat paths and walkways in icy weather?				
Is there an accessibility audit and access management plan, and are these kept up to date?				
Are outbuildings in good condition?				
Are risk assessments and control measures in place to ensure that grounds maintenance is undertaken safely?				

Vehicles

Is a list of nominated minibus drivers and training maintained?				
Do drivers have the appropriate licence for the vehicle?				
Have driving licences been checked to identify any penalties that might affect insurance cover?				
Are all inspection, MOT and servicing records in place and up to date?				

Roofs, ceilings and walls

Are roofs inspected regularly and repaired where necessary?				
Are any fragile roof surfaces identified by signage?				
Are lightning conductors serviced annually?				
Are gutters, roof outlets, rain pipes etc. inspected every 6 months, or more frequently as required?				
Are external walls, ceilings, partitions and cladding				

inspected for damage regularly and repaired where necessary?				
Has a rolling programme of painting and decorating works been established?				
Are internal and external finishes, including tiling, masonry and paintwork, inspected annually?				
Security				
Are windows locked and secured at the end of the day?				
Are blinds/curtains drawn in ground floor rooms at the end of the day?				
Are doors locked and secured at the end of the day?				
Is the intruder alarm set at the end of the day?				
Is the intruder alarm checked weekly, and any faults reported?				
Are external lights checked weekly, and any faults				

reported?				
Are gates and perimeter fencing of adequate height and well maintained?				
Is access to low roofs adequately restricted?				
If used, are anti-climb paint and anti-scale devices clearly signed?				
Are CCTV systems checked weekly and footage kept for a suitable period?				
Is there a signing-in system and visitors' book in the school reception area?				
Are all staff and visitors issued with identity badges?				
Is the number of entrance points onto the school site kept to a minimum, and are they adequately controlled?				
Are doors giving direct access to pupils kept secure against unauthorized persons?				
Are electronic keypads checked weekly, and entry codes changed regularly?				

Have risk assessments been carried out in relation to the potential for intruders coming onto the site?				
Are the names and contact details of key holders kept up to date?				
Contractors				
Are there arrangements in place for the control of contractors on site?				
When awarding contracts directly, is Health and Safety included in specifications and contract conditions?				
Are appropriate competency checks undertaken prior to engaging a contractor directly?				
Are control measures in place to ensure separation between students and contractors as far as possible? When contact is unavoidable, are contractors DBS checked?				
Floors and corridors				

Are floor surfaces and coverings kept clean, in good condition, non-slippery and free of trip hazards?				
Are corridors, gangways and other internal pedestrian routes kept clear of obstructions?				
Are any sudden changes in floor level highlighted?				
Are there procedures in place to deal with spillages?				
Staircases and ramps				
Are stairs even, unworn and adequately lit?				
Do the staircases have handrails? Are handrails in good condition?				
Are ramps of a suitable gradient and non-slippery?				
Electrical equipment				
Do all items of frequently used or high-risk portable electrical equipment undergo portable appliance testing (PAT) on an annual				

basis?				
Have all infrequently used and low risk items of portable electrical equipment been tested within the last 5 years?				
Do all portable appliances have an up to date portable appliance testing (PAT) sticker?				
Has all fixed electrical equipment and wiring been inspected within the last 5 years?				
Are inspection records for all items of electrical equipment available and up to date?				
Are electrical leads kept tidy and secure, or are there any trailing electrical leads?				
Are sockets used for no more than one plug each?				
Are staff checking that appliances, plugs and sockets are safe before they use them?				
Are there regular briefings to staff ,and are posters displayed etc. to remind staff to switch off lights, monitors				

etc?				
Is all non-essential electrical equipment turned off at the end of each school day?				
Are the locations of emergency shut off switches for electricity marked up on an accessible plan? Do relevant staff know their locations?				
Oil and gas				
Are all gas appliances, including gas boilers, inspected and safety tested annually by gas safety registered contractors?				
Are gas cylinders stored appropriately? (Secured upright, separated from flammables, location marked on a plan in the fire risk assessment)				
Are any pressure vessels, such as gas cylinders, and any liquefied petroleum gas (LPG) tanks inspected annually?				
Is the area around LPG tanks kept clear of weeds and debris, and is the LPG tank surrounded by fencing or				

barriers?				
Are oil boilers serviced every 6 months by a registered contractor?				
Are boiler rooms kept free of combustible materials?				
Does gas pipework receive a pressure test every year?				
Does oil line pipework receive a pressure test every five years?				
Is the area around oil storage tanks kept clear of weeds and debris, and are the tanks surrounded by fencing or barriers?				
Are oil storage tanks checked monthly for leaks?				
Are gas and oil meter readings being recorded every month?				
Is the gas supply turned off in labs, workshops and kitchens when not in use?				
Are the locations of emergency shut off valves for gas and oil marked up on an accessible plan? Do relevant				

staff know their locations?				
Toilets and bathrooms				
Are the toilet facilities adequate for the number of staff and pupils, well-supplied and hygienically maintained?				
Are regular checks of toilet facilities carried out during the day?				
Are tiles and seals in good condition?				
Are floors clean and dry?				
Are extractor fans clean and working?				
Is drinking water available from a clean, well-maintained source?				
Plumbing and water				
Is there a procedure in place to mitigate the risks of legionella?				
Has a water risk assessment been conducted for the prevention of legionella?				

Have the initial recommendations from the water risk assessment been actioned?				
If there have been subsequent changes to the hot and cold water systems since this assessment, has this assessment been reviewed?				
Is there an annual legionella inspection carried out by a competent authorised contractor?				
Are the elements of the hot and cold water systems inspected and serviced regularly?				
Are waste pipes and above ground drainage systems checked regularly for blockages?				
Are sewerage pumps and chambers inspected and serviced in accordance with manufacturers' instructions?				
Are records maintained and available for the checks carried out on the water and sewage systems?				
Are all checks and maintenance work being documented in the water log				

book?				
Are the locations of emergency shut off valves for the water supply marked up on an accessible plan?				
Fire safety				
Has a fire risk assessment or assessment review been carried out in the last 12 months?				
Has the capacity for communal areas (e.g. main hall) been calculated as part of this assessment?				
Have all actions from the fire risk assessment been carried out?				
If changes have been made to the building or occupancy, has the fire risk assessment been reviewed?				
Is an up to date school evacuation plan in place?				
Are personal emergency evacuation plans (PEEPs) in place for staff and pupils who need them, and are PEEPs taken into account in the school evacuation plan?				

Have all staff, pupils and visitors been given instructions about fire evacuation and assembly procedures?				
Are up to date evacuation signs and notices clearly displayed in every room?				
Are all emergency exits and routes clearly signed, available for immediate use and unobstructed?				
Are the fire assembly points kept free from obstruction?				
Are internal fire doors in place in key areas, such as corridors and stairwells? Are they opening easily and closing fully, and are they kept unlocked?				
Do any electronic locking devices used on fire escape routes unlock automatically on operation of fire alarm or loss of power?				
Are fire drills conducted termly and recorded?				
Have any issues identified during fire drills been resolved?				

Is the fire alarm system audible throughout the building?				
Does the fire alarm system have a battery back up?				
Is a full test of the fire alarm, including call points, carried out weekly, and are these tests recorded?				
Has the fire alarm system been serviced by a competent engineer within the last year?				
Are fire extinguishers accessible and clearly signed?				
Is the emergency lighting tested, and faults recorded, on a monthly basis?				
Are all stairwells and under-stairs areas kept clear of combustible materials?				
Are highly combustible materials stored and secured in their correct locations?				
Are classrooms and the areas near doors kept free from paper and other combustible materials?				

First Aid and medication

Are First Aid supplies restocked regularly and stored in an appropriate place?				
Is there an adequate number of first aiders on site, and are they appropriately qualified? Is their training up to date?				
Are the names of first aiders and the locations of First Aid supplies clearly displayed?				
Are staff and pupils aware of the procedure for summoning First Aid assistance?				
Are pupils with medical needs and allergies clearly identified?				
Is an annual review of care plans undertaken for those with more complex needs?				
Is there a procedure for the administration of medication?				
Is the medicine cabinet kept locked and in a secure place?				

Are all medicines in their original container and labelled with the details of the pupil they are meant for?				
Is the medicine cabinet regularly emptied of old or unwanted stock?				
Are records being kept of the administration of First Aid and medicines?				
Are appropriate infection control procedures in place?				
Are all staff informed of infection control measures annually, and new staff upon induction?				
Is the Public Health Agency poster 'Guidance on infection control in schools and other childcare settings' posted in the school office and the staffroom?				
Lighting, heating and ventilation				
Are lighting levels adequate inside and outside the building?				
Is emergency lighting available on escape routes, and is it serviced every 6				

months by a contractor?				
Is the heating suitable and sufficient in all parts of the school?				
Is ventilation (natural or powered) adequate?				
Are extractor fans clean and working?				
Have ventilation systems, including local exhaust ventilation (e.g. fume cupboards and wood dust extraction systems), been serviced within the last year?				
Have air conditioning systems been serviced within the last year?				
Windows				
Are windows, including window locks, checked for damage weekly?				
Have window restrictors been fitted and are they in good working order?				
If open windows pose an injury risk, are risk assessments and control measures in				

place?				
Is glazing inspected regularly and reinforced or protected in higher risk areas?				
Has a glazing risk assessment been conducted?				
Have measures been taken to reduce solar gain where necessary?				
Doors				
Are doors, including door locks and viewing panels, checked for damage regularly?				
Are finger guards in place and effectively maintained on vulnerable doors (e.g. toilets and classrooms in early years and Key Stage 1 areas and in special schools)?				
Have electronic powered gates or doors been serviced by a contractor within the last year?				
Do electronic powered gates and doors receive more regular safety checks by school staff?				

Classrooms, staffrooms and changing rooms

Has all school furniture been checked for damage?				
Do cupboard doors close properly and have steps been taken to prevent the risk of head injury from open cupboard doors?				
Are overhead projectors secure and positioned to avoid forcing pupils and staff to look directly into the beam?				
Are there steps or a platform available to access high shelving?				
Is furniture located in a safe place, without presenting a trip hazard or blocking access?				
Are rooms large enough for teaching?				
Is specialist equipment and machinery properly fitted, regularly inspected and serviced?				
Is there sufficient protective equipment and clothing for staff and pupils, and is it kept				

in good condition or replaced when necessary?				
Are there areas in classrooms, staffrooms and changing rooms for the safe storage of personal belongings (e.g. bags and coats)?				
Are coat racks secure and positioned so that they do not present a fire hazard?				
Are hot surfaces, such as radiators and hot water pipes, covered or protected to prevent the risk of burns?				
Kitchen and catering				
Is the kitchen kept clean, in good condition and free from infestation?				
Do catering providers have a food safety management system compliant with the hazard analysis and critical control point (HACPP) system?				
Is the food operator aware of all food-related allergies, and is information readily available about the allergens present in food served in school?				

Is kitchen equipment, including ventilation systems, regularly checked and cleaned?				
Has catering equipment been serviced within the last year?				
Are fridges and freezers clean and at the correct temperature?				
Hazardous substances, including asbestos				
Is there an inventory of chemicals (e.g. cleaning and maintenance products), and has it been reviewed within the last year?				
Has a control of substances hazardous to health (COSHH) risk assessment been conducted of all substances identified as presenting a significant risk (for example, swimming pool chemicals, laboratory chemicals and cleaning materials)?				
Are there warning notices about dangerous chemicals?				
Are all hazardous substances stored appropriately and out of the reach of children, in				

clearly-labelled containers (e.g. irritant, flammable)?				
Is there a procedure in place for dealing with spillages or accidents involving hazardous substances?				
Is hazardous waste collected by a specialist contractor in accordance with current regulations?				
Has a radon sump been installed, and is it checked regularly?				
Is an asbestos management plan, containing an asbestos register, type two asbestos survey, site plans and a site specific management plan, kept up to date and readily available?				
Has a licensed asbestos surveyor re-inspected the premises within the last year, and have the results of the survey been recorded?				
Has all old data concerning asbestos been effectively segregated or archived? There is a legal duty to keep such data for 40 years.				
Is the asbestos 'permission to work' system used on every				

occasion before any work is conducted on building fabric? This applies equally to the site manager or caretaker as to external contractors.				
Is the asbestos 'permission to work' log well maintained, signed and dated?				
Are there a minimum of two asbestos authorised officers within the school, and is their training up to date?				
Are asbestos authorised officers clear on the location of asbestos containing materials (ACM) remaining on the site and the limitations of their management survey?				
Has the location of known ACM remaining on the site been communicated effectively to staff, pupils and visitors?				
Tools and equipment				
Have task-specific work at height risk assessments been conducted?				
Are all ladders in good condition?				

Is a ladder register and checklist in place and reviewed regularly?				
Are tools and equipment kept secure and out of the reach of pupils and unauthorised adults?				
Are operating instructions available for work equipment?				
Where there is significant use of power tools or machinery, is a register of equipment in place which identifies any significant safety issues?				
Is a preventative maintenance and servicing schedule in place for all tools and equipment, including workshop machinery?				
Is there sufficient equipment to assist staff with manual handling tasks (e.g. trolleys)?				
Is any damaged or faulty item of access equipment clearly labelled and removed as soon as possible to prevent use?				

E-safety

Have pupils and staff received appropriate instruction about safe internet and email use?				
Is there a firewall in place to block access to inappropriate websites?				
Is the school wifi password-protected, and is the password changed regularly?				
Are staff accounts and school databases password-protected, and are passwords changed regularly?				
Are school email accounts appropriately monitored or filtered?				
Where monitoring takes place, is an acceptable use policy in place?				
Staff training and welfare				
Have all staff received an effective and documented Health and Safety induction, and have their training needs been assessed?				
Have staff with emergency response roles (e.g. fire				

warden) received training?				
Is all Health and Safety training recorded?				
Are all staff aware of the Health and Safety issues particular to their role?				
Have staff who need it been provided with appropriate protective clothing, and have they been shown how to use and look after it?				
Have all display screen equipment users been identified and their workstations assessed?				
Have any additional measures been put in place for the safety of disabled or pregnant people on site?				
Have Health and Safety implications for lone working been considered?				
Are risk assessments and control measures in place for personal security and lone working?				
Are "no smoking" signs in place?				

Are staff, including union Health and Safety representatives, consulted on Health and Safety arrangements?				
Trips and visits				
Is a member of staff designated as an educational or external visits coordinator and have they received training?				
Does the school comply with DfE guidance in relation to trips and visits?				
Are risk assessments completed for all proposed trips and visits and kept centrally? Are all staff accompanying the trip/visit fully aware of the contents of the risk assessments?				
Work experience				
When students are to go on work experience, are all potential placements inspected and risk assessed, with records stored centrally?				
When work experience placements are offered in the				

school, are those taking up the placement vetted appropriately and a risk assessment carried out?				
Manual handling				
Have staff required to undertake manual handling received training, and is this training up to date?				
Are risk assessments carried out in relation to manual handling tasks?				
Crisis and emergency management				
Is there a crisis management team, and have they created a recovery plan to be followed in the event of a serious accident or incident?				
Are procedures in place for handling emergency situations and for communicating these to all staff?				
Is equipment necessary for the execution of emergency plans, including communications equipment and building plans, readily available for use in the event				

of a crisis?				
Are these plans and procedures tested through an annual emergency exercise?				

Senior Leadership Team Half -Termly Review

The review should consider and report on:

Hazards	Potential Controls
<p>Fire (e.g. electrical, arson, kitchens etc.)</p>	<p>Fire Risk Assessment completed</p> <p>Emergency Plan completed</p> <p>Personal Emergency Egress Plans prepared for vulnerable persons</p> <p>Fire evacuation procedures displayed</p> <p>Fire wardens appointed & trained</p> <p>Fire drills held twice yearly</p> <p>Fire exits and routes sign-posted and kept clear of obstructions</p> <p>Fire extinguishers maintained and kept clear</p> <p>Fire detection and alarm and emergency lighting systems installed, tested and maintained</p> <p>Premises information systems and out-of-hours procedures in place</p>

<p>Slips and trips (e.g. extension leads, loose carpets, stairs etc.)</p>	<p>All traffic routes kept clear of obstructions</p> <p>Extension leads kept to a minimum</p> <p>Carpeting, stairs and traffic routes maintained and cleaned regularly</p> <p>Stairwells and traffic routes well lit</p> <p>Cabinet drawers kept closed and not opening onto traffic routes</p> <p>Spillages to be cleaned up immediately</p> <p>Regular inspections to be undertaken</p>
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<p>Electrical installation (e.g. electric shock, fire etc.)</p>	<p>Sufficient electrical sockets provided</p> <p>Sockets not overloaded with numerous plugs</p> <p>Regular maintenance of installation (once every 5 years) by competent person</p> <p>All repairs or improvements on system to be undertaken by competent person</p> <p>Installation intake cupboard locked and signposted with rubber matting on floor</p> <p>High voltage intakes to be kept locked</p> <p>Installation cupboards not to be used as a storage area, particularly for combustible materials.</p>
<p>Electrical equipment (e.g. electric shock, fire)</p>	<p>All equipment to be suitable for purpose</p> <p>All portable equipment subject to PAT</p> <p>All staff made aware of need to report/not to use defective equipment</p> <p>Use of extension leads limited</p> <p>Appropriate extension lead matting used across traffic routes</p>

<p>Gas installation(e.g. gas leak, carbon monoxide poisoning, fire/explosion)</p>	<p>Regular maintenance of all gas installations undertaken by a competent (gas safe registered) person</p> <p>This to include site managers house and any ancillary systems</p> <p>Boiler room clear of materials, locked and signposted</p>
<p>Lifts and other plant and equipment(e.g. lift entrapment, falls etc.)</p>	<p>Appropriate installation</p> <p>Regular maintenance and inspection</p> <p>Staff trained in lift stuck/person stuck procedures</p>
<p>Asbestos containing materials (work on or near, broken or damaged materials)</p>	<p>Asbestos surveys completed and register prepared</p> <p>Risk assessments completed</p> <p>Asbestos management plan prepared</p> <p>Contractors made aware of ACM's prior to working</p> <p>Regular inspections of ACM's</p> <p>Training and awareness in ACM's</p>
<p>Water systems (Legionella, drinking water quality)</p>	<p>Legionella risk assessment undertaken by competent person</p> <p>Written scheme of control prepared for premises including control measures</p> <p>Adequate drinking water supply provided</p> <p>Water temperatures taken regularly</p>

<p>Lighting (eye strain, slips and trips)</p>	<p>All lighting to be installed to CIBSE requirements</p> <p>Task lighting to be provided where required</p> <p>All traffic routes well lit</p> <p>Emergency lighting installed where necessary as identified by the fire risk assessment</p>
<p>Glass and Glazing (children running into, severe cuts and lacerations)</p>	<p>Glass and glazing survey completed for the establishment and recorded</p> <p>Safety glass at required levels as per British Standard</p> <p>All glass and glazing inspected as part of premises inspection regime</p>
<p>Doors (finger traps)</p>	<p>All self-closers on fire doors should close doors at a controlled speed</p> <p>Finger guards installed on doors where necessary</p> <p>All doors/self-closers and finger guards inspected on a regular basis</p>
<p>Heating/Temperature (too hot or too cold)</p>	<p>All heating systems to be maintained</p> <p>Local heaters if provided to be subject to regular testing</p> <p>All staff reminded to turn off heaters when away from desks</p>

<p>Ventilation (no ventilation)</p>	<p>All engineered ventilation systems to be regularly maintained by a competent person</p> <p>Windows that can be opened to be in good condition to allow natural ventilation</p>
<p>Welfare facilities (unhygienic)</p>	<p>All toilets to be cleaned daily</p> <p>Floors to be kept clear of spills and contamination</p> <p>All toilets to have adequate ventilation</p> <p>All toilets to have facilities to wash hands</p>
<p>Housekeeping/cleanliness (build-up of waste, unhygienic/rodent problems, fire risk, slips and trips et.)</p>	<p>Daily waste collection by cleaning contractor</p> <p>Sufficient waste receptacles to be provided both internally and externally</p> <p>Waste not to be stored in traffic/escape routes</p> <p>Food waste to be securely stored and disposed of regularly</p>

<p>Intruders (violence and aggression)</p>	<p>Non-public areas secured by appropriate systems (e.g digilocks, electronic passes)</p> <p>Intruder alarm system installed and maintained</p> <p>Panic alarm system installed, tested and maintained</p> <p>All staff aware of need to maintain security and trained in intruder procedure</p> <p>Reception designed to provide security to staff</p> <p>CCTV installed</p> <p>Staff and visitor identification to be worn</p> <p>All incidents of violence and aggression are reported</p>
<p>Playgrounds and Outdoor Play Equipment (failure of equipment and safety surfaces)</p>	<p>All equipment designed and purchased to relevant standards</p> <p>All equipment and safety surfaces installed by a competent contractor</p> <p>All equipment and surfaces subject to regular in-house inspection</p> <p>All equipment subject to annual inspection by a competent person</p>

<p>Trees and Gardens (broken branches, root damage, unwanted plants etc.)</p>	<p>All trees subject to regular in-house inspection and inspection by arboriculturalist to specified scheme</p> <p>All gardens to contain children friendly plants, shrubs and bushes</p> <p>Garden ponds to be appropriately fenced</p>
<p>Hazardous or dangerous substances</p>	<p>All hazardous or dangerous substances reduced to a minimum amount</p> <p>Substances to be locked away in secure storage</p> <p>MSDS to be obtained for all substances</p> <p>COSHH risk assessment to be completed</p>
<p>Cars, delivery vehicles and parking spaces</p>	<p>Ensure deliveries are made at times when pupils are not in the vicinity</p> <p>If parking areas are available, ensure these are clearly demarcated from the playground areas</p>

<p>Contractors (on-site, undertaking hot work, using chemicals)</p>	<p>Contractors competency checks to be undertaken</p> <p>Method Statements and/or risk assessments to be provided</p> <p>Appropriate information to be passed to contractors</p> <p>Contractors to be informed of and to adhere to site rules (e.g. identification, sign-in etc.)</p> <p>Work to be undertaken when school closed where possible</p> <p>Contractors to be informed of site access and security</p> <p>Material/equipment storage to be approved</p> <p>Emergency procedures including evacuation and First Aid arrangements to be made known</p> <p>Where necessary CRB checks to be completed</p> <p>Permit-to-Work scheme to be utilized</p>
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