Health and Safety Policy

This policy is effective for all schools within The Mead Educational Trust, the Teaching School Hub, the SCITT, The Mead Institute Apprenticeships and all other activities under the control of the Trust and reporting to the Trust Board.

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Version	Date	Author	Summary of changes
Earlier version history is available on request.			
9.0	Sep 26	DBO	Updates to Appendix 2 compliance table Added 13.5 regarding emergency closure procedures; Section 36 Design, Science and PE Departments; Section 37 Bringing Children into Work; and Section 38 Swimming in school via fixed pool, pop up pool or swimming off site; and Section 39 Specialist provision & pupils with additional needs

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Health and Safety is integral to the service we provide and is the responsibility of employees at all levels. As a multi-academy trust we strive to provide high quality education for all our pupils through a committed and motivated workforce. We recognise that effective Health and Safety management is essential to make this happen. This will cover all staff, apprentices, pupils and visitors.

The Mead Educational Trust is committed to the following principles:

- developing a culture that is not risk averse but understands that risks must be effectively managed.
- ensuring that pupils, employees, parents/carers, and members of the public are properly protected.
- empowering staff to sensibly manage health and safety in their working environment.
- ensuring that those who create risks manage them responsibly and the failure to manage risk responsibly is likely to lead to robust action; and,
- educating individuals to understand that although they have a right to protection, they also must exercise personal responsibility.

We aim to create an environment in each Trust school where everyone can reach their full potential without experiencing work-related ill health or injury. This commitment extends to our employees, pupils, parents/carers, visitors, and anyone else affected by our activities.

We are also committed to taking all reasonable steps to prevent injury and ill health by:

- providing safe and healthy working conditions, equipment and procedures.
- ensuring that there is an effective management structure in place to adequately control the risks to health and safety arising from our activities.
- ensuring that our employees are competent to do their work by providing them with adequate information, instruction, training and supervision.
- consulting with employee safety representatives on matters affecting our employees' health, safety, and welfare.
- complying with all relevant health and safety legislation.

The Chief Executive Officer (CEO) and the Board of Trustees collectively and individually accept their role in proactively leading and managing on health, safety, and welfare.

We wish to take a proactive approach, aiming for continuous improvement in the management of health, safety and welfare.

The operation of this policy will be subject to continuous monitoring and improvement and this statement reviewed every two years.

A signed copy of this policy can be found on The Mead Educational Trusts website. A link to the policy can be found here.

NORTH MEAD PRIMARY ACADEMY

1. General Statement on Health and Safety Policy

1.1. The aim of North Mead Primary Academy is to provide a safe and healthy working and learning environment for staff, pupils and visitors. The school believes that the prevention of accidents, injury or loss is essential to the effective operation of the and is part of the education of its pupils.

1.2. The school acknowledges the provisions of the Health and Safety at Work Act 1974 and in particular the duty of every 'employer' (see section 2) to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons who are and are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The school accepts that it has a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others.

1.3. The arrangements outlined in this policy and the various other safety provisions made by the school cannot in themselves prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The school will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on School premises, or while taking part in School sponsored activities.

1.4. The Trust will review this policy statement every two years and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and pupils.

2. The Employer as The Mead Educational Trust

2.1. The 'Employer' is The Mead Educational Trust (TMET)

2.2. The Health & Safety at Work Act 1974 places duties on employers to safeguard, as far as is reasonably practicable, the health, safety and welfare of their employees and the health and safety of other persons who may be affected by their work activities, such as pupils and visitors. Employers also have additional duties under other legislation such as, for example, The Control of Substances Hazardous to Health and School Teachers Pay and Conditions (work life balance).

2.3. The Business and Operations Manager will implement relevant health & safety enactments, policies, codes of practice/guidelines and operate effective safety management systems for all activities on the site that they manage. (See Hirers, contractors and others)

2.4. For the purposes of health & safety management, Principals are deemed to be key managers.

3. Responsibilities/Duties of the TMET Trust Board

3.1. The Trust Board will adopt and maintain an effective Trust-wide template Health and Safety policy and ensure adequacy of health and safety practice throughout TMET.

4. Responsibilities/Duties of the TMET Executive Team

4.1. The **Executive Team** will, so far as is reasonably practicable, ensure:

- Adequate allocation of resources, including time, for work and activities with implications for health and safety to take place.
- A safe environment for staff, pupils, contractors, hirers and visitors to go about their various activities.
- Adequate and appropriate welfare facilities.
- Necessary safety and protective equipment and clothing.
- Safe plant, equipment and systems of work.
- Safe arrangements for the handling, storage and transport of articles and hazardous substances.
- Adequate information, training, instruction and supervision so that all staff and pupils can perform their activities in a safe and healthy manner.
- The opportunity for all staff to receive health and safety training appropriate to their duties and responsibilities. This should be given before an employee commences any relevant work. Wherever training is required by statute, or considered necessary for the safety of staff, pupils and others, the **Principal** will ensure that such training is provided. Pupils will receive such training as is considered appropriate to school-related activities that they carry out. Records will be kept of all training. Staff and pupil training will be annually updated.
- Ensure that the management structure detailed in the diagram (see 9) is documented, implemented and effective.

4.2. The **Executive Team**, so far as is reasonably practicable and in consultation with the Principal, will:

- Make itself familiar with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety at Work Regulations 1999.
- Identify and evaluate risk control measures to select the most appropriate means of minimising risks to staff, pupils and others.
- Set standards and ensure responsibility is assigned for:
- Reporting accidents.
- Recording and investigating accidents.
- Establishing and participating in the school staff health and safety forum
- Reviewing risk assessments, especially with regard to:
    - Potential accidents.
    - Health hazards.
    - School sponsored on and off-site activities.
    - Pupils and their behaviour.
    - Monitoring adherence to health and safety standards.
    - Reviewing documentation and distributing information from the Local Authority etc.
    - Conducting inspections.
    - Providing health and safety training.
    - Providing first-aid.
    - Dealing with emergencies.
    - Supervising storage facilities.
    - Dealing with waste disposal.
    - Monitoring housekeeping standards.
    - Dealing with complaints on health and safety.
    - Purchasing and maintaining equipment.
    - Testing of plant and equipment to ensure it is safe.
    - Conducting minor repairs to doors, fences, windows etc.

- Organizing security and fire protection arrangements.
- Implementing risk control measures.

4.3. So far as is reasonably practicable, the **Executive Team**, through the **Principal**, as Key Manager, will make arrangements for all staff, including temporary and voluntary staff and helpers, to receive a copy of this policy and comprehensive information on:

- All other relevant health and safety matters.
- The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

4.4. Where the **Executive Team** delegates responsibility for carrying out a particular health and safety function to an employee, they must ensure that the person is aware of the duty, know how they are expected to perform it, and is provided with any necessary information, instruction, training and supervision and resources (including time). In addition, suitable measures for monitoring performance standards must be put in place.

4.5. The **Executive Team** are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health.

4.6. Where the **Executive Team** award contracts such as cleaning, catering services and building works, etc. they must consider the health and safety aspects before the tendering of any such contract takes place and they must satisfy themselves that successful contractors comply with all relevant safety legislation.

5. Responsibilities of the Trust Head of Estates

5.1 The Trust Head of Estates will hold overall responsibility for quality assuring health and safety compliance across the school. This includes ensuring that statutory requirements, Trust policies, and best practice guidance are consistently implemented and maintained within the school estate. The Trust Head of Estates will carry out regular reviews and inspections of school premises, providing advice and support to the Principal, Business and Operations Manager and site team. They will also oversee the implementation of any corrective actions required, ensuring that risks are appropriately managed, and that a safe and secure environment is maintained for pupils, staff, and visitors.

6. Responsibilities/Duties of the Principal

6.1. As well as having the general responsibilities/duties of all members of staff (see 5 and 6), the Principal, as Key Manager, also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are always met in full.

6.2. The health and safety of pupils, staff and others through the effective implementation of appropriate policies and procedures both on and of the school site.

6.3. The Principal will be responsible for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by, or on behalf of the school. They will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.

6.4. In particular, the Principal will, so far as is reasonably practicable:

- Be aware of and ensure compliance with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.

- Implement this policy with regard to themselves and others, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures – identified in a suitable health and safety action plan.
- Ensure that all staff, including those with delegated health and safety responsibilities, understand and fulfil their obligations for the day-to-day implementation of the safety policy, including the carrying out and documentation of hazard identification, risk assessments and suitable control measures.
- Ensure that adequate provision is made for employee consultation on matters regarding health and safety.
- Consult with relevant school staff, Trust Executive Team, School Staff Health and Safety Forum, and other relevant staff on all health and safety matters, seeking specialist advice from appropriate sources whenever necessary.
- Ensure that their decisions reflect the health and safety intentions articulated in the health and safety policy.
- Always ensure the health, safety and welfare of staff, pupils and others via the provision of safe working conditions, systems of work, practices and procedures.
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded, appropriately used and regularly maintained.
- Ensure that all substances provided within the school are handled, stored and used in the manner prescribed by the supplier and in accordance with their own or an appropriate hazard identification and risk assessment.
- Ensure that appropriate protective clothing and equipment is provided and used whenever necessary.
- Identify the training needs of staff and pupils and make recommendations on resource implications of meeting such needs.
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that adequate instruction and supervision are provided for pupils as required.
- Ensure that sufficient first aid cover and facilities are provided.
- Collate accident information and, when necessary, carry out accident and incident investigations.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Encourage staff, pupils and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
- Monitor the standard of health and safety throughout the school, including all School based activities by:

6.5. Ensuring that annual inspections of the premises are carried out and any deficiencies identified are rectified promptly. Please see matrix below.

6.6. The Health and Safety arrangements and management of the Pop-Up Swimming Pool.

7. Responsibilities/Duties of Other Managers

(e.g. heads of faculty, curriculum leaders, lead teacher, facilities management etc.)

7.1. As well as having the general responsibilities/duties of all members of staff (see section 8), managers will be directly responsible to the Principal, or the member of staff nominated by them for the implementation and operation of the health and safety policy in their relevant departments and areas of responsibility.

7.2. The Business and Operations Manager will implement fully integrated Health and Safety policies and practice in consultation with the school, Executive Team, Local Authority and relevant statutory bodies to ensure that the service complies and conforms to statutory legalisation, industry practice etc. as detailed in the service specification.

7.3. All managers of staff will, so far as is reasonably practicable:

- Make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school and their area of responsibility.
- Be familiar with and take a direct interest in this health and safety policy and in helping other members of staff, pupils and others to comply with its requirements.
- As part of their day to day work all managers will ensure that:
    - Safe methods of work exist and are implemented throughout their department/area of responsibility.
    - Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
    - All health and safety information is communicated to the relevant persons.
    - They themselves and others for whom they have direct responsibility take part in health and safety training as appropriate.
    - Staff, pupils and others under their management are instructed in safe working practices and adequate supervision is always provided.
    - Daily, weekly, monthly safety inspections are made of their area of responsibility and recorded, and corrective action is taken where necessary to ensure the health and safety of staff, pupils and others.
    - They carry out/are aware of hazard identification and risk assessments as appropriate for their area of work.
    - All tools, machinery, plant and equipment in the faculty/area in which they work are adequately guarded and are in good and safe working order.
    - All reasonably practicable steps are taken to prevent the unauthorised and improper use of all tools, machinery, plant and equipment in the department/area in which they work.
    - Appropriate protective clothing and equipment, first-aid and fire appliances are provided and are readily available.
    - Toxic, hazardous and highly flammable substances in the faculty area in which they work are the subject of a written risk assessment, and are correctly used, stored and labelled.
    - All health and safety signs meet the statutory requirements (e.g. Safety Signs and Signal Regulations) and are displayed in appropriate locations.
    - They monitor the standard of health and safety throughout the faculty/area in which they work, encourage staff, pupils and others to promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.

7.4. They report, as appropriate, any health and safety concerns to the Principal, Line Manager or safety representative.

7.5. The Health and Safety arrangements and management of the Pop-Up Swimming Pool.

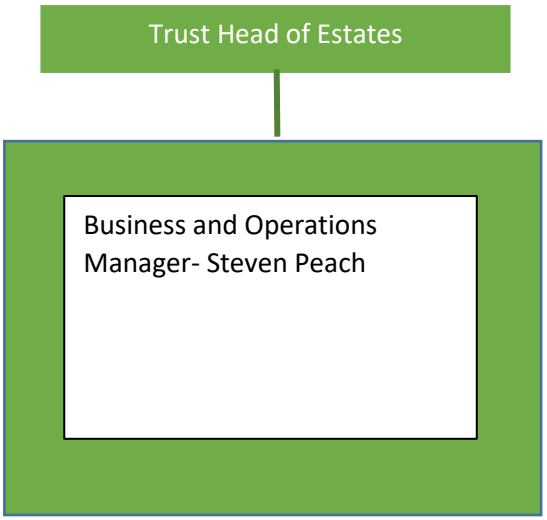
8. Responsibilities/Duties of All Staff

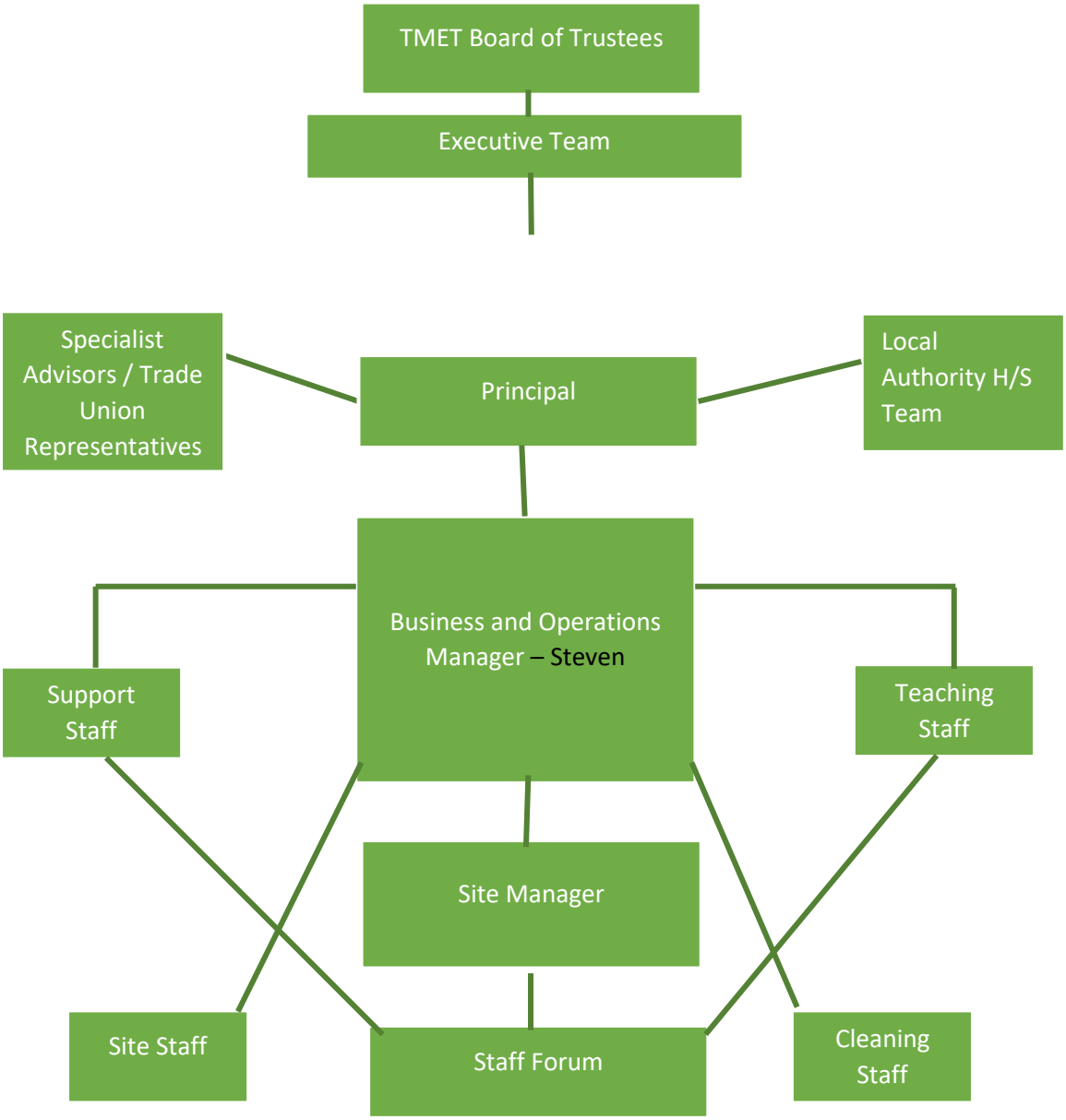
8.1. All staff will familiarise and ensure compliance with the requirements of the Health and Safety at Work Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school and the area in which they work. They will, so far as is reasonably practicable:

8.2. Be familiar with this Health and Safety Policy and all safety arrangements including those for fire, first aid and other emergencies.

8.3. Ensure that health and safety regulations, rules, routines and procedures are being applied effectively.
8.4. Carry out/be aware of hazard identification and risk assessments as appropriate for their area of work.
8.5. Take part in health and safety training as required.
8.6. Inform their manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.).
8.7. Only undertake tasks for which they have been trained and are competent or confident of undertaking safely. If they are in any doubt they must seek further advice.
8.8. Take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.) who may be affected by their acts or omissions at work.
8.9. Co-operate fully, as a legal duty, with their employer on health and safety matters, including following safe systems of work and not interfering with or misusing anything provided for their health, safety or welfare.
8.10. Ensure that all tools, plant, machinery and equipment are adequately guarded, are in good and safe working order and are not used by unauthorised persons or in an improper manner.
8.11. Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled in accordance with their written risk assessment.
8.12. Use the correct equipment and tools for the job and any protective equipment, protective clothing or safety devices that may be supplied.
8.13. Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk.
8.14. Report all accidents and near misses immediately, whether injury is sustained or not, using the appropriate procedure, and recording these events on an Accident Report form.
8.15. Report any medical or physical condition which adversely affects their ability to conduct their work in a safe and healthy manner to their line manager.
8.16. Where an imminent and significant risk to a person's health or safety exists, the activity being undertaken should be stopped and the line manager must be contacted immediately (as soon as safe to do so).
8.17. Promote and achieve high standards of health and safety and suggest improvements and ways and means of reducing risks.
8.18. Following the appropriate Health and Safety arrangements and management of the Pop-Up Swimming Pool.

9. Health and Safety Reporting/Communication Arrangements




TMET Board of Trustees
Executive Team
Specialist Advisors / Trade Union Representatives
Principal
Local Authority H/S Team
Business and Operations Manager – Steven
Support Staff
Teaching Staff
Site Manager
Site Staff
Staff Forum
Cleaning Staff

10. Staff Consultative Arrangements

10.1. Employers must consult employees on matters that may affect their health and safety. This can be achieved by establishing a school staff health and safety forum or by including health and safety as a standing agenda item in whole-staff meetings. All health and safety matters or concerns should be fully recorded in the minutes.

10.2. The main function of a staff health and safety forum is to consult with employees on health and safety matters that may affect them, formulate and encourage implementation of health and safety arrangements and bring to light deficiencies in health and safety which arise, with a view to resolving them and to review measures taken to ensure the health & safety of employees. This is often done by analysing accident figures, monitoring safety arrangements, and making appropriate safety recommendations to the employer.

10.3. Employees have a legal right to be consulted about health and safety matters and can make significant contributions towards achieving safe conditions at work. The Safety Representatives and Safety Committee Regulations, 1977 state that a recognized trade union may appoint safety representatives at a workplace where it has one or more members. Under the Health & Safety at Work Act, an employer has a legal obligation to set up a safety committee if requested to do so by two or more safety representatives.

10.4. Representation on this forum will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be entitled to a place on the forum and shall decide amongst themselves which individuals should sit on the committee.

10.5. The staff health and safety forum will report to the Principal, via the Business and Operations Manager as appropriate.

10.6. **Functions of Staff Health and Safety Forum**

- To assist in the development of safety rules and safe systems of work.
- To assist in the identification of hazards.
- To consider the introduction of new or revised safe systems of work.
- To consider the implications regarding health and safety of the introduction of new technologies into the workplace.
- To instigate and promote health and safety awareness campaigns.
- To assist in checking that the declared health and safety policy is fulfilled.
- To consider reports from safety representatives.
- To assist in the identification of safety training requirements.
- To monitor the effectiveness of safety training.

10.7. **Functions of Safety Representatives**

- To attend staff health and safety forum meetings.
- To investigate health and safety complaints by employees.
- To investigate accidents, potential hazards, and dangerous occurrences at the workplace.
- To make representatives to the employer on matters arising from the above.
- To conduct immediate formal inspections of the workplace and inspections following accidents.
- To represent employees.
- To receive health & safety information from the Principal / TMET/ AC or Local Authority Health and Safety Team

10.8. **Information and facilities for Safety Representatives**

Safety representatives are entitled to the following safety information:

- Records of accidents, notifiable diseases, and dangerous occurrences.
- Results of any health and safety tests or measurements in the workplace.
- Information on articles/ substances used at work.
- Technical information about health & safety hazards.
- Information about proposed changes which may affect health & safety of employees/ pupils/visitors.

Except where:

- The information is specific to an individual and without their consent.
- Any disclosure which would, for reasons other than its effect on health, safety, or welfare at work, cause substantial injury to the employers undertaking.
- The information is obtained by the employer for the purpose of bringing, prosecuting, or defending any legal proceedings.

10.9. Safety representatives are entitled to reasonable time off work with pay to carry out their duties and for training. Training is not, however the responsibility of the employer but of relevant Unions or Professional Associations.

10.10. Safety representatives are entitled to reasonable facilities to allow them to carry out their function, including facilities to meet and discuss issues.

10.11. Safety representatives are allowed to carry out an inspection of the workplace(s) that they represent subject to giving the employer reasonable notice and providing the last inspection (of that part of the workplace) was not carried out in the previous three months; and may carry out more frequent inspections by agreement with the employer.

11. Hirers, Contractors and Others

11.1. When the premises are used for purposes not under the direction of the principal then, the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the Principal.

11.2. The TMET Executive Team notes its residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy.

11.3. The Principal or their designated representative will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are always met.

11.4. When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and comply with the requirements of this section.

11.5. When the premises are hired to persons outside the 'employ' TMET, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Trust and that they do not, without the prior consent of the principle:

- Introduce equipment for use on the school premises
- Alter fixed installations
- Remove fire and safety notices or equipment
- Take any action that may create hazards for any persons using the premises

Hirers must:

- Comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, etc.)
- **Not exceed** the capacity figures detailed on any lettings documentation

Contractors must:

- All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act.
- All contractors must sign the contractor's folder and read the local asbestos management plan (LAMPS) if applicable
- All contractors must read and return signed contractor assurance document
- All contractors must supply risk assessments and method statements for all works being carried out.

11.6. The Principal will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

12. Risk Assessment

12.1. As Key Manager, the Principal,will ensure that written risk assessments are undertaken of premises as and when required and then reviewed at the correct frequency. These must be reviewed following changes in circumstances, personnel or in accordance with agreed timetables. The **school** requires a regular programme of planned assessments to be completed. In high-risk areas such as laboratories, workshops, gymnasiums, etc., risk assessments for the areas should be reviewed annually unless otherwise documented. In other activity areas, establishments should review risk assessments on an annual basis.

12.2. Written risk assessments must be completed on a 5 x 5 risk rating matrix and will identify significant defects and deficiencies together with the necessary remedial action or risk control measures.

13. Emergency Plans/inclement weather

13.1. As Key Manager, the Principal, with the Chief of Infrastructure (on behalf of the Executive Team), will ensure that an emergency plan is prepared to cover all foreseeable major incidents that could put the occupants or users of the school at risk.

13.2. The school plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- Save lives.
- Prevent injury.
- Minimise loss.

This sequence will determine the priority of local emergency plan responses

13.3. The school emergency plan will include arrangements for:

- Contacting emergency services.
- Informing parents/guardians.
- Dealing with the media.

13.4. The plans will be agreed by the Executive Team and any necessary actions will be rehearsed annually by staff and pupils.

In the event that a school closure is being considered due to **severe weather, mechanical failure, operational issues, or any other circumstances that may affect the safe operation of the school**, the authority to instruct the closure of the school rests solely with the **Chief Executive Officer (CEO)**.

14. First Aid

14.1. Our school adopts the TMET first aid policy.

14.2. The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents.

14.3. The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment.

14.4. Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence.

14.5. Each first-aider will have access to a first aid kit and be responsible for liaising with the Team Leader: Inclusion/First Aider to ensure it is kept fully stocked and up to date. They must take care to ensure that when items are discarded, they are discarded safely.

14.6. The school Business & Operations Manager/ Site team is responsible for ensuring that a sufficient back-up stock is held on site.

14.7. Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first-aid signs and containers must be identified by a white cross on a green background.

14.8. First-aid kits must also be held at various locations throughout the school as determined by risk assessment (e.g. laboratories, gymnasiums, workshops, playgrounds, sports fields, etc.).

14.9. A written record will be kept of all first aid administered either on the school premises or as part of a school related activity.

14.10. Adequate and appropriate first-aid provision will form part of the arrangements for out of hours activities at the school for which it is responsible, and all out of school activities.

14.11. There is no mandatory list of items that should be included in a first aid container. The contents will be the HSE suggested minimum, plus items identified during the risk assessment of first-aid needs.

14.12. First aid records are routinely monitored to ensure further actions and escalations are in place where and when necessary.

APPENDIX 1 – Health and Safety Procedures

1. Administration of Medicines

The administration of medicines by staff remains a voluntary activity. Employees who volunteer to assist with any form of medical procedure are acting within the scope of their employment and are indemnified by TMET against any legal action over an allegation of negligence, provided they act responsibly and to the best of their ability within the confines of the current guidance and any specified training that has been provided.

Each school will have their own administering medicines policy.

2. Accident and Incident Reporting

All accidents must be reported immediately to the Business Operations Manager and recorded in the Accident Book. Accidents and dangerous occurrences on site must be thoroughly investigated by the Business Operations Manager and Site Officer to establish the cause and any actions required to eliminate or minimise the risk of reoccurrence.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), reportable accidents and dangerous occurrences must be reported electronically to the Local Authority Health and Safety Team.as soon as possible.

3. External Trips & Visits

The school follows the Leicester City Council Health and Safety Team procedures on school trips and visits, as given in Health and Safety Management Standards. All staff must complete an Evolve form, complete with risk assessments relevant to their trip prior to the trip taking place, and must be signed off by the EVC and Principal before departure.

4. Lone Working

Lone working issues will be considered as part of an overall risk assessment of a job role or activity. However, where lone working has not been considered as part of other risk assessments, a specific risk assessment must be carried out. Each school should risk assess those tasks, document a procedure to state how they will maintain effective supervision for those lone working tasks. This should include emergency response arrangements if contact with lone workers is lost.

5. Evacuation of People with Disabilities

The safe and effective evacuation of staff, pupil and visitors with disabilities is paramount. Staff and pupils with disabilities (including temporary ones) pupils are required to be individually risk assessed in order that an appropriate Personal Emergency Evacuation Plan can be in place, detailing arrangements for evacuation and designated refuge places.

General arrangements are in place for visitors with disabilities. These include ensuring that the venue for the meeting is appropriate and that exit routes are easily accessible.

6. Working Time

The Working Time Regulations 1998 state that employees do not have to work more than 48 hours a week on average over a 17-week period. The limit specified shall not apply in relation to an employee who has agreed with his employer in writing that it should not apply in his case, provided that the employer complies with the requirements of the working time regulations. Where appropriate, normal working hours are set out in the employment contract and written statement of employment particulars.

All support staff are encouraged to take their annual leave within the academic year. Senior and teaching staff are encouraged to take sufficient breaks during school holidays and limit their hours during term time.

7. Use of Display Screen Equipment and Laptops

All employees that use display screen equipment who are classified as 'users' must be identified and, where necessary, given suitable and sufficient instruction or training about how to use the workstation safely.

All laptop users are issued with an employee information sheet, giving guidance on set-up, posture, activity breaks etc.

DSE users should refer to the Trust's Eye Test and Glasses Policy.

8. **Manual Handling**

All manual handling tasks must be identified, logged, risk assessed and reviewed on a regular basis. Staff involved with manual handling tasks as part of their duties will be provided with appropriate training.

Lifting and handling aids will be provided as and where needed.

9. **Control of Substances Hazardous to Health (COSHH)**

We are required to monitor hazardous substances in use in the workplace, assess the risks involved in their use and take any necessary precautions. Any person responsible for purchasing substances must ensure that the supplier provides a safety data sheet detailing any hazards involved in its use and advice on the precautions to be taken. A completed COSHH risk assessment must also be completed for every COSHH item used within their school. These must be filed with other safety information for immediate access near to their place of use.

The Business and Operations Manager, Steven Peach / Site Office, Ian Robionson must ensure that employees are aware of the risks and precautions to be taken and that they comply with them. Substances must be issued in suitably marked containers clearly identifying the contents. All items falling under the COSHH regulations must be stored securely in clearly identified COSHH cabinets.

All departments should hold their own register and be kept up to date.

10. Security

Premises staff will ensure that the site is secure at the end of the day – all doors and windows locked and the alarm set. CCTV cameras monitor the site 24 hours a day, 7 days a week. In addition, a private security firm will provide patrols overnight daily.

The Principal acknowledges their duty of care to all visitors and users of the school including those letting the premises and will make every reasonable effort to ensure that visitors are aware of the School's health and safety procedures.

All visitors are asked to report to Reception where they are asked to sign in. On signing in, the school visitor's policy is displayed that includes health and safety instructions. Visitors will then be issued with a pass for identification. Staff must also always sign in and out, including holiday periods.

11. On-site Vehicle Movements

Vehicle movements (contractors, deliveries etc.) on-site are restricted where possible to outside of school hours. Where this is not possible, break and lunchtimes are avoided to minimize the risk to staff and pupils.

There are separate, pedestrian access points for pupils.

A risk assessment should be included which highlights pathways, line markings etc.

12. Maintenance

The fabric of the school is maintained on a daily, weekly basis and logs of the work carried out are kept in accordance with school guidelines. Arrangements are in place to ensure that all statutory inspections and tests that are required explicitly by legislation are carried out at the correct intervals. These are monitored by the Ian Robinson, Site Officer and Business and Operations Manager, Steven Peach and included in the Health & Safety annual audit. A table of compliance checks can be found in Appendix 2.

13. Asbestos

There is asbestos on site and locations can be found in the local asbestos management plan (LAMP). If asbestos is in good condition **and** is not going to be disturbed or damaged, there is no risk to health. However, if it is disturbed or damaged it can become a risk as asbestos fibres are released into the air and people can breathe them in.

The Key Manager must:

- ensure that the Asbestos Management Survey is accessible to employees and contractors.
- Ensure the local asbestos management plan is current and updated annually or when there is a significant change
- Access the potential risks from ACM's
- Where practicable, all asbestos is labelled and monitored on a quarterly basis.
- Ensure all staff who monitor or undertake maintenance work are adequately trained

14. Health Surveillance

All employees are required to complete pre-employment health questionnaires, which are forwarded to the occupational health provider. The school is then provided with any appropriate advice regarding working conditions etc.

Management referrals can also be made where there is cause for concern about an employee's physical and/or mental health and there is a potential impact on the normal working routine. Reasonable adjustments will be made by the school where practicable to accommodate employees.

Annual Health Surveillance Questionnaires are completed by staff working in areas where they may be exposed to occupational asthma/respiratory sensitisation, occupational dermatitis or excessive sound levels. These are reviewed to ascertain whether any further action is required.

15. Smoking

Smoking (inc e-cigarettes) and vaping is not permitted anywhere on the school premises.

16. Cleaning

A cleaning schedule is in place and monitored on a regular basis by the Business and Operations Manager, Steven Peach and Ian Robinson, Site Officer. Any issues regarding cleanliness should be reported to the premises staff in the usual manner. These will be logged and addressed appropriately.

17. Violence, Aggression and Abuse

The school is committed to providing a safe and healthy workplace including the protection of staff from violence, aggression, and abuse as far as it is able.

Staff shall report all incidents to the principal. These matters are taken very seriously, and any evidence of a serious problem will result in a review. All incidents will be recorded using the SO2 Incident Reporting Form along with measures taken by the school to prevent, minimise and control the risk of violence.

18. Incidents offsite

There may be occasions when staff are made aware of an incident off site before/after school in the close proximity of the school. Staff should discuss the issue and decide whether to escalate to the police or not. Staff are not expected to intervene but have a duty of care to act and make decisions on information received from children. Staff may go and observe what is happening but should be mindful of their own safety, however, if they feel young people are at risk they should notify the police immediately. Any consequences arising from inappropriate behaviour off site will be discussed at Senior Leadership level and parents may be notified.

19. Hygiene and Infection control

The school accepts that to ensure the control of infection from our pupils to others, there needs to be a written statement of procedure to follow if a pupil should accidently wet or soil themselves or is sick or bleeds whilst in the care of the school. These same procedures will also apply when dealing with continence incidents.

- Appropriately trained staff will maintain the dignity of the pupil as much as possible whilst accompanying them to a suitable and private place to clean themselves. If this is not practicable then to isolate the pupil from the gaze of others whilst attending to their needs.
- Wear disposable gloves and aprons while dealing with the incident
- Ensure soiled nappies are double wrapped or placed in a hygienic disposal unit
- Ensure that soiled clothing is double wrapped and laundered or stored temporarily until laundered/handed to carers such that contamination cannot occur
- Ensure the Hygiene Room is cleaned after use
- Ensure that hot water and liquid soap is available to wash hands as soon as the task is completed
- Ensure that a hot air drier or paper towels are available for drying hands.

20. Electrical Safety

- No personal electrical items may be brought into school by any person for any reason unless authorised by the health and safety lead who will ensure the appliance is safe and has been PAT tested.
- E-scooters and E-bikes must not be brought into any school building to be charged or stored
- Appropriate maintenance must be carried out for any non-portable appliances.
- Any faulty electrical equipment maintenance can only be carried out by a competent or qualified individual.
- All faulty electrical equipment should be disposed of according to the user manual and removed from the school's asset list.
- Good electrical practice should always be adhered to ensure the following:
    - Daisy chaining of extension leads
    - Over loading of sockets
    - Fully uncoiling of extension leads
    - Ensuring safe route of cables
- PAT testing by a competent person in line with HSE guidance
- Formal visual inspections by a competent person
- Building fixed electrical installation test – 5 yearly by a competent person
- RCD – functional testing suggests monthly
- All electrical items provided by the school/trust must be tested within the required time frame. School/trust will recall items for testing when required and staff must ensure items are brought in for testing.

21. Working at heights

Firstly, avoid where possible working at height activities. Activities will be **assessed,** and a risk assessment will be in place for these activities. All ladders will be inspected each month and an inspection record kept.

22. Guidance of using minibus to be completed by the responsible person

If the vehicle has between 9 and 16 passenger seats the below must be met

Who can drive a minibus?

All drivers must be:

- Employed by the school/trust
- Over the age of 21
- Must hold a current D1 on their licence
- Must have up to date CPC or working towards
- Have signed the driver declaration
- All drivers aged between 45 & 64 will be required to undergo health screening with OHP every 5 years.
- All drivers aged between 65-69 will need to undergo health screening annually

What checks are needed by each school?

- All drivers must have their driving licence checked annually
- If a driver is over the age of 60, a medical report must be carried out annually
- Weekly checks of the school bus by a competent person
- Section 19 permit
- 10 weekly checks by a competent person/garage
- Annual service & MOT of each bus by a garage
- Each journey, a visual check should be completed by the driver and recorded. Mileage must also be recorded. The driver's responsibility to ensure a first aid kit is collected or present for each journey.
- A fire extinguisher must be on the bus.
- A risk assessment is in place for the use of the minibus
- All trips must be recorded on Evolve.

If the vehicle has between 4 and 8 passenger seats the below must be met

Who can drive a minibus?

All drivers must be:

- Employed by the school/trust
- Over the age of 21
- Must hold a current UK driving licence
- Have signed the driver declaration
- Must have completed a drivers competency test every 4 years
- All drivers aged between 45 & 64 will be required to undergo health screening with OHP every 5 years.
- All drivers aged between 65 & 69 will need to undergo health screening annually

What checks are needed by each school?

- All drivers must have their driving licence checked annually
- If a driver is over the age of 45, a medical report must be carried out annually
- Weekly checks of the school bus by a competent person
- 10 weekly checks by a competent person/garage
- Annual service & MOT of each bus by a garage
- Each journey, a visual check should be completed by the driver and recorded. Mileage must also be recorded. The driver's responsibility to ensure a first aid kit is collected or present for each journey.
- A fire extinguisher must be on the bus.
- A risk assessment is in place for the use of the minibus
- All trips must be recorded on Evolve.

23. Fire safety in a school

A Fire Risk Assessment has been carried out as required by Regulatory Reform (Fire Safety) Order 2005. The significant findings are recorded separately.

The employer or controller of the premises is deemed to be the 'Responsible Person' within the meaning of the Regulatory Reform (Fire Safety) Order 2005, and the Site Manager is responsible for ensuring that the maintenance requirements identified in the Fire Risk Assessment have been carried out.

Fire safety arrangements and procedures have been documented, and all fire safety equipment is appropriately maintained.

All staff are familiar with the Fire Risk Assessment for their work area and are to comply with the fire safety arrangements and procedures of the school.

A logbook is available to record maintenance, false alarms etc of the fire detection and warning system.

Fire extinguishers are not to be tampered with or removed without authorization and are not to be obstructed.

Emergency exits, fire action notices and fire alarm call points are not to be obstructed.

Heater inlet and outlet vents are not to be obstructed, and combustible materials are not to be placed on top of heaters or near the outlet vents.

The whole school site is a designated no-smoking area.

Electrical equipment is to be inspected prior to use to ascertain so far as is possible that it is safe to use and free from defects.

Windows and doors are to be secured when vacating rooms, buildings etc, to reduce the potential for unauthorised entry and arson.

Waste skips are to be kept secure and located away from school buildings, to reduce the potential for arson.

All work requiring the use of sources of ignition is to be Risk Assessed, and the appropriate safety precautions taken.

All staff are to check their work areas immediately after use to ensure that sources of ignition are extinguished or turned off (as appropriate) etc, prior to vacating the area.

Waste bins are to be emptied daily, and combustible materials not allowed to accumulate.

Fire drills are practiced termly and recorded. Any shortcomings identified are actioned.

Routine inspections are carried out by the Site Manager to ensure that the fire safety arrangements of the school are not compromised and remain effective.

A pack-up is prepared for the fire and rescue service, which includes a site plan, and the locations of significant hazards and emergency isolators and exit routes in the school.

All fire safety equipment and facilities are appropriately maintained in accordance with the appropriate standards.

Where any Hot Working (welding, hot bitumen, soldering etc) is carried out by Contractors etc the Site Manager is to ensure that the Contractor etc has a Permit to Work System in place, in addition to the relevant risk assessments, to safely manage this work. These controls will include checking the work area a specified time after completion of the hot work to ensure that no fire risk remains.

Fire Risk Assessment to be complied with.

Fire safety procedures to be complied with.

24. Work related stress

Stress is the reaction people have to excessive pressures or other types of demands placed on them. Contributing factors to harmful levels of stress include work overload/underload, the working environment, working relationships (e.g. bullying or harassment), changes taking place, poor communication and organisational style. **Prolonged work-related stress can lead to physical ill health.**

A risk assessment has been carried out to identify and evaluate the schools' potential for stress related risks.

The following minimum control measures have been implemented.

- Factors likely to cause intense or sustained levels of work-related stress are identified and measures implemented to protect staff.
- An open and understanding management style is practiced.
- Staff have the skills, training, and resources they need.
- Fair and consistent treatment is provided for staff.

- Two-way communication takes place, especially in times of change.
- Support and counselling facilities are available where appropriate.
- Staff are encouraged to report any work situation causing intense or sustained levels of work-related stress.
- Regular team meetings take place, and all employees have routine appraisals.
- Individual risk assessments /action plans are carried out for any member of staff reporting the symptoms of work-related stress.

25. Legionella bacteria

There is a small risk of legionella bacteria developing in the water system. If droplets are inhaled, as when taking a shower, this could lead to legionnaire's disease which can be serious for vulnerable persons.

A company specialising in water hygiene has been commissioned to survey the site and assess the risks. This risk assessment is reviewed regularly and if circumstances change. The recommended remedial work has been carried out to prevent contamination and stagnant water gathering in dead legs of pipework etc, and the control measures outlined in the survey report, such as inspections, temperature monitoring, cleaning, and flushing implemented.

The Business and Operations Manager is the nominated responsible person for ensuring that the schools' legionella controls remain effective.

All staff required to carry out legionella monitoring activities etc have been appropriately trained.

Appropriate records of legionella control maintenance are kept by the Site Manager.

In addition to the Legionella Survey and Risk Assessment, the legionella control arrangements are documented as a Written Scheme, which includes the precautions and arrangements to,

- Ensure any release of water spray is properly controlled
- Avoid conditions that support bacteria growth
- Ensure water cannot stagnate in the systems
- Avoid materials or fittings that harbour bacteria or provide nutrients
- Keep water systems clean
- Treat water to control or limit bacteria growth (i.e. temperature control)
- Monitor control measures
- Keep records of the above measures (including maintenance & repair)

To eliminate the potential for legionella bacteria in this area, only proprietary screen wash is used in the school vehicle screen wash system.

Legionella control maintenance requirements to be complied with.

26. Employee induction procedures and training

The capabilities of all new employees with regard to their responsibilities, their own health and safety and that of pupils in their care will be considered before employment starts. Adequate information and training will be given by the Health and Safety Co-ordinator to ensure that they are aware of the school's health and safety arrangements.

The school induction package is to be completed prior to employees carrying out any other tasks at the school and includes a thorough understanding of.

1. The Health and Safety Policy.
2. Risk Assessment procedures.
3. Relevant safe working procedures & arrangements.
4. Relevant health and safety training.
5. Evacuation procedures.
6. First aid and injury reporting arrangements.

7. Any other relevant policies, emergency procedures, etc, including the Critical Incidents Policy.

The Health and Safety Co-ordinator is to guide new employees through the induction process and organise and document health and safety training as appropriate, including refresher training.

Should the Health and Safety Co-ordinator post be the new employee, adequate hand-over arrangements are to be made by the previous incumbent, and the new employee lead through the induction package by the .

A training matrix is used to identify the minimum training requirements for each post and enable effective tracking of training progress. Each line manager / Department Head is responsible for ensuring that all relevant staff are appropriately trained.

27. New & expectant mothers

Employees who become pregnant shall inform the Principal and Business and Operations Manager so that a separate risk assessment can be carried out to ensure that any risks to themselves or their unborn child, created during their work are identified and eliminated or controlled. This risk assessment will require regular reviews as the pregnancy develops and may still be required for new mothers.

Additional facilities such as a place to lie down or store expressed milk will be provided as necessary.

28. Young persons working or children on work experience in the school

If young persons come to the school to work, or on work experience, additional Legislation applies. A 'young person' is defined as someone who is over compulsory school age, but has not attained the age of 18, and a 'child 'is defined as someone who is not over compulsory school age. Where the standard School risk assessments are not adequate to cater for this age group, 'Young persons' require specific risk assessments to identify any measures that are required to reduce risks, because of their immaturity, inexperience, and lack of awareness.

The Health and Safety Co-ordinator is responsible for organising the work experience etc, liaising with Heads of Department and the person with parental responsibility, to ensure that risk assessments are adequate or carried out and are communicated to the person with parental responsibility. They are also to obtain from the person with parental responsibility, information regarding any hazards / medical conditions etc that the work experience candidate will be bringing to the school, in order that their suitability can be assessed and safety measures adapted accordingly.

Where a 'child' is involved, the findings of the risk assessments and the protective/preventive measures required must be communicated to the person having parental responsibility for the child.

Attendance records will also be maintained, and failure to attend reported to the child's originating school.

All young persons will work directly under the supervision of an experienced employee, who is responsible for ensuring the appropriate measures are taken to protect their health and safety. The activities that young persons are likely to be involved in are low risk. To ensure that persons having parental responsibility for a 'child' are kept fully informed as described above, a copy of this policy shall also be forwarded to them with the confirmation letter, and any specific risk assessments pertaining to the work they will be experiencing.

29. Vibration

School activities are not considered to include significant vibration risks.

A basic understanding of the hazards, symptoms and controls are of use in maintaining this situation, and assuaging employee concern.

Although regular and frequent exposure to hand arm vibration (HAV) can lead to potential health effects, occasional exposure is unlikely to cause ill health.

Early symptoms of HAV are,

- Tingling and numbness in the fingers.
- Not being able to feel things properly.
- Loss of strength in the hands.
- Fingers going white or blanched, and becoming red or painful on recovery.

This can lead to effects such as,

- Pain, distress, and sleep disturbance.
- Inability to do fine work or perform everyday tasks.
- Reduced ability to work in damp or cold conditions.
- Reduced grip strength.
- Limiting the ability to do certain jobs or affecting family or social activities.

Tasks requiring the frequent use of vibrating tools and equipment, and handling of vibrating materials are the main cause of this condition, and the equipment concerned could include chainsaws, hammer drills, powered sanders and powered lawn mowers.

The daily amount of vibration exposure above which actions are required to control exposure is 2.5m/s^2 averaged over an 8-hour working day (and employees must not be exposed to a vibration amount of 5m/s^2 averaged over an 8-hour working day).

Although this is difficult to measure without specialist equipment, it is stressed once again that school employees are extremely unlikely to receive vibration exposures approaching these levels.

A risk assessment has been carried out to assess the vibration risks in the most likely exposure areas, and vibration exposure is not considered to pose a significant risk to employee health.

The vibration controls currently employed by the school include,

Equipment is purchased and maintained to keep vibration exposures as low as reasonably practicable.

Work methods and patterns are such that extended exposures to vibration are minimised.

Employees are informed regarding the hazards, symptoms and controls employed by the school.

Any employees who remain concerned or have any reason to suspect that they are suffering the symptoms of vibration exposure, are to see advice through their Head of Department without delay.

30. <u>Noise</u>

Exposure to high levels of noise can cause permanent damage to the human hearing, in the form of noise induced hearing loss (which may be frequency dependent) or tinnitus (a ringing noise in the ears).

Noise is measured in Decibels, on a logarithmic scale. Therefore, an increase of 3 Decibels would be a doubling of the sound intensity, a difference which you may not even notice.

dB(A) is an average of the noise level received, usually averaged over an 8-hour working day.

Noise exposure is normally averaged over a single working day, but for largely varying or intermittent exposures, a weekly average may be taken.

To control exposure to harmful noise doses, Exposure Action Values have been set, at which differing levels of control are implemented.

These Exposure Action Values are:

- Lower Exposure Action Value = 80dB(A) with a peak sound pressure of 135dB.
- Upper Exposure Action Value = 85dB(A) with a peak sound pressure of 137dB.

There are also Noise Levels that must not be exceeded, and these are:

- A daily or weekly exposure of 87dB(A) or a peak sound pressure of 140dB.

It is the school policy to reduce noise at source, by the purchase and maintenance of equipment to keep the noise level generated as low as possible. Where this cannot be achieved engineering controls, such as acoustic damping etc are employed to further reduce noise exposure. Work scheduling and careful timing of activities is also used to reduce individual noise exposures to as low as is reasonably practicable. And only where the above measure is insufficient or inappropriate is personal ear protection resorted to.

Additionally, practices are adopted, such as switching off unused equipment etc, to eliminate or reduce noise levels to as low as is reasonably practicable.

Risk Assessments have been carried out to determine areas and activities where persons could be exposed to hazardous noise levels.

Training is provided in the care and use of ear protection.

Storage containers are maintained for ear protectors at all appropriate locations.

Guidance.

Faintest audible sounds – Approx 0 dB.

Quiet Library – Approx 20 – 30 dB

Quiet Office – Approx 40 - 50 dB

Conversation – Approx 50 - 60 dB

Loud Radio – Approx 65 - 75 dB

Primary Classroom – Approx 67 - 80 dB

Tractor Cab – Approx 80 - 85 dB

Arc Welding – Approx 87 - 97 dB

Power Drill – Approx 87 - 97 dB

Chainsaw – Approx 103 - 110 dB

As a rule of thumb, if a person must raise their voice to be heard by another person standing 2m away (with normal hearing), then they are probably in a hazardous noise environment.

Activities/Areas where the noise is likely to be between the Lower and Upper Exposure Action Values have been identified, and in these areas.

Persons are informed about the noise hazard and the controls to be adopted.

Hearing protection is available and provided upon request.

Areas where the noise is likely to be at or above the Upper Exposure Action Value have been identified, and in these areas.

Hearing protection zones (where the use of hearing protection is compulsory) have been identified and appropriately signed.

Persons are informed about the noise hazard and the controls to be adopted.

Hearing protection will be worn by all persons within the hearing protection zones.

The use of hearing protection will be monitored and enforced by Heads of Department.

Health surveillance will be undertaken at the commencement of employment and annually there-after for all employees who are likely to be regularly exposed to noise at or above the upper action levels.

Instances where an individuals' noise exposure reaches the Noise Limit will prompt an immediate investigation into reasons for this exposure, and the activity concerned will cease until the noise exposure is brought down below the limit values.

Appropriate hearing protection is where the attenuation of the hearing protectors at low, medium and high frequencies is sufficient to bring the noise level outside the hearing protectors down to below the Exposure Action Values when it reaches the ears, but without preventing the wearer from hearing alarms etc.

31. Radon

A radon risk assessment has been carried out by reference to the UK Health Security Agency interactive Radon Map and postcode checker.

Where the exposure risk is less than 1%, no further action is required, and the risk assessment is reviewed every 10 years.

Where the exposure risk is indicated as 1% or greater, or where work is routinely carried out indoors below ground level (i.e. basement rooms), radon monitoring has been carried out.

Where the Action Level of 300Bq is reached by the monitoring, then this should be documented in the radon risk assessment. Measures should then be taken to reduce the exposure level, and a suitable Radiation Protection Adviser (RPA) appointed (If radon remediation works carried out by a suitably qualified professional are to take place immediately, then the appointment of a separate Radiation Protection Adviser may not be necessary). A shorter risk assessment review period (based upon the remedial works forecast) should be specified where the Action Level is reached.

32. Dogs in schools

Prior to any dogs are brought on any TMET sites, schools must seek prior approval from the Trust and submit evidence of the following documents:

- Dog must be enrolled in a therapeutic dog training class, please submit details when sending your request to the central team with the training completion date.
- The dog must be in a therapeutic training school from a puppy stage and no rescue dogs are allowed on any TMET sites.
- The dog must be of a hypoallergenic breed.
- Only one dog is allowed at any one time in the school.
- The dog must not be onsite 5 days a week and there must be a clear timetable in place with enough rest time.
- No raw food is allowed onsite.
- Communication must be sent out to all parents informing them of the intention of having a dog onsite.
- A full risk assessment must be carried out.

All requests and approvals must be sent to the general enquiries' mailbox (Enquiries@tmet.uk)

33. Hot works permits

In line with our insurance obligations, we must notify them of any planned hot works that are to be completed in our schools. These works can be completed for but not limited to:

- Roof works
- Soldering of pipes

- Works on refrigeration units

Prior to any hot works can commence on any TMET, schools must inform the central team via the Estates' mailbox (estateshelpdesk@tmet.uk)

34. General training

The table below gives a generic look at what is required and what is desirable depending on your role within a school or central team. This is to be used as a guide and should be adapted to suit each setting.

			Heath & safety induction	Health & safety for managers	Essential health & safety	Health & Safety training for home	Accident investergation/reporting	Accident incident reporting SO2	Risk Assesor (general)	DSE assesor	DSE user	Manual Handling (objects)	Manual & Handling (people)	Evac Chair operator	Lone working/personal safety	First aid at work	Emergency First aid	Paediatric First aid	COSHH Awareness	Scrubber dryer/Buffer safe use	Fire awareness	Fire extinguiser Use	Fire Marshal	Fire risk assesment reviewer	Working at height	Ladder safety training	Stress for managers	Stress Awareness	Team Teach	Legionella awareness	Asbestos awareness	External visit Coordinator	School trip training for managemer	PPE training	Food safety & hygiene Level 1	Food safety & hygiene Level 2	Portable power tools	IPAF certificate	Electricial safety Training
	Required	Available on eLearning	N	Y	Y	Y	Y	N	Y	N	Y	Y	N	N	Y	Y	N	N	Y	N	Y	Y	Y	N	Y	Y	Y	N	N	Y	Y	Y	Y	Y	Y	N	N	Y
	Desireable	Refresh frequency	n/a	4	4	4	4	3	3	4	2	4	3	3	3	3	2	2	3	3	4	4	4	3	3	3	4	3	Y	4	4	4	4	4	4	3	5	4
	Not applicable	See comments for information																																				
School team		Principle																																				
		SLT																																				
		Business/Academy manager																																				
		Office Manager																																				
		HR																																				
		Admin staff																																				
		Site lead																																				
		premises officers																																				
		Cleaners																																				
		LTA's																																				
		Teachers																																				
		School Technicians																																				
		Reprographics																																				
		Invidulators																																				
		Lunch Time supervisors																																				
	Trust Central team	Technicians (IT)																																				
		OP's & Estates																																				
		Finiance																																				
		HR																																				
		Data																																				
		Exec Team																																				
		SCITT Team																																				

35. Breakfast & other extra-curricular clubs

These provisions when offered at schools provides an important service to our pupils. Staff handling and serving food, must have the necessary training to provide such service:

- Staff preparing any food should complete a food hygiene course
- Food is stored correctly
- Daily fridge/freezer checks are completed including recording daily temperatures
- Pupil specific allergen information must be shared with relevant staff

36. Design, science & PE departments in secondary schools only.

- Head of faculty is responsible for the health & Safety within their department including writing policies
- Head of faculty is responsible for working towards & completing audits within their department
- Business & Operations manager is responsible for quality assuring all health & safety measures are in place in theirschool departments

37. Bringing children into work

- Employees must get consent from their Principal or Business & Operations Manager for bringing their children in school
- A suitable risk assessment should be in place to cover this
- The employee will always have responsibility for their child at all times whilst on a school site

38. Swimming in school via fixed pool, pop up pool or swimming off site

- For swimming internally, all schools should ensure they have a Emergency action plan (EAP) & Normal operating procedures (NOP) iin place (see SPI document for more information)
- A suitable risk assessment
- All training needs are complied with
- All suitable arrangements are in place to ensure all parties are kept safe before and after using the pool, and during practical lessons on swimming

39. Specialist provision & pupils with additional needs

The Trust recognises that some pupils, particularly those attending specialist settings or with significant SEND, disabilities or healthcare needs, may be unable to independently recognise, communicate or respond to risks in the same way as their peers.

Health and safety arrangements must therefore be responsive to the individual pupil and must not rely solely upon a pupil's ability to understand instructions, communicate distress or independently maintain their own safety.

Schools must ensure that where individual plans are completed, they should take into account:

- agreed mobility, positioning, moving and handling requirements;
- medical and healthcare needs, including emergency healthcare arrangements;
- communication needs, including pupils who communicate non-verbally;
- sensory processing differences and environmental triggers;
- eating, drinking, dysphagia and choking risks;
- personal and intimate care;
- behaviour which may communicate distress or present a risk to the pupil or others;
- supervision requirements;
- accessibility and emergency evacuation;
- specialist equipment, including hoists, wheelchairs and positioning equipment;
- transport and off-site activities; and
- the competence, training and staffing required to implement control measures safely.

Activity	Category	Frequency	Description	Statutory or Good Practice
3Gpitch, FA inspection needed.	Health & Safety compliance	3 Year	The 3G pitch should be inspected to confirm that the playing surface, fencing, goals and associated facilities remain safe and suitable for school use. The inspection should identify defects, deterioration or hazards requiring remedial action before the pitch is used by pupils, staff or visitors. **Relevant requirements/guidance:** Health and Safety at Work etc. Act 1974, Occupiers' Liability Acts 1957/1984, and relevant FA/industry guidance for 3G artificial grass pitches.	Good Practice
Access control/maglock function test	Fire Compliance	1 Week	The access control system and magnetic locks should be tested to confirm that doors secure correctly while allowing safe escape from the building. Particular attention should be given to emergency release arrangements and the interaction between access control and the school's fire alarm system. **Relevant requirements/guidance:** Regulatory Reform (Fire Safety) Order 2005, Health and Safety at Work etc. Act 1974, BS 7273-4 and BS EN 13637	Good Practice
Air conditioning systems	Air and Ventilation Compliance	6 Month	Air conditioning systems should be inspected and serviced to ensure they provide effective ventilation, temperature control and acceptable indoor environmental conditions. Filters, coils, condensate drainage, controls and electrical/mechanical components should be checked, with defects recorded and rectified where necessary. **Relevant requirements/guidance:** Health and Safety at Work etc. Act 1974, Energy Performance of Buildings Regulations where applicable, F-Gas requirements where applicable, and BS EN 12599 for performance testing of ventilation and air-conditioning systems	Statutory
Air Handling Units	Air and Ventilation Compliance	6 Month	Air handling units should be inspected and serviced to ensure that ventilation, filtration, heating/cooling and air distribution operate effectively. Filters, fans, belts, coils, drains and control systems should be examined and maintained to prevent poor indoor air quality or equipment failure. **Relevant requirements/guidance:** Health and Safety at Work etc.	Statutory

			Act 1974, Workplace (Health, Safety and Welfare) Regulations 1992 and BS EN 12599 for ventilation and air-conditioning performance testing.	
Anchor Points and fall arrest systems	Health & Safety compliance	6 Month	Anchor points and fall-arrest systems should be inspected to confirm that they remain secure, undamaged and suitable for their intended use. Periodic examination should be undertaken by a competent person, with inspection records and any manufacturer requirements retained. **Relevant requirements/guidance:** Work at Height Regulations 2005, BS EN 365:2004 and BS 7883:2019, with BS EN 795 applicable to relevant anchor devices.	Statutory
Asbestos Quarterly Monitoring	Asbestos Compliance	3 Month	Known asbestos-containing materials should be visually inspected at the required frequency to confirm that their condition has not deteriorated or been damaged. Any damage, deterioration or change in condition should be recorded in the asbestos register and appropriate remedial action taken. **Relevant legislation/guidance:** Control of Asbestos Regulations 2012, particularly Regulation 4, together with HSE guidance L143 and DfE guidance for managing asbestos in schools.	Statutory
Asbestos Register/Management Plan (LAMP)	Asbestos Compliance	1 Year	The school's asbestos register and management plan should be reviewed to ensure that all known asbestos-containing materials and their condition are accurately recorded. The information must be made available to staff and contractors who may disturb the building fabric so that asbestos is not inadvertently damaged. **Relevant legislation/guidance:** Control of Asbestos Regulations 2012, Regulation 4, HSE L143 and DfE *Managing asbestos in your school or college* guidance.	Statutory
Asbestos survey (also R & D Surveys)	Asbestos Compliance	3 Year	An appropriate asbestos survey should be undertaken before maintenance, refurbishment or other work that could disturb the fabric of the building. The survey should identify asbestos-containing materials and provide sufficient information to allow the work to be planned safely. **Relevant legislation/guidance:** Control of Asbestos Regulations 2012, HSG264 *Asbestos: The Survey Guide*, HSE L143 and DfE school asbestos guidance.	Statutory
Audible Fire Alarm Test	Fire Compliance	1 Week	The fire alarm system should be tested to confirm that audible alarm devices operate correctly and that the alarm can be heard throughout the areas requiring evacuation. Any faults, defective sounders or areas where the alarm cannot be adequately heard should be recorded and rectified. **Relevant legislation/standards:** Regulatory Reform (Fire Safety) Order 2005 and BS 5839-1 for fire detection and alarm systems.	Good Practice
Automatic Doors	Health & Safety compliance	6 Month	Automatic doors should be inspected and function-tested to ensure that opening, closing, safety sensors and emergency release arrangements operate correctly. The inspection should identify trapping, impact or	Statutory

			access/egress risks, particularly where the doors are used by pupils with additional accessibility requirements. **Relevant legislation/standards:** Health and Safety at Work etc. Act 1974, Equality Act 2010 where applicable, BS EN 16005 and manufacturer's maintenance requirements.	
Blending Valve service	Legionella Compliance	1 Year	Thermostatic mixing or blending valves should be serviced and checked to ensure that hot-water temperatures are controlled appropriately at points of use. The service should include checking valve operation, temperature settings and condition, with any defective valves repaired or replaced. **Relevant legislation/guidance:** School Premises (England) Regulations 2012, Health and Safety at Work etc. Act 1974, HSE ACOP L8/HSG274 and BS 8558. DfE guidance specifically states that hot water at the point of use should not present a scalding risk.	Statutory
BMS system	Good Practice	3 Month	The Building Management System should be inspected to confirm that heating, ventilation, cooling, alarms and other connected building services are being correctly controlled. Sensors, time schedules, alarms and control settings should be checked so that faults do not affect the school's environment or statutory systems. **Relevant legislation/guidance:** Health and Safety at Work etc. Act 1974, Workplace (Health, Safety and Welfare) Regulations 1992 and relevant manufacturer's requirements.	Good Practice
Calorifiers/water heaters/water tanks	Legionella Compliance	1 Year	**Calorifiers / Water Heaters / Water Tanks** Calorifiers, water heaters and storage tanks should be inspected to ensure they operate safely and maintain appropriate hot and cold-water temperatures. The condition of vessels, insulation, controls and associated pipework should be checked as part of the school's water hygiene management arrangements. **Relevant legislation/guidance:** Health and Safety at Work etc. Act 1974, Control of Substances Hazardous to Health Regulations 2002 where applicable, HSE ACOP L8/HSG274 and BS 8558.	Statutory
Catering Equipment and gas service	Gas Compliance	1 Year	**Catering Equipment and Gas Service** Catering appliances and associated gas installations should be inspected and serviced by a suitably competent person to confirm safe operation. Appliances, gas connections, ventilation, flues and safety devices should be checked and defects recorded before equipment is returned to normal use. **Relevant legislation/standards:** Gas Safety (Installation and Use) Regulations 1998 where applicable, Health and Safety at Work etc. Act 1974 and relevant gas appliance/manufacturer standards.	Statutory
CCTV Monitoring	Good Practice	1 Year	CCTV equipment should be checked to ensure cameras, recording equipment, monitoring and associated security functions operate correctly.	Good Practice

			The school should also ensure that CCTV is operated in accordance with its data protection and privacy arrangements. **Relevant legislation/guidance:** UK GDPR, Data Protection Act 2018, ICO CCTV guidance and Health and Safety at Work etc. Act 1974.	
Compulsory display of notices	Good Practice	1 Year	The school should check that legally required workplace and safety notices are displayed where required and remain current and legible. Notices should include relevant emergency, health and safety and statutory information appropriate to the school's activities. **Relevant legislation/guidance:** Health and Safety at Work etc. Act 1974, Health and Safety (Signs and Signals) Regulations 1996 and other legislation applicable to the specific notice.	Good Practice
COSHH risk assessments reviewed	Risk assessments compliance	1 Year	COSHH assessments should be reviewed to ensure that hazardous substances used within the school have been properly assessed and appropriate control measures remain in place. Safety data sheets, storage arrangements, PPE, exposure controls and emergency procedures should also be checked where applicable. **Relevant legislation:** Control of Substances Hazardous to Health Regulations 2002 and Health and Safety at Work etc. Act 1974	Good Practice
Defibrillator	Health & Safety compliance	1 Month	The defibrillator should be inspected to confirm that the unit is operational, accessible and ready for emergency use. Battery condition, pads, expiry dates, signage and associated accessories should be checked and recorded. **Relevant guidance:** Health and Safety at Work etc. Act 1974, Resuscitation Council UK guidance and manufacturer's maintenance requirements.	Good Practice
Design Equipment	Health & Safety compliance	1 Year	Design and Technology equipment should be inspected and serviced to ensure that machinery and tools are safe for use by pupils and staff. Guards, emergency stops, electrical supplies and safety devices should be checked and defective equipment removed from use until repaired. **Relevant legislation/standards:** Provision and Use of Work Equipment Regulations 1998 (PUWER), Electricity at Work Regulations 1989 and BS EN 60204-1 where applicable to machinery electrical systems.	Statutory
Design Equipment extraction	Air and Ventilation Compliance	1 Year	Extraction serving Design and Technology equipment should be inspected and tested to ensure that dust, fumes and other airborne contaminants are effectively controlled. Airflow, filters, ductwork and extraction points should be checked and maintained in accordance with the equipment and system requirements. **Relevant legislation/guidance:** COSHH Regulations 2002, Workplace (Health, Safety and Welfare) Regulations 1992, HSE guidance and BS EN 12599 where applicable.	Statutory

Display Energy Certificate	Estates	1 Year	The school should ensure that a Display Energy Certificate is provided where the building meets the statutory criteria. The certificate should be current, correctly displayed and supported by the required advisory information where applicable. **Relevant legislation:** Energy Performance of Buildings (England and Wales) Regulations 2012, with DfE estate guidance confirming the requirements for qualifying public-authority buildings.	Good Practice
Dosing of heating systems	Good Practice	1 Year	Heating-system water should be checked and treated where necessary to maintain water quality and protect equipment from corrosion, scale and microbiological problems. Chemical dosing levels should be monitored and recorded in accordance with the system specification and treatment regime. **Relevant guidance/standards:** Health and Safety at Work etc. Act 1974, COSHH Regulations 2002 where chemicals are used, and relevant BSRIA/manufacturer guidance.	Good Practice
Driver & vehicle quality assurance	Minibus Compliance	1 Year	School drivers and vehicles should be subject to appropriate checks to confirm that drivers are authorised, competent and fit to drive and that vehicles remain safe and legally compliant. Records of licences, training, vehicle inspections, defects and corrective actions should be maintained. **Relevant legislation:** Road Traffic Act 1988, Road Traffic Act 1991, Road Vehicles (Construction and Use) Regulations 1986 and Health and Safety at Work etc. Act 1974.	Good Practice
Dry Risers	Fire Compliance	1 Year	Dry riser installations should be inspected and maintained to ensure that they remain accessible and capable of providing firefighting water to the required areas. Valves, inlets, outlets, signage and associated components should be checked and any defects reported for immediate attention. **Relevant legislation/standards:** Regulatory Reform (Fire Safety) Order 2005 and BS 9990.	Statutory
Duct hygiene (kitchen extraction)	Air and Ventilation Compliance	1 Year	Kitchen extraction ductwork should be inspected and cleaned at an appropriate frequency to prevent grease accumulation and reduce the risk of fire. The cleaning regime should reflect the type and frequency of cooking carried out within the school kitchen. **Relevant legislation/guidance:** Regulatory Reform (Fire Safety) Order 2005, Health and Safety at Work etc. Act 1974 and TR19® Grease guidance where applicable.	Statutory
Electrical Fixed wire testing	Electrical Compliance	5 Year	The school's fixed electrical installation should be periodically inspected and tested by a competent electrical contractor to identify deterioration, defects or potential electrical hazards. The inspection should cover distribution boards, wiring, sockets, lighting and fixed equipment, with	Statutory

			defects categorised and remedial actions recorded. **Relevant legislation/standards:** Electricity at Work Regulations 1989 and BS 7671, with inspection intervals determined by risk and installation conditions rather than a single statutory frequency.	
Electrical Stage Lighting	Electrical Compliance	1 Year	Stage lighting equipment and associated electrical installations should be inspected and tested to ensure that equipment, cabling, controls and protective devices remain safe. Any damaged cables, connectors, luminaires or control equipment should be removed from service until repaired. **Relevant legislation/standards:** Electricity at Work Regulations 1989, PUWER 1998 where applicable and BS 7671 for the fixed electrical installation.	Statutory
Emergency Lighting 3-hour test	Electrical Compliance	1 Year	The emergency lighting system should undergo a full-duration test to confirm that the batteries and luminaires provide the required illumination for the specified duration. Test results and any failed or degraded fittings should be recorded in the emergency lighting logbook and corrective action taken. **Relevant legislation/standards:** Regulatory Reform (Fire Safety) Order 2005 and BS 5266-1; the current BSI standard is BS 5266-1:2025.	Statutory
Emergency Lighting function test	Electrical Compliance	1 Month	Emergency lighting should be function-tested to confirm that luminaires operate when the normal lighting supply is interrupted. Defective lamps, batteries, indicators or fittings should be recorded and repaired promptly. **Relevant legislation/standards:** Regulatory Reform (Fire Safety) Order 2005 and BS 5266-1:2025.	Statutory
Evacuation Chair service	Good Practice	1 Year	Evacuation chairs should be inspected and serviced to ensure they remain safe and ready for use during an emergency evacuation. Wheels, restraints, tracks, frames and operating mechanisms should be checked and staff should be appropriately familiarised with their use. **Relevant legislation/guidance:** Equality Act 2010, Regulatory Reform (Fire Safety) Order 2005, Health and Safety at Work etc. Act 1974 and manufacturer's instructions.	Statutory
Fire Detection systems serviced	Fire Compliance	1 Year	**Fire Detection Systems Serviced** The fire detection and alarm system should be serviced and tested by a competent person to confirm that detectors, manual call points, sounders, control panels and associated equipment operate correctly. Any faults or disabled devices should be recorded and rectified without unnecessary delay. **Relevant legislation/standards:** Regulatory Reform (Fire Safety) Order 2005 and BS 5839-1.	Statutory

Fire door service	Fire Compliance	1 Year	**Fire Door Service** Fire doors should be inspected and maintained to ensure that doors, frames, closers, hinges, seals and hardware continue to provide the required fire and smoke resistance. Defective doors or damaged components should be repaired or replaced and records retained. **Relevant legislation/standards:** Regulatory Reform (Fire Safety) Order 2005 and BS 8214:2026, which provides current guidance on the specification, installation and maintenance of fire-resisting and smoke-control doors.	Statutory
Fire Evacuation Drill	Fire Compliance	3 Month	A fire evacuation drill should be carried out to test the school's emergency evacuation procedures and confirm that pupils, staff and visitors can evacuate safely. The drill should be recorded and any delays, communication issues or problems with evacuation arrangements should be addressed. **Relevant legislation/standards:** Regulatory Reform (Fire Safety) Order 2005 and BS 9999.	Statutory
Firefighting equipment monthly inspection	Fire Compliance	1 Month	Fire extinguishers, fire blankets and other firefighting equipment should be visually inspected to ensure they remain accessible, correctly positioned and free from obvious damage. Any missing, discharged or defective equipment should be reported and replaced or serviced as necessary. **Relevant legislation/standards:** Regulatory Reform (Fire Safety) Order 2005 and BS 5306-3.	Statutory
Firefighting equipment Service	Fire Compliance	1 Year	Fire extinguishers and other portable firefighting equipment should be serviced by a competent person to ensure they remain operational and suitable for the identified fire risks. Service labels, condition, location and accessibility should be checked and records retained. **Relevant legislation/standards:** Regulatory Reform (Fire Safety) Order 2005 and BS 5306-3.	Statutory
Fire Risk Assessment	Risk assessments compliance	5 Year	A suitable and sufficient fire risk assessment should identify fire hazards, people at risk and the measures required to prevent fire and protect occupants. The assessment should consider pupils, staff, visitors, contractors and anyone requiring additional assistance during evacuation. **Relevant legislation:** Regulatory Reform (Fire Safety) Order 2005 and DfE fire-safety guidance for schools.	Statutory
Fire Risk Assessment review	Risk assessments compliance	1 Year	The fire risk assessment should be reviewed regularly and whenever significant changes occur to the building, occupancy, activities or fire safety arrangements. Any actions identified should be assigned, monitored and closed with evidence of completion. **Relevant legislation:** Regulatory Reform (Fire Safety) Order 2005, with DfE guidance recommending schools	Statutory

			consider annual review or at least review every three years depending on circumstances.	
First aid equipment	Health & Safety compliance	1 Month	irst aid boxes and emergency first aid equipment should be inspected to ensure they are suitably stocked, accessible and within expiry dates. Deficiencies should be replaced promptly and checks recorded in accordance with the school's first-aid arrangements. **Relevant legislation:** Health and Safety (First-Aid) Regulations 1981 and Health and Safety at Work etc. Act 1974.	Statutory
Flushing off little used outlets	Legionella Compliance	1 Week	Infrequently used taps, showers and other water outlets should be flushed as part of the school's water hygiene management regime. This helps reduce stagnation and the conditions that can allow Legionella and other bacteria to multiply. **Relevant guidance:** HSE ACOP L8, HSG274 Part 2 and BS 8558; DfE guidance highlights stagnant water and infrequently used outlets as part of Legionella risk management.	Statutory
Fume Cupboards	Good Practice	1 Year	Fume cupboards should be inspected and performance-tested to ensure they provide effective containment of hazardous fumes and protect pupils and staff. The condition of the sash, airflow, alarms and associated safety systems should be checked and defects rectified. **Relevant legislation/standards:** COSHH Regulations 2002, Workplace (Health, Safety and Welfare) Regulations 1992 and BS EN 14175.	Statutory
Fume Cupboards extraction systems	Air and Ventilation Compliance	1 Year	Fume cupboard extraction systems should be tested to confirm that adequate airflow is achieved and contaminants are effectively removed. Fans, filters, ductwork, discharge points and controls should be inspected and maintained as necessary. **Relevant legislation/standards:** COSHH Regulations 2002 and BS EN 14175.	Statutory
Gas safety inspections	Gas Compliance	1 Year	Gas appliances, pipework, flues and associated ventilation should be inspected by a suitably competent Gas Safe registered engineer where required. The inspection should identify unsafe equipment and ensure that defective appliances are isolated until repaired. **Relevant legislation:** Gas Safety (Installation and Use) Regulations 1998, Health and Safety at Work etc. Act 1974 and applicable manufacturer requirements.	Statutory
Glazing RA	Health & Safety compliance	5 Year	Glazing throughout the school should be assessed to identify glass that could present a cutting, impact or falling-glass hazard. Damaged or unsuitable glazing should be repaired, replaced or protected, particularly in doors, low-level glazing and high-traffic areas. **Relevant legislation/standards:** Health and Safety at Work etc. Act 1974, School Premises (England) Regulations 2012 and BS 6262 series where applicable;	Statutory

			DfE guidance states that glazing in school premises should be safety material or appropriately protected and marked.	
H & S Audit Action Plan	Health & Safety compliance	1 Year	The school's health and safety audit actions should be reviewed to confirm that identified risks have been assigned to responsible persons and are progressing towards completion. Evidence of completed actions should be retained and overdue high-risk actions escalated. **Relevant legislation:** Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999.	
Inspection of playground furniture & equipment	Health & Safety compliance	1 Week	Playground equipment should be inspected to identify damage, deterioration, entrapment hazards, unsafe surfaces or other defects. Inspections should be carried out by competent persons at appropriate intervals and any significant defect should result in equipment being taken out of use. **Relevant standards:** BS EN 1176 series and BS EN 1177 for impact-attenuating playground surfacing, together with Health and Safety at Work etc. Act 1974.	Statutory
Insurance Documents	Health & Safety compliance	1 Year	Insurance policies, certificates and associated engineering inspection requirements should be reviewed to ensure that the school's cover and compliance documentation remain current. Any statutory or insurer-required inspections should be tracked through the school's compliance schedule. **Relevant legislation/guidance:** Health and Safety at Work etc. Act 1974 and applicable insurance policy requirements.	Good Practice
Intruder alarm systems	Good Practice	1 Year	The intruder alarm should be tested and serviced to confirm that detection devices, control panels, signalling equipment and emergency functions operate correctly. Faults should be recorded and resolved to maintain the school's security arrangements. **Relevant standards:** BS 8243 and BS EN 50131 series where applicable.	Good Practice
Invacuation Drill	Good Practice	1 Year	An invacuation drill should test the school's arrangements for keeping pupils, staff and visitors safely inside the building during an external threat. The exercise should assess communication, lockdown/invacuation procedures and the ability to account for occupants. **Relevant legislation/guidance:** Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999 and the school's emergency/lockdown procedures.	Good Practice
Ladder Inspection	Estates	1 Month	Ladders and stepladders should be inspected to identify damage, wear, contamination or other defects that could make them unsafe. Defective equipment should be removed from service and suitable alternatives provided. **Relevant legislation/standards:** Work at Height Regulations	Statutory

			2005, Provision and Use of Work Equipment Regulations 1998 and BS EN 131 where applicable.	
Laff & Plaster ceilings	Health & Safety compliance	3 Month	Lath and plaster ceilings should be inspected for cracking, sagging, water damage, loose areas or other signs of deterioration. Any evidence of instability should be assessed by a competent person and the affected area controlled until safe. **Relevant legislation:** Health and Safety at Work etc. Act 1974 and Occupiers' Liability Act 1957.	Statutory
Legionella sampling	Legionella Compliance	1 Year	Water samples should be taken where required by the school's Legionella risk assessment and analysed by a suitably competent laboratory. Results should be reviewed by the responsible person and appropriate action taken where Legionella or other indicators exceed relevant control levels. **Relevant legislation/guidance:** Health and Safety at Work etc. Act 1974, COSHH Regulations 2002, HSE ACOP L8 and HSG274 Part 2.	Statutory
Lift Checks	Estates	1 Week	Lifts should undergo routine checks to ensure that doors, controls, alarms, emergency communication and safety devices operate correctly. Defects should be recorded and the lift taken out of service where continued operation would present a risk. **Relevant legislation/standards:** Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), BS EN 81 series and manufacturer's requirements.	Statutory
Lift service by insurance company	Health & Safety compliance	6 Month	The lift should receive the required thorough examination and/or inspection by a competent inspection body in accordance with the school's LOLER and insurance arrangements. Any defects identified should be recorded and remedial work completed within the required timescale. **Relevant legislation:** LOLER 1998, Provision and Use of Work Equipment Regulations 1998 and applicable insurance requirements.	Statutory
Lightning Conductor Inspection	Health & Safety compliance	1 Year	The lightning protection system should be inspected and tested to confirm that conductors, bonds, earth connections and protective components remain in good condition. Inspection records should be retained and defects corrected by a suitably competent specialist. **Relevant standard:** BS EN 62305 series; DfE guidance identifies BS EN 62305 as the relevant lightning protection standard and recommends regular inspection and testing.	Statutory
Minibus - section 19 inspection	Minibus Compliance	10 Week	The school minibus should be checked to ensure that the vehicle and its operating arrangements comply with the conditions of the Section 19 permit where applicable. Records of vehicle condition, driver competence	Statutory

			and permit requirements should be maintained. **Relevant legislation:** Transport Act 1985, Section 19, and applicable DVSA guidance.	
Minibus 10/6 week inspection	Minibus Compliance	10 Week	The minibus should undergo the school's scheduled safety inspection to identify mechanical, electrical, tyre, lighting and other defects. Any defect affecting road safety should be rectified before the vehicle is used to transport pupils or staff. **Relevant legislation:** Road Traffic Act 1988, Road Vehicles (Construction and Use) Regulations 1986 and DVSA guidance.	Statutory
Minibus road tax	Minibus Compliance	1 Year	The school should check that the minibus is correctly taxed and legally permitted to operate on public roads. Vehicle taxation records should be retained with the vehicle compliance documentation. **Relevant legislation:** Vehicle Excise and Registration Act 1994.	Statutory
Minibus service/MOT	Minibus Compliance	1 Year	The minibus should receive its scheduled servicing and MOT testing to ensure that it remains mechanically safe and legally roadworthy. Defects identified during the service or MOT should be recorded and rectified before the vehicle is used where necessary. **Relevant legislation:** Road Traffic Act 1988, Road Vehicles (Construction and Use) Regulations 1986 and applicable MOT requirements.	Statutory
Minibus weekly checks	Minibus Compliance	1 Week	The minibus should be checked before use for tyres, lights, brakes, mirrors, fluids, seatbelts, emergency equipment and visible defects. Any safety defect should be reported and the vehicle prevented from use until the defect has been satisfactorily resolved. **Relevant legislation:** Road Traffic Act 1988, Road Vehicles (Construction and Use) Regulations 1986 and Health and Safety at Work etc. Act 1974.	Statutory
Moveable partition walls	Good Practice	1 Year	Moveable partition walls should be inspected to ensure that tracks, fixings, locking mechanisms and panels remain secure and operate safely. Any damaged or unstable section should be taken out of use until repaired. **Relevant legislation/standards:** Health and Safety at Work etc. Act 1974, PUWER 1998 where applicable and manufacturer's requirements.	Statutory
PAT testing	Electrical Compliance	1 Year	Portable electrical equipment should be inspected and tested at intervals determined by risk, equipment type and conditions of use. Equipment showing damage or electrical defects should be removed from service until repaired or replaced. **Relevant legislation:** Electricity at Work Regulations 1989; there is no blanket statutory requirement for every portable appliance to receive an annual PAT test, and DfE guidance confirms that inspection/testing should be risk-based.	Statutory

Pest Control	Good Practice	6 Week	The school should monitor for evidence of pests and implement appropriate control measures where infestation is identified. Treatments should be undertaken safely and with consideration of pupils, staff, food areas and COSHH requirements. **Relevant legislation:** Prevention of Damage by Pests Act 1949, Food Safety Act 1990 where food premises are affected, COSHH Regulations 2002 and Health and Safety at Work etc. Act 1974.	Statutory
Playground & gymnasium equipment	Health & Safety compliance	1 Year	Playground and gymnasium equipment should be inspected to identify defects, instability, excessive wear or other hazards. Equipment should be maintained in accordance with the manufacturer's requirements and relevant British Standards. **Relevant standards:** BS EN 1176 series for playground equipment and BS EN 913/BS EN 957 series where applicable to gymnasium equipment.	Statutory
Pool - back wash	Health & Safety compliance	1 Weekday	The swimming pool filtration system should be backwashed at the required frequency to remove accumulated debris and maintain filtration efficiency. Backwash operations should be recorded and the filtration system checked for correct operation afterwards. **Relevant guidance:** HSE HSG179 *Managing Health and Safety in Swimming Pools*, PWTAG guidance and applicable water-treatment requirements.	Statutory
Pool - Hoover of pool	Health & Safety compliance	1 Week	The swimming pool should be vacuumed to remove debris and maintain acceptable water quality and cleanliness. The cleaning process should be carried out in accordance with the pool operating plan and recorded as part of routine maintenance. **Relevant guidance:** HSE HSG179 and PWTAG guidance.	Statutory
Pool AHU & callerix machine service	Health & Safety compliance	6 Month	The pool air-handling and calorifier systems should be serviced to maintain suitable environmental conditions and safe hot-water operation. Mechanical components, controls, temperatures, ventilation and associated safety devices should be inspected and defects rectified. **Relevant guidance/standards:** HSE HSG179, HSG274 where water hygiene applies, BS EN 12599 and BS 8558.	Statutory
Pool daily checks	Health & Safety compliance	1 Day	Daily swimming-pool checks should cover water quality, chemical levels, temperature, clarity, plant operation and general pool safety. Results should be recorded and action taken immediately where readings or conditions fall outside the school's operating limits. **Relevant guidance:** HSE HSG179 and PWTAG guidance.	Statutory

Pool dosing system service/inspection	Health & Safety compliance	1 Year	The pool chemical dosing system should be inspected and serviced to ensure chemicals are accurately and safely dosed. Pumps, dosing lines, sensors, storage containers and safety controls should be checked and maintained. **Relevant guidance:** HSE HSG179, COSHH Regulations 2002 and PWTAG guidance.	Statutory
Pool Electrical fixed wire testing	Health & Safety compliance	1 Year	The pool electrical installation should receive periodic inspection and testing by a competent electrical contractor because swimming pools present increased electrical risk. Particular attention should be given to bonding, protective devices, equipotential zones and equipment within the pool environment. **Relevant legislation/standards:** Electricity at Work Regulations 1989 and BS 7671, particularly Section 702 for swimming pools.	Statutory
Pool external check off plantroom	Health & Safety compliance	6 Week	The pool plantroom should be visually inspected to identify leaks, damaged equipment, electrical hazards, chemical storage issues or other conditions that could affect safe operation. Defects should be recorded and appropriate corrective action initiated. **Relevant legislation/guidance:** Health and Safety at Work etc. Act 1974, COSHH Regulations 2002 and HSE HSG179.	Statutory
Powered Gates	Health & Safety compliance	1 Year	Powered gates should be inspected and function-tested to ensure that safety edges, photocells, controls and emergency release arrangements operate correctly. Particular attention should be given to preventing crushing, trapping and impact injuries to pupils and other pedestrians. **Relevant standards:** BS EN 12453, BS EN 12604 and applicable manufacturer's instructions.	Statutory
Risk assessments annual review	Risk assessments compliance	1 Year	The school's risk assessments should be reviewed to ensure that identified hazards and control measures remain appropriate and effective. Reviews should also be completed whenever there is a significant change, incident or new activity that could alter the risk. **Relevant legislation:** Management of Health and Safety at Work Regulations 1999 and Health and Safety at Work etc. Act 1974. DfE guidance expects schools to maintain appropriate risk assessments as part of estate health and safety management.	Good Practice
Rolling doors/shutters	Health & Safety compliance	1 Year	Rolling doors and shutters should be inspected and serviced to ensure that mechanical components, controls, safety devices and emergency release systems operate correctly. Any defect that could cause crushing, trapping or uncontrolled movement should result in the equipment being removed from use until repaired. **Relevant legislation/standards:** PUWER 1998, BS EN 13241 and manufacturer's maintenance requirements.	Statutory

Roof and gutter checks	Good Practice	6 Month	Roofs and gutters should be inspected to identify leaks, blocked drainage, damaged coverings, loose materials and other defects. Any defect presenting a risk to occupants or the building should be addressed promptly, with work at height controlled appropriately. **Relevant legislation:** Work at Height Regulations 2005 and Health and Safety at Work etc. Act 1974.	Good Practice
Solar panel inspections	Health & Safety compliance	1 Year	Solar photovoltaic panels and associated equipment should be inspected to identify damage, loose components, electrical faults or other conditions affecting safe operation. Electrical components, isolators and mounting systems should be checked by competent persons where required. **Relevant legislation/standards:** Electricity at Work Regulations 1989, BS 7671 and BS EN 62446-1 for photovoltaic system documentation, commissioning tests and inspection.	Statutory
sprinkler system Maintenance and service	Fire Compliance	3 Month	The sprinkler system should be maintained and serviced to ensure that water supplies, valves, pumps, alarms and sprinkler heads remain operational. Any impairment or defect should be recorded and appropriate temporary fire-safety measures considered until the system is restored. **Relevant legislation/standards:** Regulatory Reform (Fire Safety) Order 2005 and BS EN 12845.	Statutory
Sprinklers function test	Fire Compliance	1 Week	The sprinkler system should undergo functional testing to confirm that alarm valves, pumps, flow switches and associated controls operate correctly. Test results should be recorded and any failure investigated and rectified by a competent contractor. **Relevant standard:** BS EN 12845 together with the Regulatory Reform (Fire Safety) Order 2005.	Statutory
Tap & shower head cleaning	Legionella Compliance	3 Month	Taps and shower heads should be cleaned and disinfected to remove scale, biofilm and contamination that could affect water hygiene. Cleaning should form part of the school's water hygiene regime and be recorded where required. **Relevant guidance/standards:** HSE ACOP L8, HSG274 Part 2 and BS 8558.	Statutory
Tree Survey	Health & Safety compliance	5 Year	Trees on the school site should be inspected by a suitably competent person to identify structural defects, disease, deadwood or other hazards. Recommendations should be recorded and remedial works prioritised according to the risk to pupils, staff, visitors and property. **Relevant legislation:** Health and Safety at Work etc. Act 1974, Occupiers' Liability Act 1957 and applicable local authority/tree-management guidance.	Statutory
Vehicle driver training matrix	Mini Bus Compliance	3 Month	The driver training matrix should be reviewed to confirm that all authorised school drivers have the appropriate licence, training and competency for	Good Practice

			the vehicles they operate. Expired training or missing documentation should be identified and remedied before the driver undertakes relevant duties. **Relevant legislation:** Road Traffic Act 1988, Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999.	
Water Coolers & fountains	Legionella Compliance	1 Year	Water coolers and drinking fountains should be cleaned, disinfected and inspected to ensure that they provide safe drinking water. Filters, outlets and associated components should be maintained in accordance with the manufacturer's instructions and the school's water hygiene risk assessment. **Relevant legislation/guidance:** Health and Safety at Work etc. Act 1974, HSE ACOP L8/HSG274 and BS 8558.	Statutory
Water legionella risk assessment	Risk assessments compliance	2 Year	The school's hot and cold-water systems should be assessed to identify sources of Legionella risk and establish appropriate control measures. The assessment should identify responsible persons, monitoring arrangements, temperature controls, flushing regimes and actions required where control measures fail. **Relevant legislation/guidance:** Health and Safety at Work etc. Act 1974, COSHH Regulations 2002, HSE ACOP L8 and HSG274 Part 2.	Statutory
Work Place Monitoring Inspection	Health & Safety compliance	4 Month	A workplace inspection should be undertaken to identify hazards affecting pupils, staff, contractors and visitors across the school estate. Findings should be recorded, prioritised according to risk and followed through to completion. **Relevant legislation:** Health and Safety at Work etc. Act 1974 and Management of Health and Safety at Work Regulations 1999.	Good Practice
Zurich engineering reports	Health & Safety compliance	3 Month	Engineering inspection reports required by the school's insurer should be reviewed to ensure that statutory and insurer recommendations have been addressed. Any defects or actions identified should be recorded within the school's compliance system and monitored to completion. **Relevant legislation/standards:** Applicable legislation for the item concerned, including LOLER 1998, PUWER 1998 and Pressure Systems Safety Regulations 2000 where applicable, together with insurer requirements.	Good Practice
3G pitch maintenance	Good Practice	3 Month	The 3G pitch should receive planned maintenance to preserve the playing surface, infill, drainage, fencing and associated equipment. Maintenance should address wear, contamination, surface condition and defects that could create a risk to pupils or users. **Relevant guidance:** FA guidance for 3G artificial grass pitches, manufacturer's maintenance requirements and Health and Safety at Work etc. Act 1974.	Good Practice
3G pitch weekly maintenance	Good Practice	1 Weekday	Weekly checks should be undertaken to identify visible defects, excessive wear, damaged fencing, loose goals or other hazards. Any significant defect	Good Practice

			should be recorded and corrected before the affected area is used. **Relevant guidance:** FA 3G pitch guidance, manufacturer's maintenance instructions and Health and Safety at Work etc. Act 1974.	
Pool - clean of scum lines	Health & Safety compliance	2 Week	Pool scum lines should be cleaned routinely to remove accumulated oils, dirt and organic contamination. Cleaning should form part of the pool's documented hygiene and maintenance programme. **Relevant guidance:** HSE HSG179 and PWTAG guidance.	Good Practice
Pool - Clean off gullies	Health & Safety compliance	2 Week	Pool gullies should be cleaned and inspected to ensure that debris does not restrict drainage or affect pool hygiene. Covers and surrounding areas should also be checked for damage or hazards during cleaning. **Relevant guidance:** HSE HSG179 and PWTAG guidance.	Good Practice
Lift and hoist servicing	Health & Safety compliance	6 Month	Lifts and hoists should be serviced and inspected to ensure that lifting equipment remains safe and fit for its intended use. Thorough examinations and maintenance should be completed by competent persons at the frequencies required by the equipment's risk assessment and statutory requirements. **Relevant legislation/standards:** LOLER 1998, PUWER 1998 and BS EN 81 series where applicable.	Statutory
Red fire box	Fire Compliance	1 Year	The red fire box should be inspected to confirm that the equipment contained within it is present, accessible, clearly identified and in serviceable condition. Any missing or defective firefighting equipment should be replaced and the inspection recorded. **Relevant legislation/standards:** Regulatory Reform (Fire Safety) Order 2005 and BS 5306 series, as applicable to the equipment provided.	Good Practice
Tea Boilers	Legionella Compliance	1 Year	Tea boilers should be inspected and serviced to ensure that electrical, heating, temperature-control and safety components operate correctly. Equipment showing damage, overheating, leakage or electrical defects should be removed from use until repaired. **Relevant legislation/standards:** Electricity at Work Regulations 1989, PUWER 1998 where applicable and manufacturer's maintenance requirements.	Good Practice
Water Temperatures	Legionella Compliance	1 Month	Hot and cold-water temperatures should be monitored to ensure that the school's water systems remain within appropriate control parameters. Temperature records should be retained and any abnormal readings investigated as part of the school's Legionella and scalding risk controls. **Relevant legislation/guidance:** School Premises (England) Regulations 2012, Health and Safety at Work etc. Act 1974, HSE ACOP L8/HSG274 and	Statutory

			BS 8558. DfE guidance specifically identifies hot-water temperature control and Legionella prevention as important school-premises requirements.	