

Health and Safety Policy

Version	1.0
Approving Body	Trust Board
Date ratified	September 2015
Date issued	September 2015
Review date	September 2018
Owner	Trust Business Director
Applies to	All Trust Schools, all Trust staff

Version	Date	Reason
1.0	September 2015	To establish a Trust wide policy

Statement of Intent

Health and safety in schools is governed by legislation and associated regulations, which are enforced by the Health and Safety Executive (HSE).

In Wimborne Academy Trust, statutory health and safety responsibilities fall on the Trust (as the employer) and on all Trust staff (as employees).

As the management body, the Trust Board must ensure that Trust staff, school and other premises comply with the Trust's health and safety policies and practices, and:

- Develop and regularly update a health and safety policy and advise employees of it.
- Have a critical incident/emergency contingency plan.
- Ensure, so far as reasonably practicable, the health, safety, and wellbeing of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to the Trust including volunteers involved in any Trust activity and contractors working on Trust sites.
- Assess the risk of all activities, both in school and off-site; where appropriate, introduce measures to manage the risks and instruct employees about the risks and the measures to control them.
- Ensure that staff are competent and trained in their responsibilities.
- Take reasonable steps to make sure that Trust buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

The Trust Board cannot delegate its ultimate accountability for health and safety in the Trust but it may and will delegate specific health and safety responsibilities to staff at the Trust or appropriate third-party contractors.

Signed:

Chair of Trust Board

Chief Executive Officer

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for the health, safety and wellbeing in the Trust. The individuals and groups identified below are expected to have read and understood the Trust's policies and procedures for ensuring health, safety and wellbeing and to conduct their duties in accordance with them.

Trust Board

As the management body, the Trust Board must ensure that Trust staff, school and other premises comply with the Trust's health and safety policies and practices, and:

- Develop and regularly update a health and safety policy and advise employees of it.
- Have a critical incident/emergency contingency plan.
- Ensure, so far as reasonably practicable, the health, safety, and wellbeing of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to the Trust including volunteers involved in any Trust activity and contractors working on Trust sites.
- Assess the risk of all activities, both in school and off-site; where appropriate, introduce measures to manage the risks and instruct employees about the risks and the measures to control them.
- Ensure that staff are competent and trained in their responsibilities.
- Take reasonable steps to make sure that Trust buildings, equipment and materials are safe and do not put the health of users and visitors at risk.

The Trustees have established a Finance and Assets Committee to receive information, monitor the implementation of policies, procedures and decisions and feedback to the governing body on health, safety and wellbeing issues.

Chief Executive Officer

The Chief Executive Officer has delegated responsibility for day to day management of health and safety matters in the Trust.

The Chief Executive Officer has responsibility to provide the Trust Board with sufficient, timely and accurate information to enable the Board to make an informed assessment as to whether the Trust is providing, so far as reasonably practicable, the health, safety, and wellbeing of teachers and other education staff; the health and safety of pupils in school and on off-site visits; and the health and safety of visitors to the Trust including volunteers involved in any Trust activity and contractors working on Trust sites.

The Chief Executive Officer will be supported by the Trust Business Director in discharging these responsibilities and will also delegate specific responsibilities to Headteachers/Heads of School and other staff.

Headteachers/Heads of School

Headteachers/Heads of School have delegated responsibility for day to day management of health and safety matters in their school.

Headteachers/Heads of School may delegate specific responsibilities to other staff in their school and should record this delegation at Appendix A of this policy.

Headteachers/Heads of School must provide the Chief Executive Officer with sufficient, timely and accurate information to support Trust-wide management and reporting of health and safety matters.

Headteachers/Heads of School must ensure timely implementation of audit recommendations from the Trust's health and safety advisors.

Employees

All employees are directly responsible for:

- Taking reasonable care for the health safety of themselves and of other people who may be affected by their acts and / or omissions.
- Co-operating fully with their manager or responsible person on all matters relating to their health and safety at work.
- Not recklessly or intentionally interfering with, or misusing any equipment, safety devices etc. that have been provided in the interest of health and safety.
- Reporting promptly, in the first instance to their manager or responsible person, any accidents, injury, significant near miss, incident of violence and aggression or cases of work-related ill health.
- Report to the relevant manager, any defects, hazard, damage or unsafe practices or other items that could give rise to an unsafe place of work or cause injury or ill-health to others. Any defective equipment should be labelled to ensure other employees cannot use the item.
- Wearing any protective clothing or equipment and using any safety devices that have been provided for their health and safety while at work.
- Observing safety rules, complying with codes of practice and health and safety policy and procedures, and adhering to safe working procedures at all times.
- Acquaint themselves with, and comply with, the procedure to follow in case of a fire or other emergency.
- Attending health and safety training as directed and undertaking their work activities in accordance with any health and safety training provided to them.

Volunteers

Volunteers have a responsibility to act in accordance with the Trusts policies and procedures for health and safety and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified member of staff.

Trust health and safety representatives

*The current safety representatives are:

** At present there are no safety representatives.

*/** delete as applicable.

Arrangements

1. Health and Safety Policy

The Health and Safety Policy will be actively distributed to all employees in soft or hard copy by the end of September each academic year. In-year joiners will receive a copy as part of their induction.

2. Accident and incident recording

Trust schools will record accidents, incidents and near misses in accordance with Dorset County Council's (DCC) accident reporting procedure, as set out in the DCC accident reporting policy and procedure.

Any accidents reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will be completed by the County Health and Safety Team on the Trust's behalf.

3. Risk assessments

All activities undertaken in Trust schools must be assessed for risk. Written risk assessments will only be completed where significant risks requiring control actions are identified.

A suggested list of core written risk assessments for Trust schools is set out at Appendix B, but the actual school list is a local decision for the Headteacher/Head of School.

All written risk assessments will be reviewed at least annually and also after any significant change, accident or incident. Written risk assessments will be brought to the attention of all relevant staff.

A risk assessment proforma and further guidance on risk assessment is available in the DCC risk assessment policy and procedure, and the Trust will develop and share a central library of model risk assessments. However, the Trust is not prescriptive about the format of written risk assessments so long as they are fit for purpose.

4. Fire safety

Each Trust school will have a fire risk assessment which is reviewed at least annually, and there will be timely implementation of the action plan.

Each Trust school will have local formal fire evacuation procedures which will be tested in a fire evacuation drill at least once per term.

A personal emergency evacuation plan (PEEP) will be developed for staff and pupils who are at higher risk due to disability or other risk factor

Employees will receive fire awareness training appropriate to their role.

Each Trust school will maintain a fire log with entries for weekly fire alarm checks and fire door checks, monthly emergency lighting checks and fire extinguisher checks and any contractor visits or false alarms.

Formal termly site inspections at each Trust School will be carried out to check that:

- fire exits are in good working order and are free from obstruction
- fire notices are clearly displayed
- firefighting equipment is visible, accessible, and has a valid test certificate
- wheelie bins are locked or otherwise secured
- boiler and plant rooms are tidy and clear of combustible materials

5. Manual Handling

A suggested list of manual handling risk assessments for Trust schools is set out at Appendix B, but the actual school list is a local decision for the Headteacher/Head of School.

All manual handling risk assessments will be reviewed at least annually and also after any significant change, accident or incident. Manual handling risk assessments will be brought to the attention of all relevant staff.

A risk assessment proforma and further guidance on completing risk assessments on manual handling tasks is available in the DCC manual handling policy and procedure and the Trust will develop and share a central library of model risk assessments. However, the Trust is not prescriptive about the format of written risk assessments so long as they are fit for purpose.

Employees will receive manual handling training appropriate to their role.

6. Control of hazardous substances

All substances that may be considered hazardous to health will be assessed unless covered by CLEAPSS hazcards.

A copy of the health and safety data sheet and COSHH assessment will be available in the location of where the chemicals are used / stored.

Any person using these chemicals will follow the information given on the COSHH assessment including appropriate storage and the wearing of identified personal protective equipment.

Staff must not bring any hazardous chemical onto the Trust site unless prior permission has been sought and a COSHH assessment has been completed.

7. First aid

An up to date list of all first aiders and first aid kits will be displayed prominently in each Trust school.

First aid kits are located at strategic points in each Trust school and portable kits are available for lunchtimes, PE lessons and trips and visits. The contents of the kits will be checked weekly and the kit will be labelled with the date of checking and signature of the person who has checked the kit.

Each Trust school will have an adequate number of first aiders with training appropriate to their role.

8. Violence

A risk assessment for the potential for violence at work will be completed for each Trust school, and specific risk assessments will be prepared and mitigating actions taken where there is an identified specific risk of violence.

All incidents of verbal and physical abuse will be investigated and reported in accordance with Dorset County Council's (DCC) accident reporting procedure, as set out in the DCC accident reporting policy and procedure.

Any employee who suffers violence or aggression in the workplace will be provided with appropriate support.

9. Stress management

The Trust will retain the services of an appropriately trained stress management facilitator who will monitor the stress levels of Trust employees and develop, monitor and update a stress action plan.

10. Health and safety training needs

Each Trust school will ensure that employees have suitable and sufficient training to complete the tasks required of them.

All training will be recorded.

All new employees will receive a health and safety induction within three months of their start date.

11. Display Screen Equipment (DSE)

The Trust will periodically issue guidance and advise on computer and DSE use.

Each Trust school will ensure that employees who are “significant users” of DSE have an up-to-date workstation assessment, and that the implementation of actions arising from the assessments is timely.

The Trust’s view is that other than in exceptional cases, teaching staff are not “significant users” of DSE for the purposes of this policy

12. Electrical equipment

Each Trust school will undertake to inspect and test all portable appliances by a competent person on an at least two yearly basis with a written annual visual check in between the years of PAT test.

The competent person will produce an inventory of test which will be maintained in the school and will be available for inspection.

Each Trust school will ensure that the fixed wiring inspections are completed on a 5 yearly basis by a competent contractor.

All staff must visually inspect electrical equipment before use for obvious defects.

Defective equipment must not be used, and must be labelled and reported in accordance with school arrangements as defective for replacement/repair.

Personal items of electrical equipment should not be brought into Trust for use by staff or pupils.

13. Work experience

Not currently relevant to Trust schools.

14. Administration of medicines

Please see the Trust’s administration of medicines policy.

15. Working at height

A suggested list of working at height risk assessments for Trust schools is set out at Appendix B, but the actual school list is a local decision for the Headteacher/Head of School.

All working at height risk assessments will be reviewed at least annually and also after any significant change, accident or incident. Working at height risk assessments will be brought to the attention of all relevant staff.

Further guidance on working at height is available in the DCC working at height schools guidance and the Trust will develop and share a central library of model risk assessments.

Employees will receive working at height training appropriate to their role. Employees must not use access equipment unless appropriate training has been given.

Each Trust school must maintain an inventory of access equipment, which must be stored securely and be visually checked before each use. A formally recorded 6 monthly check of access equipment will be carried out, except where specialist equipment requires more frequent checks.

16. Legionella

Each Trust school will have a Legionella assessment which is reviewed at least annually, and there will be timely implementation of the action plan.

Each Trust school will maintain Legionella records with entries for weekly flushing and monthly temperature checks.

17. Monitoring

The Trust has a DCC Service Level Agreement for Health, Safety and Wellbeing. As part of this service the DCC Health and Safety Team conduct a regular audits and reviews of the health and safety systems in each Trust school.

Each Trust school must complete an annual self-audit of the health and safety system. The first self-audit should be completed by 30 November 2015.

Each Trust school must complete written termly premises inspections.

18. Visitors

Trust schools must ensure that a suitable system is implemented whereby visitors are required to record their visit to the school and the time they leave. This should include all visitors including Trustees, Governors, volunteers, and contractors.

Visitors will be required to wear identification which will be supplied by the school. The Trust's safeguarding/child protection policy sets out the circumstances in which visitors may be unaccompanied on the school site.

Should the fire alarm be activated whilst an accompanied visitor is on the school premises, the accompanying employee will escort the visitor to the fire assembly point. Unaccompanied visitors will be briefed on emergency evacuation arrangements on entering the school.

19. Management of contractors

Each Trust school will provide a written briefing for contractors setting out key hazards and risks for the school site, emergency procedures and assembly points and arrangements for the monitoring of contractor activity when on site.

Each Trust school will consider the health and safety and safeguarding/child protection risks when engaging a third-party contractor who will work on site or otherwise have contact with pupils, staff or Trust property, and will take appropriate steps to mitigate the risk.

20. Asbestos

Each Trust school maintains an asbestos register and contractors will be shown the register before work commences.

Each Trust school maintains an asbestos management plan.

Any damaged or suspected damage to asbestos will be reported to the school's Headteacher/Head of School who will contact the Trust CEO and their DCC Property Surveyor immediately.

21. Educational visits

Each Trust school has a nominated and adequately trained Education Visits Co-ordinator.

Risk assessments including insurance arrangements are completed for each off-site trip and will be brought to the attention of all relevant staff.

A schedule of residential, overseas and adventurous activities is provided to the Trust Business Director termly by each Trust school in order that the Trust's insurers can be appropriately notified.

22. PE

The PE leader in each Trust school has a copy of the latest edition of the AfPE publication "Safe Practice in Physical Education" which is used to inform PE practice and risk assessment in the school.

All PE risk assessments will be reviewed at least annually and also after any significant change, accident or incident. PE risk assessments will be brought to the attention of all relevant staff.

Each Trust school must maintain an inventory of PE equipment, which must be stored securely and be visually checked before each use. PE equipment is formally inspected annually by a specialist.

23. Kilns

Kilns will be located in safe and secure locations, with operating procedures clearly displayed, and will be inspected and serviced annually by a specialist contractor.

Employees who may use the kiln will receive training appropriate to their role. Employees must not use a kiln unless appropriate training has been given.

A risk assessment will be prepared for each kiln which will be reviewed at least annually and also after any significant change, accident or incident. Working at height risk assessments will be brought to the attention of all relevant staff.

24. Outdoor play equipment

Each Trust school will have a risk assessment for outdoor play equipment, non-grass playing areas and playing fields

Each risk assessment will be reviewed at least annually and also after any significant change, accident or incident. The risk assessments will be brought to the attention of all relevant staff.

Each Trust school must maintain an inventory of outdoor play equipment which must be visually checked before each session of use. Outdoor play equipment is checked as part of formal termly site inspections at each Trust school and is inspected and serviced annually by a specialist contractor.

25. Swimming pool

Each Trust school that has a swimming pool will have a Normal Operating Plan and Emergency Action Plan, informed by risk assessments which will be reviewed at least annually and also after any significant change, accident or incident. The risk assessments will be brought to the attention of all relevant staff.

Appropriate supervision will be provided at poolside whenever the pool is in use. Those responsible for the management and maintenance of the pool, and those responsible for poolside supervision will receive training appropriate to their role. Employees must not provide poolside supervision unless appropriate training has been given.

The pool water will be tested daily before, during and after use, with the results recorded and immediate action taken to restrict usage if required. Microbiological testing will be carried out periodically by specialist contractors.

The pool plant room will be kept locked, and the pool area will be secured when not in use.

26. Food

Each Trust school must comply with relevant school food standards legislation.

27. Driving at work – own vehicle

The Headteacher/Head of School of each Trust school or their delegate will ensure that relevant staff in their school hold valid driver documentation by completing a driver risk assessment form for each member of staff before they are permitted to drive on Trust business, and at least annually thereafter.

All drivers require business use cover. Trust business includes driving between trust school sites, or driving to training courses or meetings that are held elsewhere than an employee's main place of work.

Drivers are legally responsible for ensuring that any vehicle they intend to drive is in a safe and roadworthy condition. They must ensure that any concerns about the vehicle (any damage or faults, or lack of road fund licence or MOT) are reported to their Headteacher/Head of School before driving on Trust business.

Drivers must notify their Headteacher/Head of School promptly in the event of any possible crash or collision, driving offences, proceedings or convictions that may impact on their legal entitlement to drive.

Drivers must notify their Headteacher/Head of School promptly of any injury, illness, impairment or other circumstance (such as a course of certain medication) that may affect their ability to drive.

28. Driving at work – school minibus

Trust minibuses will be operated in accordance with the DCC Minibus & MPV Guidance Notes (June 2013)

The Headteacher/Head of School of each Trust school or their delegate will ensure that minibus drivers complete the minibus driver risk assessment form (as per the prescribed form in the DCC Minibus & MPV Guidance Notes) for each member of staff before they are permitted to drive a Trust minibus, and at least annually thereafter.

29. Lone working

Each Trust school completes risk assessments for identified lone working arrangements.

Key holding arrangements with a specialist security contractor will be in place at each school for overnight alarm response.

30. Plant and equipment

All plant and equipment that require statutory inspection, for example, steam boilers, pressure cookers, lifting equipment, local exhaust ventilation will be inspected by the Trust's insurers in accordance with statutory cycle for inspection.

Any personal protective equipment (PPE) required for the safe operation of plant and equipment will be supplied free of charge by the Trust. All employees must wear the PPE when operating the equipment.

31. Lettings

The Headteacher/Head of School of each Trust school or their delegate will ensure that all letting of the school buildings or premises is carried out in accordance with the Trust's lettings policy.

Appendix A - School level delegation of responsibility

School:

Academic year:

	Activity / Task	Responsible officer
1	Health & Safety Policy	
2	Accident reporting	
3	Risk Assessment – other activities	
4	Fire Safety	
5	Manual Handling	
6	COSHH	
7	First Aid	
8	Violence	
9	Stress Management	
10	Health & Safety Training Needs	
11	Display Screen Equipment	
12	Electrical Equipment	
13	Work experience	Not applicable
14	Administration of medicines	
15	Working at height	
16	Water Hygiene/Legionella	
17	Monitoring	
18	Visitors	
19	Management of contractors	
20	Asbestos	
21	Educational Visits	
22	PE	
23	Kilns	
24	Outdoor Play Equipment	
25	Swimming Pool management and maintenance	
26	Food	
27	Driving at work – own vehicle	
28	Driving at work - minibus	
29	Lone working	
30	Plant and equipment	
31	Lettings	

Appendix B – Model Index of Risk Assessments

School:

Academic year:

	Activity / Task Heading (may be multiple RAs in each category)	Date Completed	Completed by:	Reviewed by:
A	Pre/post-school clubs and activities			
B	Art activities			
C	Cleaning			
D	Driving at work			
E	Design & Technology activities			
F	Grounds maintenance			
G	Hot school meals			
H	Lone working			
I	Managing breaks and lunchtimes			
J	PE activities			
K	Pond			
L	PTA events			
M	Science activities			
N	Site management			
O	Site security			
P	Slips and trips			
Q	Snow and ice			
R	Transport on site			
S	Young workers			
T	Manual handling			
U	Violence at work			
V	Working at height			
W	Educational visits (1 per visit)			
X	Outdoor play equipment			
Y	Non-grass play areas			
Z	Playing fields			
AA	Swimming pool			
AB	Food			
AC	Driving at work – own vehicle			
AD	Plant and equipment (including Kilns)			
AE	Lettings			
AF	Fire			
AG	Water Hygiene/Legionella			

Appendix C - School annual self-audit checklist

1. Health and safety policy	
<ul style="list-style-type: none"> ▪ Does the health and safety policy have an adequate responsibilities section 	
<ul style="list-style-type: none"> ▪ Does the health and safety policy have an adequate arrangements section 	
<ul style="list-style-type: none"> ▪ Is it signed by headteacher/governing body 	
<ul style="list-style-type: none"> ▪ Is it dated 	
<ul style="list-style-type: none"> ▪ Is it reviewed on a regular basis 	
<ul style="list-style-type: none"> ▪ A school governor been appointed with the responsibility of health and safety. 	
<ul style="list-style-type: none"> ▪ Are there written arrangements for dealing with emergencies. 	
2. Incident reporting	
<ul style="list-style-type: none"> ▪ Evidence that staff accidents and significant pupil accidents are reported 	
<ul style="list-style-type: none"> ▪ Minor pupil accidents entered on in-house log and filled in correctly 	
<ul style="list-style-type: none"> ▪ Evidence of accidents / incidents being investigated 	
<ul style="list-style-type: none"> ▪ Evidence of accidents / incidents being reviewed to identify trends. 	
3. Risk assessment	
<ul style="list-style-type: none"> ▪ Are risk assessments in place for activities that pose a significant risk 	
<ul style="list-style-type: none"> ▪ Assessments reviewed regularly 	
<ul style="list-style-type: none"> ▪ Assessments signed and dated 	
4. Fire Safety	
<ul style="list-style-type: none"> ▪ Is there a current fire risk assessment 	
<ul style="list-style-type: none"> ▪ Evidence that actions are completed from the fire risk assessment 	
<ul style="list-style-type: none"> ▪ Evidence of an annual review of the fire risk assessment 	
<ul style="list-style-type: none"> ▪ Evidence of formal evacuation procedures 	
<ul style="list-style-type: none"> ▪ Evidence of Personal Emergency Evacuation Plans (PEEPs) for relevant staff, pupils and visitors 	
<ul style="list-style-type: none"> ▪ Evidence the staff have completed formal fire awareness training 	
<ul style="list-style-type: none"> ▪ Evidence that fire drill are completed once a term and recorded 	
<ul style="list-style-type: none"> ▪ Evidence that weekly test of alarms on different call points are completed and recorded 	
<ul style="list-style-type: none"> ▪ Evidence that checks on fire doors, fire extinguishers and emergency lighting etc. are completed and recorded 	
<ul style="list-style-type: none"> ▪ Fire exits free from obstructions 	
<ul style="list-style-type: none"> ▪ Fire notices displayed 	
<ul style="list-style-type: none"> ▪ All extinguishers accessible and visible 	
<ul style="list-style-type: none"> ▪ Wheelie bins locked and / or secured 	
5. Manual Handling	
<ul style="list-style-type: none"> ▪ Do significant manual handling activities have an appropriate assessment for example: <ol style="list-style-type: none"> 1. Site management / caretaking activities 2. Deliveries 3. Setting up / packing away of lunchtime equipment 4. Setting up / packing away of significant PE equipment 5. Setting up / packing away of the stage 	

6. Water cooler bottles	
▪ Are the manual handling assessment reviewed at least annually	
▪ Evidence that site management / caretaking staff have completed the DCC manual handling course	
▪ Evidence that site management / caretaking staff have completed update training	
▪ Evidence that lunchtime supervisors have received formal manual handling training	
▪ Evidence that lunchtime supervisors have received manual handling update training	
▪ Evidence that other employees that undertake manual handling have received formal training	
▪ Evidence that other employees that undertake manual handling have received update training	
6. Control of Substances Hazardous to Health (COSHH)	
▪ Inventory of COSHH products	
▪ COSHH assessments completed for:	
1. Cleaning chemicals	
2. site management chemicals	
3. Grounds maintenance chemicals	
4. Kitchen chemicals	
5. Swimming pool chemicals	
6. Any other hazardous chemicals	
▪ PPE appropriate to the risk	
▪ Chemicals stored appropriately	
7. First aid	
▪ Evidence that sufficient personnel are trained in first aid	
▪ Enough kits for school / PE / trips	
▪ A nominated person checking the contents of the kit on a regular basis	
▪ Sufficient signage for location of kits and first aiders	
8. Violence	
▪ Is there a generic risk assessment for the potential of violence	
▪ Have risk assessments been completed where it has been identified there is a risk of violence	
▪ Are all incidents of violence reported to DCC on the accident form	
▪ Evidence that incidents of violence and aggression are investigated and monitored	
▪ Support is available to staff who may be victims of violence and aggression	
9. Stress Management	
▪ Has a representative from the school attended DCC stress management facilitators training.	
▪ Have questionnaires from the stress management standards been completed by school staff.	
▪ Has an action plan been completed following the results of the stress analysis.	
▪ Have all actions from the stress action plan been completed.	
10. Health and safety training	
▪ Are H&S training needs identified	

<ul style="list-style-type: none"> ▪ Evidence that all employees have received induction training 	
<ul style="list-style-type: none"> ▪ Evidence that records are kept of H&S training 	
11. Display Screen Equipment (DSE)	
<ul style="list-style-type: none"> ▪ Evidence that workstation assessment have been carried out for each user 	
<ul style="list-style-type: none"> ▪ Evidence that actions from assessment been completed 	
<ul style="list-style-type: none"> ▪ Workstation assessments are reviewed 	
<ul style="list-style-type: none"> ▪ Guidance has been issued to all staff that use laptops / computers including home use 	
12. Electrical equipment	
<ul style="list-style-type: none"> ▪ Evidence that PAT testing is completed 	
<ul style="list-style-type: none"> ▪ Up to date inventory of electrical equipment 	
<ul style="list-style-type: none"> ▪ Employees are trained in user checks and fault recording 	
<ul style="list-style-type: none"> ▪ User visual checks being completed 	
<ul style="list-style-type: none"> ▪ Evidence that annual visual checks being recorded 	
<ul style="list-style-type: none"> ▪ Evidence of personal electrical items being maintained / serviced 	
13. Work experience	
14. Administration of medicines	
<ul style="list-style-type: none"> ▪ There is a signed up to date policy for the administration of medicines 	
<ul style="list-style-type: none"> ▪ Evidence that all employees that administer medicines have the appropriate training 	
<ul style="list-style-type: none"> ▪ Written instructions are available from the parents or doctor for the administration of medicines – this should include: <ol style="list-style-type: none"> 1. Name of pupil 2. Name of medication 3. Circumstances under which it should be administered 4. Frequency of dose 5. Level of dosage 	
<ul style="list-style-type: none"> ▪ Evidence that medication is only ever supplied in the original containers 	
<ul style="list-style-type: none"> ▪ The medication is correctly labelled with the pupils name 	
<ul style="list-style-type: none"> ▪ Are appropriate and accurate records kept for medicine administration including: <ol style="list-style-type: none"> 1. Name of Pupil 2. Name of medicine 3. Dosage given 4. Date and time medicine was administered 5. Name and signature of person administering medicine 	
<ul style="list-style-type: none"> ▪ Evidence that there is a register and associated consent forms for children with specific medical needs 	
<ul style="list-style-type: none"> ▪ Medicines are stored appropriately including any controlled drugs 	
<ul style="list-style-type: none"> ▪ Written care plans available to staff 	
15. Working at height	
<ul style="list-style-type: none"> ▪ Risk assessments completed for all working at height activities 	
<ul style="list-style-type: none"> ▪ Up to date inventory of all access equipment 	
<ul style="list-style-type: none"> ▪ Evidence that suitable records of inspections of access equipment 	
<ul style="list-style-type: none"> ▪ Evidence that employees that use access equipment have been given appropriate instructions and training 	

<ul style="list-style-type: none"> ▪ Evidence that appropriate staff who use the tower scaffold have been formally trained 	
<ul style="list-style-type: none"> ▪ Access equipment is stored correctly 	
16. Water hygiene / legionella	
<ul style="list-style-type: none"> ▪ Copy of the latest Legionella survey 	
<ul style="list-style-type: none"> ▪ Evidence that the action plan from survey been addressed / completed 	
<ul style="list-style-type: none"> ▪ Evidence that there are written records for weekly flushing 	
<ul style="list-style-type: none"> ▪ Evidence that there are written records for monthly temperature checks 	
17. Monitoring	
<ul style="list-style-type: none"> ▪ Evidence of systems in place to ensure employees report hazards (faults / near misses) 	
<ul style="list-style-type: none"> ▪ Evidence that hazards (faults / near misses) are recorded and signed off when action has been taken 	
<ul style="list-style-type: none"> ▪ Evidence that premises inspections are completed and recorded on a termly basis 	
<ul style="list-style-type: none"> ▪ Evidence that action has been taken as a result of the workplace inspection 	
<ul style="list-style-type: none"> ▪ Housekeeping is satisfactory 	
18. Security	
<ul style="list-style-type: none"> ▪ Evidence that all visitors sign in and out of the premises 	
<ul style="list-style-type: none"> ▪ Visitors are clearly identified (badges etc.) 	
<ul style="list-style-type: none"> ▪ Evidence that visitors are made aware of the emergency locations and procedures 	
19. Management and control of contractors	
<ul style="list-style-type: none"> ▪ Evidence of evaluation of H&S competency of contractors prior to work 	
<ul style="list-style-type: none"> ▪ Evidence of information obtained from contractor for hazards / risks 	
<ul style="list-style-type: none"> ▪ Evidence that school related hazards / risks is given to the contractors 	
<ul style="list-style-type: none"> ▪ Evidence that contractors are made aware of the emergency procedures 	
<ul style="list-style-type: none"> ▪ System for monitoring contractors whilst on site 	
20. Asbestos	
<ul style="list-style-type: none"> ▪ Is there a copy of asbestos register 	
<ul style="list-style-type: none"> ▪ Evidence that Dorset Property is informed of any alterations to the premises 	
<ul style="list-style-type: none"> ▪ Evidence that the asbestos register is updated following any alterations to the premises 	
<ul style="list-style-type: none"> ▪ Evidence that contractors are shown the asbestos register before starting work on the premises 	
21. Educational visits	
<ul style="list-style-type: none"> ▪ The school has a nominated Education Visits Co-ordinator (EVC) 	
<ul style="list-style-type: none"> ▪ Evidence the EVC has completed training or up-date training in the last 3 years 	
<ul style="list-style-type: none"> ▪ Evidence that risk assessments are completed for trips / visits and copies are issued to relevant employees 	

<ul style="list-style-type: none"> ▪ Evidence that the DCC Outdoor Education Manager is notified of any proposed visits abroad, residential trips and adventurous activities 	
22. Physical education	
<ul style="list-style-type: none"> ▪ Evidence that relevant employees have access to the latest edition of the AfPE publication “safe practice in physical education” 	
<ul style="list-style-type: none"> ▪ Evidence that all outdoor and indoor PE equipment is inspected annually by a contractor 	
23. Kilns	
<ul style="list-style-type: none"> ▪ The kiln is in a safe and secure location 	
<ul style="list-style-type: none"> ▪ Evidence that the kiln is maintained by a contractor on an annual basis 	
<ul style="list-style-type: none"> ▪ The kiln operating procedures are clearly displayed 	
<ul style="list-style-type: none"> ▪ Evidence that employees are trained in the kiln operating procedures 	
<ul style="list-style-type: none"> ▪ A risk assessment is in place for the use of the kiln 	
24. Outdoor play equipment, playground and field	
<ul style="list-style-type: none"> ▪ A risk assessment is available for the outdoor play equipment 	
<ul style="list-style-type: none"> ▪ Risk assessments are available for the use of the playground and field 	
<ul style="list-style-type: none"> ▪ A person is nominated to carry out daily visual checks of the play equipment 	
<ul style="list-style-type: none"> ▪ Evidence of a written termly inspection for the play equipment 	
<ul style="list-style-type: none"> ▪ Evidence that the play equipment has an annual contractors check 	
25. Swimming pool	
<ul style="list-style-type: none"> ▪ The current swimming pool monitoring form has been returned to DCC 	
<ul style="list-style-type: none"> ▪ Evidence of an up to date Normal Operating Plan (NOP) 	
<ul style="list-style-type: none"> ▪ Evidence of an up to date Emergency Action Plan (EAP) 	
<ul style="list-style-type: none"> ▪ Evidence of a risk assessment for the use of the swimming pool 	
<ul style="list-style-type: none"> ▪ Evidence that the school follows DCC guidance to ensure appropriate poolside supervision during pool use 	
<ul style="list-style-type: none"> ▪ Evidence that the pool water is tested on a daily basis including before , during and after use 	
<ul style="list-style-type: none"> ▪ Evidence that an independent microbiological test has been completed before the pool is used for the first time and at regular intervals whilst the pool is in use 	
<ul style="list-style-type: none"> ▪ Evidence that the pool water quality results are communicated to relevant employees / users before the pool is used 	
<ul style="list-style-type: none"> ▪ Evidence that an employee has been appointed with the responsibility for the pool management 	
<ul style="list-style-type: none"> ▪ Evidence that an employee has been appointed with the responsibility for the pool maintenance 	
<ul style="list-style-type: none"> ▪ Evidence that an employee who has been appointed with the responsibility for the pool maintenance has received appropriate training 	
<ul style="list-style-type: none"> ▪ There are adequate arrangements in place to ensure security of the pool 	

<ul style="list-style-type: none"> ▪ There are adequate arrangements in place to ensure health and safety standards are met for the pool use outside of school hours e.g. hiring or PTA use. 	
26. Food	
<ul style="list-style-type: none"> ▪ Evidence that the school complies with relevant school food standards legislation. 	
27. Driving at work – own vehicle	
<ul style="list-style-type: none"> ▪ Evidence of appropriately completed risk assessment for all drivers complete within the past 12 months. 	
28. Driving at work – minibus	
<ul style="list-style-type: none"> ▪ Evidence of appropriately completed risk assessment for all minibus drivers complete within the past 12 months. 	
<ul style="list-style-type: none"> ▪ Evidence that school minibuses are operated in accordance with the DCC Minibus & MPV Guidance Notes (June 2013) 	
29. Lone working	
<ul style="list-style-type: none"> ▪ Evidence that risk assessments for identified lone working arrangements are complete and up-to-date 	
<ul style="list-style-type: none"> ▪ Evidence that key holding arrangements with a specialist security contractor are in place 	
30. Plant and equipment	
<ul style="list-style-type: none"> ▪ Evidence that plant requiring statutory inspection has been inspected within statutory timescales. 	
<ul style="list-style-type: none"> ▪ Evidence that plant and equipment is being serviced and maintained appropriately. 	
<ul style="list-style-type: none"> ▪ Evidence the PPE is being provided where appropriate 	
31. Lettings	
<ul style="list-style-type: none"> ▪ Evidence that lettings are being carried out in accordance with the Trust's lettings policy. 	