



West Kirby
Grammar School

Health & Safety Policy 2020-2021

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COVID-19: Addendum to WKGS Health and Safety Policy

West Kirby Grammar School is committed to the management of health and safety in as an effective manner as possible, in order that the school remains a safe place to be for our employees and students, as well as contractors and visitors to the site.

In order that we maintain the safety of the school premises we have acted reasonably to make adjustments which minimise any risks associated with the spread of COVID-19.

We continue to follow government and local authority guidelines, together with the advice given by our Health and Safety SLA provider, Jeanne Fairbrother Associates.

We currently follow the guidelines below to minimise risk linked to COVID-19:

- Risk Assessment 029: Reopening School After Lockdown
- First Aid During Coronavirus
- Coronavirus Information for Staff
- Coronavirus Symptoms Flowchart

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SCHOOLS' FRAMEWORK HEALTH AND SAFETY POLICY

Introduction

1.1. Health and Safety at Work etc Act 1974

This Act places a duty on all employers to safeguard so far as is reasonably practicable the health, safety and welfare of all their employees. In addition to this, duties extend to cover the health and safety of persons not employed but who may be affected by the work activities undertaken such as pupils, visitors, contractors, etc.

The Authority retains the above responsibilities under local management of schools as an employer in the same way the Governing Body of Academies, Aided and Trust schools but, it is important to realize that all employees have legal duties under the Health and Safety at Work Act, to co-operate with their employer so far as is reasonably practicable to ensure a safe and healthy place of work. This local Statement of Safety Policy is not intended to replace the Wirral Local Authority's Policy but to detail individual schools' Arrangements and Organisation for Health and Safety.

1.2. General statement of intent

The Governing Body of West Kirby Grammar School will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under the Health and Safety at Work etc Act 1974 and other statutory and common law duties to provide a safe and healthy work place and working environment for all its employees, pupils, visitors and other persons who may be affected by its activities.

The Headteacher and Governing Body will take all reasonable steps to ensure that the Authority's Safety Policy is implemented and, that Local Authority's Policy and Guidance Documents are followed and monitored throughout the School.

This policy will be brought to the attention of, and/or issued to all members of staff on induction and annual refresher at the start of each school year.

It is essential for the success of this Safety Policy that all employees recognise their responsibilities under Sections 7 and 8 of the Act in co-operating with management on health and safety issues and taking care of themselves and other persons whilst at work.

The Health and Safety Policy will be reviewed on an annual basis.

Signed: (Chair of Governors) Date:

Signed: (Headteacher) Date:

2. ORGANISATION

2.1. Implementation

To achieve successful implementation of the safety policy there should be clear lines of communication throughout the organisation.

Whilst the ultimate responsibility for health and safety remains with the employer a wide range of functions may successfully be delegated to the Headteacher, but the duty to comply with statutory requirements cannot be delegated away from the employer.

2.2. Responsibilities of the Governing Body

- a) Formulating a Health and Safety statement detailing the responsibilities for ensuring health and safety within the establishment;
- b) Reviewing the establishment's health and safety policy and performance annually, using the Governor's Inspection Checklist or similar and returning this and the resulting action plan to the Health & Safety Team;
- c) Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- d) Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- e) Receiving from the Headteacher or other nominated member of staff reports on health and safety matters and reporting to the Local Authority or other body as necessary.
- f) Promoting a positive health and safety culture and high standards of health and safety within the establishment.

2.3. Responsibilities of the Headteacher

Overall responsibility for the day-to-day management of health and safety in the School rests with the Headteacher.

As manager of the establishment and of all the activities carried on within it, the Headteacher will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of appropriate resources, e.g. time, effort, finance.

The Headteacher has responsibilities for:

- a) Communicating the policy to all relevant parties, including support, temporary and supply staff, contractors and third party users;
- b) Ensuring that the School has a defined system in place for undertaking suitable and sufficient risk assessments;
- c) The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;
- d) Ensuring all staff are provided with suitable and sufficient information, instruction and training on health and safety issues;
- e) Ensuring that the establishment has emergency procedures in place and has a Business Continuity Plan for emergency and crisis situations. The School will schedule table top

exercises to simulate emergency situations to assess the effectiveness of the emergency plan and amend as required.

- f) Reporting to the Local Authority (where they are the employer) any hazards which cannot be rectified within the establishment's budget;
- g) Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- h) The provision of appropriate health and safety information to Governors;
- i) Ensuring consultation arrangements are in place for staff and their trade unions/professional association representatives.

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

Responsibilities of other teaching staff/non-teaching staff holding posts of special responsibility, e.g. Deputy Headteacher, Safety Coordinator, Heads of Department, Premises Managers, etc.

2.4. Responsibilities of Employees (including supply staff)

Under the Health & Safety at Work Etc. Act 1974 all employees have general health and safety responsibilities. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the establishment have the responsibility to:

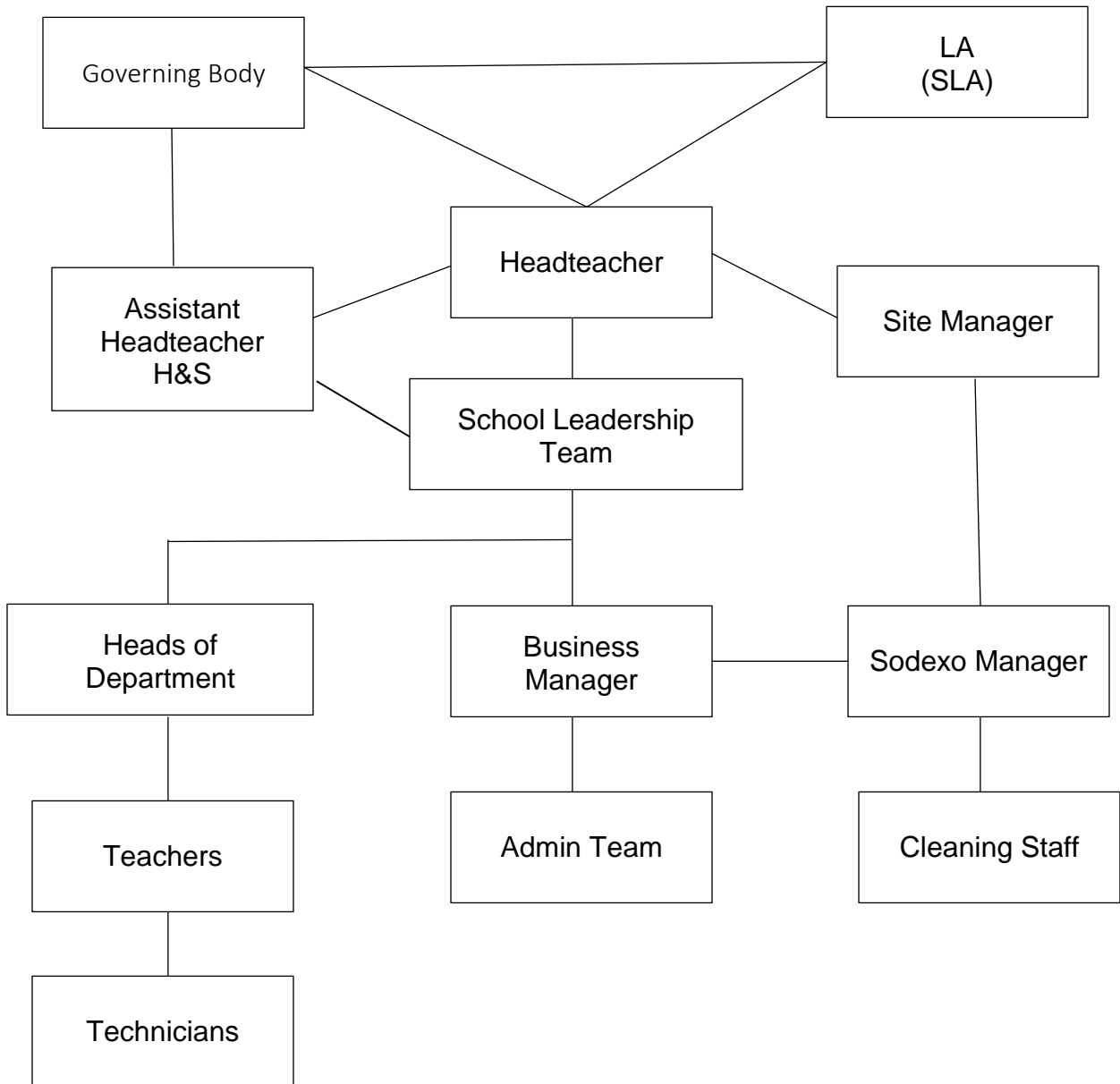
- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the School's health and safety policy and procedures at all times
- Report all accidents and incidents in line with the Local Authority's reporting procedures;
- Cooperate with school management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health, safety and welfare;
- Report all defects in the condition of premises or equipment and any health and safety concerns immediately to their Line Manager;
- Report immediately to their Line Manager any shortcomings in the arrangements for health and safety;
- Ensure that they only use equipment or machinery that they are trained, competent and authorised to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

2.5 Responsibilities of pupils

All pupils will be responsible for:

- Complying with school rules and procedures
- Taking reasonable care of themselves
- Co-operating with their teachers and other school staff
- Using equipment and substances in the manner in which they are instructed
- Not misusing anything provided for the purposes of health and safety
- Reporting anything they believe to be hazardous or dangerous to their Teacher/Form Tutor/Headteacher.

2.6 Management Chain- health and safety responsibilities organisation chart



2.7. Consultation Procedures

The following forums are in place at which Health and Safety issues can be raised by any employee associated with the School;

2.7.1. Local Authority

APT&C JCC

Agenda items to be sent to Mrs A Houghton, HR Officer, Wallasey Town Hall, South Annex. audreyhoughton@wirral.gov.uk

2.7.2. School

- i. Governors' Health and Safety Committee
- ii. School's H&S Committee
- iii. Departmental Meetings

All Health and Safety Information, Policy and Guidance Documents and associated literature are kept in the Main Office.

2.8. Responsible Persons

The following people have been identified to carry out a number of Health and Safety functions:

Health and Safety Function	Name/Position
1. Holding Health and Safety Documents, Authority's Guidance etc	Mr J Akehurst, Mr M Thomas, Headteacher
2. Accident Reporting, Incident Reporting	Mr M Thomas, Miss M Richards
3. Management of Asbestos	Mr J Akehurst
4. First Aid	Mrs C Chapman Miss K Higham Mr J Knight Miss M Richardson Mr K Vane
5. Fire Precautions; Drills, Exits, Extinguishers	Mr M Thomas, Mr J Akehurst

6. Building Maintenance (Control of Contractors)	Mr J Akehurst
	Mr J Akehurst
7. Safety Inspections	Mr J Akehurst, Mr M Thomas
8. Health & Safety Training- WAH, Manual Handling (inanimate & people), De-escalation, Team Teach etc.	Finance Officer, Mr J Akehurst
9. Purchasing Equipment and Products	Mr J Akehurst
10. Security, Out of Hours Lettings	Mr M Thomas
11. Educational Visits Coordinator (EVC)	Mr J Akehurst
12. Risk Assessment Management	Mr J Akehurst
13. Management of water hygiene	Mr M Thomas
Secondary Schools	HODs
i. Departmental Health and Safety Policies	HODs
ii. Technicians; responsibilities, roles etc	Mr J Akehurst / HODs
iii. Purchasing; chemicals, art materials etc	Mrs G Fairclough
iv. Protective Clothing	Dr K Hill
v. Disposal of Chemicals	
vi. RPA	

2.9. Emergency Contacts

In case of an emergency outside of school hours, see School Emergency Plan.

Useful Contact Numbers:

Mr J Akehurst (WKGS Site Manager)	0151 632 3449 X2236
Atlas Fire & Security Limited (24-hour)	0151 666 2400
Health, Safety & Resilience Team	0151 606 2071
Facilities Management Help Desk	0151 666 5624
Arrowe Park Hospital	0151 678 5111
Health and Safety Executive	0161 952 8200
Infection control	0151 604 7750
Public Health England	0344 225 0562 opt 1 opt 1

3. ARRANGEMENTS

3.1. Accident Reporting

Individual accident report forms from Reception are used to report all minor incidents to children and young people and school staff.

The Headteacher or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings, etc must be reported and attended to as soon as possible.

3.1.2. Reporting to the Health and Safety Executive (HSE).

In the event of a fatality or major injury the manager will **immediately** contact the Health, Safety & Resilience Team on 0151 606 2364, who will notify the appropriate enforcing authority, Health & Safety Executive.

<p>RIDDOR (Staff) Certain injuries, absence MUST be reported to the Health & Safety Executive</p>	<p>Work related deaths, major injuries (<i>Any fracture (except fingers, thumbs or toes), loss of sight, any amputation or dislocation, any injury from electric shock or electric burn</i>), work related diseases (<i>must have a doctors note which confirms the diagnosis</i>), a work related injury which results in hospitalisation (<i>whether for treatment or observation</i>).<i>Over 7 day injury category, where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (excluding the day of the accident).</i> Contact Health & Safety Team for more information</p>
<p>RIDDOR (Non staff) Where a pupil, visitor, contractor, or other non-employee is injured on council premises or elsewhere and is taken from the scene to a hospital.</p>	<p>The guidance requires <u>that in addition to being taken to hospital</u>, the accident must arise ‘out of or in connection’ with work. The factors determining this are whether the accident was caused by the manner of conducting our undertaking e.g. supervision, safe systems of work, competence of employees or was attributable to the condition of the equipment or premises. E.g. unsafe conditions, poor condition of premises.</p>
<p>Lost Time Accidents (Staff) over 7 day absence</p>	<p>Accidents which prevent the injured person from continuing their normal work for more than seven days (not including the day of the accident but including weekends and rest days). Must be reported within 15 days</p>

The following guidance is available on WESCOM

- Health & Safety Management Arrangements for Accident and Incident Reporting and Investigation
- M13
- MV92
- M36

3.2. Asbestos

In accordance with the control of Asbestos at Work Regulations 2012 the Governors and Headteacher will ensure:

- A current and valid asbestos management survey has been carried out.
- The responsible person for asbestos within the School is Mr J Akehurst, Site Manager.
- All remedial actions have been carried out.
- The asbestos register is held in the Site Manager's Office and will be made available to all staff, visiting contractors and their employees prior to carrying out inspections, maintenance, repair or construction activities. This includes even small jobs such as installing telephones or computers, putting up shelving, display boards or installing security services.
- If following reference to the asbestos register works are to be carried out on a surface or area known to contain asbestos, staff or the contractor must not start work and inform their supervisor. The appointed asbestos manager will then review the method statement so as to ensure no fibres are released during the maintenance task and issue the authority to work. All such works will be recorded in the onsite asbestos plan.
- Managers minimise the potential for accidental exposure when work is to commence on assumed or identified asbestos that is not licensable works by controlling working methods of staff and contractors through the completion of a risk assessment and a permit to work.
- The asbestos log is maintained and any changes are notified to Wirral Council, Asset Management Team immediately.
- The School is clear on the location of asbestos containing materials (ACM) remaining in situ and the limitations of their management survey Areas such as those above 3m in height, ceiling voids, etc. will not have been surveyed and thus asbestos should be presumed to be present in such areas until confirmed otherwise.
- **All** work on the fabric of the building or fixed equipment by school staff or contractors is entered in the asbestos register and signed by those undertaking the work.
- Staff have received the information and training needed for them to understand the risks to health from asbestos exposure and keep records of the instruction and training given to staff, building users and contractors.
- An annual visual inspection of asbestos containing materials on site is conducted, recorded in the asbestos log and a copy sent to the Local Authority's Asbestos Management Team, Construction Maintenance and Facilities, Cheshire Lines, (0151 606 2353). Copies of these checks will to be kept in the onsite Asbestos Register and be available for inspection.

- All completed signing in sheets will be retained for future inspection. (Corporate retentions policy 40 years.)
- Any damage to materials known or suspected to contain asbestos should be reported to Mr J Akehurst, Site Manager, who will contact the Local Authority's Asbestos Management Team, Construction, Maintenance and Facilities, 0151 606 2353.
- Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to Mr J Akehurst, Site Manager.

* Schools who do not buy the Asset Management SLA must be able to display they have an asbestos management system in place and are meeting the requirements of the HSE's Approved Code of Practice and guidance Managing and working with asbestos (Control of Asbestos Regulations 2012.)

- **Under no circumstances must staff drill or affix anything to walls without first obtaining approval from the responsible person for managing asbestos in school Mr J Akehurst, Site Manager**

The following guidance is available on WESCOM

- Health and Safety Management Arrangements Asbestos in the Workplace

Please contact Asbestos Technical Officer for further advice 0151 606 2353.

3.3. Chemical Safety - Control of substances hazardous to health (COSHH)

Under the Control of Substances Hazardous to Health Regulations 2002 the Governors and Headteacher have a responsibility to ensure:

- Hazardous substances and cleaning materials are sourced from an approved supplier in order to ensure non-hazardous substances or substances that present the lowest level of risk are used.
- There is an inventory of chemicals (e.g. cleaning and maintenance products, hazardous substances kept on site including science, biology, swimming pools etc.), reviewed annually.
- Relevant Manufacturers Safety Data Sheets available for all cleaning/maintenance substances and these have been communicated to those employees who use them.
- Employees using the substances are appropriately trained.
- substances identified as presenting a significant risk with a hazard symbol (for example, swimming pool chemicals) have a specific COSHH risk assessment completed
- all hazardous substances stored appropriately e.g. secured out of the reach of children and all containers clearly labelled and marked (e.g. flammable materials stored in appropriate flammables cabinet)
- Personal protective clothing (PPE) is issued, maintained, examined, and replaced when required. Records will be kept of issuing PPE (PPE1 form)
- If required health surveillance is available.

- CLEAPS guidance is used in risk assessments for lesson plans. The Head of Department is responsible for this.

Subject	Head of Department
Science	Mrs G Fairclough
Design Technology	Mr J Ford
Art	Miss S Ogden

Each department holds its own relevant Risk Assessments. All fume cupboards and other local exhaust ventilations systems are tested regularly in line with HSE recommendations. The records of inspections, service and maintenance of equipment Are kept in the Site Manager's Office.

The following guidance is available on WESCOM

- Health and Safety Management Arrangements for Control of Substances Hazardous to Health (COSHH)
- PPE1 form

3.4. Contractors

The Governors and Headteacher recognise that the use of contractors in the School environment has the potential to introduce additional hazards and risks that are not normally present. To control the risks we have followed the guidance contained in Bulletin Sept 2016 (10/16) The Use of Contractors in the School Environment and also the Construction Design and Management regulations 2015 INDG411 Using Contractors a brief guide - which details clients' responsibility. This will ensure:

- The suitability and competence of the contractor is taken into consideration. (Constructionline and CHAS)
- Detailed risk assessments and method statements are provided by the contractor for the requested works (contact Wirral Council Asset Management for schools buying AM SLA).
- They obtain a permit to work or permission to undertake works which may involve hot work, asbestos removal, use of hazardous substances, etc
- Information, instruction and training is provided where necessary to contractors on anything which may affect their health and safety.
- The co-operation and communication between all parties involved, to ensure the health and safety of all the workplace and anyone who is likely to be affected by contractors' work
- All contractors must report to Reception or the Site Foreman, as appropriate, where they will be asked to sign in and may be required to wear an identification badge.
- Contractors will be issued with guidance on fire procedures, asbestos management, local management health and safety arrangements and vehicle movement restrictions.

Mr J Akehurst, Site Manager, is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work. This will include checking that

- Work is carried out in accordance with the risk assessment and method statement.
- They have sufficient knowledge of the work being undertaken in their building so that they can ensure the work is being managed and supervised.
- The contractor is escorted to their place of work and informed of local emergency procedures.
- They provide information including details of any risks that other parties could not reasonably know about.
- Staff will be informed of any works being undertaken and of any temporary hazards they may come into contact with.
- Any accidents/incidents or near misses which contractors are involved in must be reported.
- Any unsafe working practices should be challenged.

If undertaking the role of Client under Construction (Design Management) Regulations 2015 the Governors and Headteacher will ensure they have received suitable awareness training in the requirements of CDM 2015.

The following guidance is available on WESCOM

- Health and Safety Management Arrangements for Selection and Control of Contractors Working on Council Premises.
- Bulletin Sept 2016 (10/16) The Use of Contractors in the School Environment
- Safety Information for contractors v3
- Contractors on site risk assessment
- INDG411 Using Contractors a brief guide HSE

3.5. Display Screen Equipment (DSE)

The Governors and Headteacher are responsible for ensuring that all employees that are computer users complete the Display Screen Equipment Self-Assessment Checklist.

- Employees are considered to be computer users if DSE is normally used continuously for more than one hour every day as a significant part of their normal work
- Employees identified as DSE users shall be entitled to an eyesight test for DSE use every two years by a qualified optician (and corrective glasses if required specifically for DSE use).
- It is the responsibility of the Line Manager and individual to ensure that all remedial actions are completed within a reasonable time scale.

The following guidance is available on WESCOM

- Health and Safety Management Arrangements for Display Screen Equipment

3.6. Educational Visits

Well planned and executed educational visits provide our pupils with valuable experiences which enhance their learning at school. Providing a variety of 'real-life' opportunities for our children enables them to achieve a fuller understanding of the world around them through direct experience. Educational visits are an essential element of good practice.

Purposes

Educational Visits can provide stimulus and support to work being covered as part of the School curriculum. It may be that a visit provides an effective stimulus at the start of a unit of work; alternatively, teachers may decide to use an educational visit at any time during a project to enhance and support the curriculum.

Wherever or whatever the venue, teachers should ensure that the educational benefits to the children are maximised.

Guidelines

The organisation of an educational visit is crucial to its success. With rigorous organisation and control, a visit should provide a rich, learning experience for the pupils.

EVOLVE is in use in Wirral Schools and, in accordance with the Local Authority's Guidance for the Management of Learning Outside the Classroom (LOtC) and Offsite Visits, it is a requirement that all schools use the EVOLVE system.

The Educational Visits Coordinator, Mr M Thomas, will be required to implement the guidance as appropriate when the School undertakes offsite visits.

Outdoor Education Advisers' Panel <http://www.oeap.info/>

3.7. Safe use of Portable Electrical Appliances and Fixed Electrical Systems

Governors and the Headteacher will ensure that portable and transportable (PAT) electrical equipment and fixed electrical systems are safe for use by employees and visitors. To accomplish this, Governors and the Headteacher will ensure:

- There is an inventory of electrical appliances
- Portable and transportable electrical equipment is included in risk assessments
- All portable items of electrical equipment will be subject to PAT (portable appliance testing) in accordance with Local Authority Health and Safety Management Arrangements for Portable Appliance Testing and Inspection, conducted by Aubrey Electrical Services.
- There are records of formal test/inspection results for all electrical appliances.

- Employees who operate electrical equipment carry out visual checks prior to use.
- Personal items of equipment (electrical or mechanical) will not be brought into the School without prior authorisation and subjected to the same tests as school equipment.
- Manufacturer’s instructions are available for higher risk electrical equipment and these are shared with staff.
- The fixed wiring and electrical system is inspected by an electrical contractor on a five-yearly basis and the inspection reports are available. All remedial actions are completed.

The following guidance is available on WESCOM

- Health & Safety Management Arrangements for Portable Appliance Testing

3.8. Emergency Planning

Definition: “An event – or events – usually sudden, which involve the experience of significant personal distress to a level which potentially overwhelms normal responses and procedures which is like to have emotional and organization consequences.”

Governors and the Headteacher will ensure there is an emergency management plan in place which firstly considers various types of emergency and how the School is placed to deal with them, and secondly to give the School community confidence when faced with a crisis.

Staff will be briefed on the contents of the School’s emergency plan and their roles and responsibilities on induction and an annual refresher at the start of each school year.

It is the responsibility of all staff to ensure that they provide accurate contact details and notify the School Office immediately of any changes.

Copies of the School’s Emergency Management Plan are held in the offices of all members of the School Leadership Team and the Headteacher’s P.A. One copy is kept in the grab bag in Reception.

The Local Authority has emergency plans that link in to a national strategy for dealing with crises and which include all the emergency services.

The following guidance is available on WESCOM

- Coping with a school emergency (DfE)

3.9. Extended Schools and Lettings

Governors and the Headteacher will ensure any Lettings are managed by Mrs N McDonald and Mr J Akehurst following Local Authority Guidance.

The following guidance is available on WESCOM for further guidance

- Local Authority Guidance Document HS/ECS/061 “A Management Guide to Extended Services in and around Schools, version 2 August 2016

3.10. Fire

Under the Regulatory Reform (Fire Safety) Order 2005 the Governors and Headteacher have a responsibility to ensure:

- Emergency preparedness has been covered within the School’s Health & Safety policy.
- The School has an Emergency Plan which is shared with staff.
- A current fire risk assessment is located in the Site Manager’s Office and reviewed on an annual basis, or when there are changes to the building.
- Remedial actions identified in the Fire Risk Assessment have been completed and signed off.
- Mr M Thomas & Mr J Akehurst are the Responsible Persons for Fire Safety and for ensuring the fire risk assessment is undertaken and implemented.
- Written fire/emergency procedures are made available to all staff and included in the establishment’s induction process. An outline of evacuation procedures is made available to all contractors / visitors and is posted throughout the site.
- Fire plans have been drawn up to assist the fire and rescue service on arrival. These are retained in the fire logbook.
- Emergency exits, fire alarm call points, fire appliances and assembly points are clearly sign posted with signs conforming to the “Health & Safety (Safety Signs and Signals) Regulations 1996. The locations of the above are identified on the School’s site plan.
- Where activities are being provided by non-school/centre staff such as a third party provider, the School/centre will provide appropriate information, instruction and training on the establishment’s emergency procedures and emergency contact details.
- All staff are considered to be fire marshals as they have specific responsibilities for assisting the safe evacuation of children and young people in their charge.
- Fire drills are carried out termly and performance recorded on the Fire drill evaluation sheet and retained in the fire logbook.
- The School will maintain an inventory of all substances on site within the fire logbook and review this annually, indicating on plans their location within the building. All hazardous substances used in Science, Design Technology and Art must be stored in accordance with CLEAPSS guidance www.cleapss.org.uk
- Displays - the Fire Authority recommends a maximum of 20% display of the total surface area, limiting display to 3m in length with a 1m fire break.
- All documentation relating to fire safety including inspection, service, maintenance, and repair records will be maintained in the School’s fire log book which is kept in the Site Manager’s Office.
- Emergency contact and key holder details are maintained by the Headteacher and provided to Atlas Security.

Mr M Thomas & Mr J Akehurst are the Responsible Persons for ensuring the fire risk assessment is undertaken and implemented following guidance contained in the [HM Government Fire Safety](#)

[in Educational Premises Regulatory Reform \(Fire Safety\) Order 2005](#) and following Local Authority guidance.

Governors and the Headteacher are responsible for ensuring that the following local checks are carried out and logged by Mr J Akehurst:

- Weekly fire alarm call point tests
- Monthly check of emergency lighting
- Monthly Fire Marshal Inspection Checklist to include:

Governors and the Headteacher are responsible for ensuring that the following inspection and maintenance requirements are carried out by a contractor and inspection records/certificates are available:

- Maintenance and service of the fire alarm system
- Maintenance and inspection of the emergency lighting and batteries, including full discharge test.
- Annual firefighting equipment inspection
- 6-monthly testing of fire shutters and annual maintenance

The following guidance is available on WESCOM:

- Health and Safety Management Arrangements for Fire Safety
- Coping with a School Emergency DfE
- Model fire plan
- Model fire risk assessment
- Fire logbook list of contents
- Fire drill evaluation sheet
- Personal Emergency Evacuation Plan guidance
- Fire Marshal checklist
- [HM Government Fire Safety in Educational Premises Regulatory Reform \(Fire Safety\) Order 2005](#)

3.11. First Aid

Governors and the Headteacher are responsible for ensuring that adequate first aid provision and first aid facilities are in place in line with the requirements of the Health & Safety (First Aid) Regulations 1981.

First aid requirements must be determined through risk assessment and consideration given to provision during periods before and after the School day, during events, holidays and when lone working takes place.

The First Aid Coordinator Miss M Richards is responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check should be made at least termly.

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

1 – Drama; 1 – Art; 6 – DT Block (& Eye Wash Kits); 1 in each Science Lab; 1 – Geography Office;
2 – PE (First Aid Bags); 1 – Reception Office; 1 – Site Manager’s Office; 1 – Orrysdale Road

THE FOLLOWING STAFF ARE TRAINED TO FIRST AID AT WORK LEVEL:

Name	Training Provider	Date of Training	Refresher due date
Mr K Vane	St John Ambulance	7 June 2019	06.06.2022
Mrs K McKenzie		08 March 2018	07.03.2021
Miss M Richards		20 May 2018	19.04.2021
Mrs C Chapman		20 May 2018	19.04.2021
Miss K Higham	First Aid Training Northwest	10 May 2019	09.05.2022
Mr J Knight	St John Ambulance	24 May 2019	23.05.2022

THE FOLLOWING STAFF ARE TRAINED IN THE USE OF THE DEFIBRILLATOR:

Name
Mr J Akehurst
Mrs A Goodall
Mrs S Harris
Ms D Lidgett
Mr A McClumpha
Miss M Richards
Mrs A Taylor
Mr K Vane

The Defibrillator is kept outside the Main Office.

Mr M Thomas will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

3.11.1. Transport to hospital

Where the first aider or Headteacher/Centre Manager considers that hospital treatment is required the School should summon the emergency services for transport by ambulance. If, despite being fully appraised of the situation, the emergency service does not consider it necessary for transport by ambulance, but the School consider that further medical advice is required, the School should contact the pupil's next of kin. If the next of kin cannot be contacted and/or do not have access to own transport, the School can, only in these exceptional circumstances arrange to transport the injured person using their school staff transport. Please note that that they must be accompanied by an additional responsible adult to support the injured person. A member of staff should stay with the injured child until their parents/guardians arrive at the hospital.

All staff who are likely to use their own vehicles for business travel must have the appropriate business insurance and a valid MOT certificate (if required). It is the responsibility of the Headteacher/Business Manager to check these documents together with the individual's driving

licence on an annual basis, making note of any endorsements and maintain appropriate records. (Use CAR10 form or equivalent)

3.11.2. First Aid away from School Premises

A travel first aid kit is taken by an appointed member of staff when taking a group of children out of school.

3.11.3. Clinical Waste

In accordance with the "Duty of Care" - Code of Practice all swabs, tissues, etc used for first aid treatment will be placed in the yellow medical bin which is located in the Medical Store.

Incontinence waste such as disposable nappies, stoma bag, etc will be placed in the hazardous waste disposal unit which is located in the Medical Store.

Items such as needles, syringes and other sharps will be placed in the "sharps bin" which is located in the Medical Store.

Emergency Contact Numbers

NHS	111
Arrowe Park Hospital	0151 678 5111
School Nurse	0151 514 6683
Infection control Nurse	0151 604 7750
Public Health England	0344 225 0562 opt 1opt 1

The following guidance is available on WESCOM

- DfE First Aid in schools
- First aid in schools model risk assessment
- Health & Safety Management Arrangements for Infection Control
- Car 10 form

3.12. Housekeeping

Governors and the Headteacher are responsible for ensuring good standards of housekeeping across the School. This will be checked by regular inspections of the site.

It is the responsibility of all staff to maintain good standards of housekeeping across all areas of the School. This is monitored by the Site Manager, the Facilities Manager and the SLT member on duty.

- Floors and Gangways:
 - Wet, greasy, dusty or dirty floors; spills or splashes of solids or liquids etc.
 - Unsuitable floor surface or covering; trailing cables; congestion; obstructions; inadequate lighting
- Furniture and Fittings
 - Check circulation routes are not impeded by the arrangement of furniture.
 - Check furniture is not damaged or unstable.
 - Check no furniture is in a dangerous condition, (rough wood, splinters, protruding screws, nails, loose components etc
- Storage
 - Check accessibility, are shelf mountings secure, are shelves over loaded, are bulky items stored at waist height – not at high or low level, is storage logical and tidy, are storage areas kept secure, is access equipment available for high shelves eg kick stool or step ladder

- Waste
 - Are there adequate containers for disposal of waste, are they emptied regularly, check for waste accumulating on escape routes
- Welfare Facilities
 - Is there adequate storage for coats, personal belongings are facilities for making refreshments and eating snacks kept clean and tidy, is food stored in appropriate containers
- Fire
 - Flammable materials will kept away from heat and ignition sources, stored in approved
 - correctly labelled containers.
 - Fire exits, call points, fire extinguishers clearly marked, and free from obstruction.

3.12.1. Inspections

Proactive monitoring involves actively looking for hazards and identifying risks on a regular basis in order to rectify them before they can cause harm. Governors and the Headteacher will ensure that a schedule of proactive monitoring is in place, which includes the following as a minimum standard:

- A general workplace inspection of the site will be conducted termly and be undertaken / co-coordinated by a group of stakeholders e.g. Governors, Headteacher, health & safety coordinator, staff representatives, site manager, business manager etc.
- The person(s) undertaking the inspection will complete a report and action plan in writing and submit this to the Headteacher.
- Responsibility for following up items detailed in the safety inspection report will rest with Mr M Thomas.
- Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff. Advice and pro forma inspection checklists can be found in CLEAPSS (for sciences and DT).

- An annual inspection, using the Governor’s Inspection Checklist or similar, by a named governor, Mr M Berry, will be undertaken and an action plan created. This will be reported back to the premises sub-committee and full governing body meetings. **A copy will be sent to the Health & Safety Team, who will review the action plan and this will form the basis of the next audit of the School.**

The following guidance and a range of inspection checklists is available on WESCOM:

- Governors/SLT H&S Inspection Checklist- **see Appendix 1**
- Fire Marshal inspection checklist
- Ladders
- Playgrounds and external checklist

3.13. Legionella

In accordance with the requirements of the HSE’s Approved code of Practice for the control of Legionella L8 the Governors and Headteacher will ensure:

- A current legionella risk assessment is in place and a management control programme implemented. HSL are the nominated competent persons appointed to undertake Risk Assessments throughout the Local Authority.
- Statutory monitoring will be covered by monthly checks undertaken by HSL and will address any issues that are highlighted by the Risk Assessment.
- Additional checks will be required particularly where there are showers and after periods of non-use e.g. summer holidays and these requirements will be addressed by Mr J Akehurst who will record all such testing.
- Where outlets are no longer in use, arrangements will be made to remove them and the pipework leading to them.
- Thermostatic temperature control valves are maintained on an annual basis to ensure correct operation.
- Records will be maintained.

Further guidance is available on WESCOM

- Wirral Council Legionella Policy

Documentation relating to all water risk assessments and monthly reports is located in the Site Manager’s Office.

3.14. Lighting

The Governors and Headteacher will ensure that each room or other space within the School will have lighting appropriate to its normal use and which satisfies any more specific requirements. The maintained illuminance of teaching accommodation must not be less than 300 lux on the working plane. Where visually demanding tasks are carried out there must be maintained illuminance of not less than 500 lux on the working plane. Light fittings must not produce a glare

index of more than 19, where glare index measures the direct glare from light fittings which might be seen, for example, by someone looking up from their work. It is the responsibility of all staff to report any defects so that appropriate repairs can be instigated.

3.15. Lone working

The Governors and Headteacher encourage employees not to work alone in the School. The School adheres to the following procedures -

- Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.
- Obtain permission from the Headteacher and notify them on each occasion when lone working will occur.
- Work involving potentially significant risks (for example work at height, entering confined spaces, and operating dangerous equipment, etc.) **should not** be undertaken whilst working alone.
- Ensure employees do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- When working off site, (e.g. when visiting homes), notify a colleague of their whereabouts and the estimated time of return. (It is good practice to obtain background information about the child/family being visited and also to pre-plan the route if the premises are unfamiliar.)

The following guidance is available on WESCOM

- Health and Safety Arrangements for Management of Lone Working
- Health & Safety Arrangements for Working in Confined Spaces
- Lone Working model risk assessment
- Confined spaces model risk assessment

3.16. Manual Handling

Under the Manual Handling Operations Regulations 1992 Governors and the Headteacher ensure all manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by The Senior Leadership Team.

- Where it is not reasonably practicable to eliminate these activities, a risk assessment will be carried out and the risk reduced as far as is reasonably practicable in accordance with the Manual Handling Operations 1992.
- Specific training will be provided to employees that are required to carry out manual handling of loads and manual handling of people.
- Employee's should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

The following guidance is available on WESCOM

- Health and Safety Management Arrangements for Manual Handling

3.17. Management of Medicines

Governors and the Headteacher ensure that an administration of medicines policy and procedures is in place in line with DfE guidance “Supporting pupils at school with medical conditions”. Revised Dec 2015 (August 2017)

Management of Medicines in Schools and Early Years Settings Checklist				
West Kirby Grammar School				
Checklist		Yes	No	Details
1.	Does the School have a written policy for administration of medicines in school?	✓		Give date, location
2.	Has the School nominated responsible trained persons to administer medicines?		✓	List nominated staff
3.	Is there a clear statement on the roles and responsibility of staff managing administration of medicines, and for administering and supervising the administration?	✓		Location – extract issued to nominated staff
4.	Have nominated staff received appropriate information, instruction and training on the School's policy and procedures	✓		List staff, date and training provider (parent, school nurse, other)
5.	Does the School have procedures for managing medicines on trips and outings	✓		Risk assessments, consent forms, etc
6.	Has the School received a written agreement from parents for any medicines to be given to a child	✓		
7.	Has the School confirmed, in writing, that they agree to administer medicines		✓	
8.	Is there guidance for children carrying and taking their medicines themselves	✓		
9.	Does the School maintain records for the administration of medicines	✓		
10. D	Do staff have access to the School's emergency procedures			
11.	Is a health care plan required for individuals			

Medicines Checklist

1.	Does the School have appropriate storage facilities taking into account temperature and security	✓		Specify
2.	Is the medicine in the original container	✓		Not specified in paperwork
3.	Is the container clearly labelled with the name of the child, the name and dose of the medicine, the frequency of administration, the time of administration, any side effects and the expiry date	✓		
4.	Are emergency medicines, such as asthma inhalers and adrenaline pens readily available	✓		
5.	Does the School allow children to carry their own inhalers	✓		

The following guidance is available on WESCOM

- DfE “Supporting pupils at school with medical conditions”.
- Administration of Medicines- risk assessment

3.18. New and Expectant Mothers

The Governors and the Headteacher ensure that risk assessments on new and expectant mothers will be undertaken by the head of Department and reviewed by the School’s Health & Safety Committee.

- It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.
- The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

The following guidance is available on WESCOM

- Health and Safety Arrangements for New and Expectant Mothers
- New & Expectant Mother risk assessment

3.19. Noise and Vibration

Governors and the Headteacher, under the Control of Noise at Work Regulations 2005 and the Control of Vibration at Work Regulations 2005 will carry out risk assessments of any activities that expose their employees and others to the damaging effects of noise and/or vibration e.g. hearing loss or hand arm vibration syndrome (HAVS). Such activities might include use of machinery, power tools, or petrol strimmer’s by premises/caretaking staff.

Risk assessments should be carried out to identify or eliminate sources of noise and vibration and to put in control measures where necessary. It may be necessary to commission a noise survey and/or have staff at risk of noise related ill-health undergo personal dose measuring.

The following guidance is available WESCOM for further guidance

- Health & Safety Management Arrangements for Controlling Noise at Work.
- Health & Safety Management Arrangements for Control of Vibration

3.20. Personal Protective Equipment (PPE)

The Governors and Headteacher in accordance with the Personal Protective Equipment Regulations 1992 (as amended) will ensure that the need for PPE is assessed and then made available to employees where required. Records of provision of PPE will be maintained.

The following guidance is available on WESCOM

- Health & Safety Management Arrangements for Personal Protective Equipment (PPE)
- PPE1 Form

3.21. Risk Assessment

The Governors and Headteacher in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999 will assess the risks to the health and safety of their employees while they are at work.

3.21.1 General Risk Assessments

The School risk assessments will be coordinated by Mr M Thomas following Local Authority Guidance.

All workplace activities, locations and equipment involving teaching and non-teaching (e.g. caretaking) staff, premises and one-off activities have been assessed and approved by the Headteacher.

Responsible persons and area of responsibility for carrying out risk assessments	
Description	Department/Responsible Person
Curriculum – e.g. sciences, DT, PE, Music, Drama, Art, ICT	All Heads of Department
Non curriculum activities – e.g. movement around school, lunchtime supervision, open evenings, parents' evening, school productions, before and after school clubs for both school and non-school operated, fire	Mr M Thomas
Location Hazards - gymnasium, classroom, hall, dining room, ICT,	Mrs A Goodall Mr N Attwood
Equipment	Heads of Department
Lessons outside Classroom	Mr M Thomas
Job based risk assessments teaching	Heads of Department
Job based risk assessments non-teaching e.g. cleaners, caretakers, catering, office, volunteers, midday staff etc.	Mr J Akehurst

These risk assessments are available for all staff to view and are held by the responsible persons.

Specific risk assessments relating to individual persons, e.g. employee with medical condition or young person/pupil are held on that person's file.

3.21.2 Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art and PE, etc.

3.21.3 Non-curriculum Activities

Risk assessments for non-curriculum activities will be carried out by the person leading the event in accordance with local authority guidance.

Risk assessments will be reviewed on an annual basis, when there has been a change in location, equipment, people and procedures and always after a reported accident and/or near miss. Staff carrying out activities should be made aware of risk assessments and any changes to risk assessments relating to their work.

Information is disseminated by: staff bulletins, email, staff briefings and meetings.

The following guidance is available on WESCOM

- Health & Safety Management Arrangements for Risk Assessment
- M34
- M34.1 (reasonable adjustments form)

3.22. Security

Governors and the Headteacher will ensure that that security of the site is risk assessed in order to provide a safe and secure environment for children, employees and visitors to the School.

The [Governors](#) and the Headteacher will ensure:

- If necessary expert advice is obtained to determine the security risks and precautions required to deal with them.
- The intruder alarm is monitored and inspected and records are available
- Employees are provided with enough resources, information and training to implement the security procedures.
- Ensure that all visitors, contractors and agency employee adhere to the security procedures.
- Monitor the implementation of the policy and security arrangements.

The following guidance is available on WESCOM

- School's Security Framework policy

3.23. Stress Management

The Governors and Headteacher are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors.

- All employees have access to Occupational Health and counselling and advice. Where counselling is identified as a possible solution the employee is signposted to the Employee Assistance Programme (EAP) or equivalent.
- Stress risk assessments will be carried out when necessary
- The School may need to take immediate action to review the employee's job role. Appropriate actions would be discussed with the employee affected to determine what

work they feel they can undertake. Reasonable adjustments may be agreed and should be entered on form M34.1.

Further guidance is available on WESCOM

- Health and Safety Arrangements Stress Management
- M34
- M34.1 (reasonable adjustments form)

3.24. Training

Under Regulation 7 of the Management of Health & Safety at Work Regulations 1999, the Governors and the Headteacher have ensured that they have competent advice on health and safety e.g. Wirral Council's Health & Safety SLA. The Governors and Headteacher will ensure:

- that an appropriate member of staff is appointed to coordinate health & safety for the School (Mr M Thomas). If a person is not appointed the role falls to the Headteacher by default.
- suitable health and safety awareness training is provided to those in management or leadership roles.
- essential health & safety and refresher training for different roles has been identified. The School will ensure this training is made available to identified employee at the required frequency.
- training records are available for all employees
- there is a formal induction for permanent/temporary/supply/volunteer employees to bring their attention to their health and safety responsibilities and the arrangements in place for health and safety. This includes risk assessments for the activities they will carry out in school.
- There is an induction checklist.

3.25. Violence & Aggression

The Governors and Headteacher recognise that violence and aggression is a foreseeable hazard in a school environment and will ensure:

- Risk assessments are carried out to identify all possible situations and tasks during which violence and aggression may occur and what precautions are in place to reduce the likelihood. e.g. lone working, responding to intruder alarms, working with pupils with challenging behaviour.
- Where it has been identified, employees will be provided with appropriate information, instruction and specific training for dealing with these situations e.g. Team Teach, MAPA, de-escalation training. Refresher training will be provided at a recommended interval.
- Suitable precautions are introduced e.g. zero tolerance notices, means of communication, CCTV, training.
- All incidents of violence and aggression are reported using form MV92 and following guidance outlined below.
- Counselling is offered to employees following violent, aggressive or abusive behaviour.

The following guidance is available on WESCOM

- Health and Safety Arrangements for Managing Violence and Aggression to Employees
- Form MV92
- Challenging Behaviour risk assessment

3.26. Vehicles on site and use of private vehicles

The Governors and Headteacher recognise that the movement of vehicles presents a foreseeable risk in a school environment and will ensure:

- if pedestrian routes within the site are not clearly defined and segregated from vehicles, a risk assessment should be in place demonstrating the controls in place to mitigate the risk to pedestrians.
- vehicular access to the School is restricted to school staff and visitors only and not for general use by parents / guardians when bringing children to school or collecting them.
- children's and parents' access shall be kept clear of vehicles
- access from the road shall be kept clear for emergency vehicles.

The Governors and Headteacher recognise that employees who drive their own private vehicles while on work business or those that drive minibuses present a foreseeable risk in a school environment and will ensure that the appropriate risk assessments have been carried out.

Contractors are given guidance as part of Induction. They sign to confirm that they have received this.

The following guidance is available on WESCOM

- Health and Safety Arrangements for Management Driving for Work
- CAR 10

3.27. Work at Height – use of ladders and step ladders

The Governors and Headteacher, in accordance with Working at Height Regulations 2005 will ensure:

- Work at height will be avoided where it is reasonably practicable to do so and is confined to the use of a stepladder.
- Where this is not possible e.g. putting up displays, changing light fittings, Mr M Thomas or Mr J Akehurst will ensure a risk assessment is conducted and the risk reduced as far as is reasonably practicable.
- A copy of this assessment will be provided to employees authorised to work at height.
- Employees who are required to work at height will receive appropriate training. (See Health and safety training matrix (expected core competencies))

- Regular inspections of all work at height equipment will be conducted by the Site team. This is logged within the Site Planned Maintenance Programme. All equipment must be tagged/numbered and a ladder register maintained. Records will be kept.

The following guidance is available on WESCOM

- Health and Safety Arrangements for Management of Work at Height
- Model risk assessments
- Ladder inspection checklist
- Ladder register

3.28. Tree safety and grounds maintenance

The Governors and Headteacher recognise that the grounds of the School can present significant hazards if not managed and maintained in a safe condition. They will ensure that:

- Risk assessments are undertaken on the grounds and the maintenance activities that are carried out.
e.g. leaf blowing, mowing, using a strimmer.
- Employees will only use equipment for which they are trained in line with the Provision & Use of Work Equipment Regulations 1999
- Professional tree inspections and maintenance are carried out where applicable and that records of this work are available.
- Visual grounds inspections and maintenance are carried out as necessary and that records are available.

The following guidance is available on WESCOM

- Workplace equipment risk assessment
- Playground inspection checklist

3.29. Work Equipment

Work equipment is almost any equipment used by an employee, pupil, and visitor whilst at work and includes:

- Machines such as circular saws, drills, photocopiers, mowers, strimmer's, leaf blowers
- Hand tools- screwdrivers, hammers, knives, chisels
- Lifting equipment- hoists, lifting slings, stair lifts, changing beds
- Other equipment such as ladder, trolleys, water pressure cleaners
- Includes equipment which employees provide for their own use at work.

The Governors and Headteacher recognise that even simple hand tools can cause serious injuries through misuse, lack of training or poor maintenance. In accordance with the Provision and Use of Workplace Equipment (PUWER) Regulations 1998 they will ensure:

- a risk assessment of equipment is undertaken to take into consideration:
 - Appropriate selection of equipment for the task
 - Use
 - Inspection

- Maintenance
- Training
- Employees will only use equipment for which they have received adequate information, instruction and training.
- there are documented local safe systems of work for the use of the equipment.
- relevant warning signs are displayed by the equipment.
- trained users carry out pre-use inspections.
- there are documented periodical user checklists to inspect the equipment.
- employees are required to report to the Site Team any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.
- defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.
- Workplace equipment risk assessment.

The following guidance is available on WESCOM

- Statutory Maintenance and Inspection Guide for Schools Aug 2017 v1- See Appendix 3

3.29.1 External play equipment

The Governors and Headteacher recognise that sports equipment presents foreseeable hazards in a school environment and will ensure:

- risk assessments are undertaken to identify all hazards and control measures
- external play equipment will only be used when supervised.
- Visual inspections are carried out by the PE Department
- pre-use inspections are carried out by all users
- termly formal inspections are carried out by the PE Department and recorded as recommended by the installer/manufacturer of the equipment
- an annual inspection will be carried out by a suitably competent contractor
- Records of all inspections to be kept on site.

The following guidance is available on WESCOM

- Playground inspection checklist
- Playground and external play equipment risk assessment
- Playground and external play equipment risk assessment checklist

3.29.2 Inspection and testing of plant and equipment

All plant and equipment requiring statutory inspection and testing under health and safety legislation (i.e. steam boilers, compressors, lifting equipment, local exhaust ventilation, pressure cookers, etc) will be inspected by appropriate contractors/insurance company.

Maintenance inspections are also required under the Provision and Use of Workplace Equipment Regulations PUWER

3.29.3 Curriculum

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The School's Health & Safety Committee have identified all work equipment and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users. Records of all equipment testing are kept in the Site Manager's Office.

The following guidance is available on WESCOM

- Health and Safety Management Arrangements for the Use of Workplace equipment
- Work equipment risk assessment

Appendices

APPENDIX 1

GOVERNORS/ SLT ANNUAL HEALTH & SAFETY INSPECTION CHECKLIST

Guidance notes on using this checklist

Overall accountability for health and safety for maintained schools lies with the employer of staff in the School. Whoever the employer is depends on the type of school.

Local Authority is the employer	Governing body is the employer	Academy Trust is the employer
Community schools	Foundation schools	Academies & Free schools
Community special schools	Foundation special schools	
Voluntary controlled schools	Voluntary aided schools	
Maintained nursery schools		
Pupil referral units		

However day-to-day running of the School, including responsibility to comply with all applicable legislation for the health and safety of staff and pupils is delegated to the Headteacher, governing body and school leadership team who are responsible for ensuring risks are managed effectively on site.

Under health and safety law the employer (either the LA or governing body) is required to monitor activities to ensure compliance with locally set policies and procedures.

There is a requirement for schools to formally monitor and evaluate the effectiveness of the health and safety systems within the School annually.

This safety checklist has been designed to assist the Governors and SLT when carrying out annual monitoring. Its completion would form part of an overall strategy to demonstrate that the principles of HSG 65 'Managing for Health and Safety' which is both the Health and Safety Executive's (HSE) and Wirral Council's benchmark are in place.

It is not necessarily exhaustive, and should be customised to fit individual circumstances as required. Alternative approaches to monitoring may be taken and the School and Governing body should determine the best solution given the amount of time / resource available.

Such monitoring activities should be proportionate to the level of risk and therefore assurance over the effective control of **significant** risks such as fire, asbestos, working at height etc. should be the priority.

Separate checklists for potentially higher risk areas of secondary schools (DT, Science, PE etc.) are available for heads of department to use for their curriculum specific risks and responses to these should be co-ordinated by a member of SLT.

If as part of the monitoring process you have any concerns or require clarification over the expected standards please contact the Health & Safety Team on 0151 606 2211/2216/2364/2377

Audit process

- Once completed the checklist should be forwarded to the Health and Safety Team for review.
- Once reviewed an appointment will be made with a Health & Safety Officer to come to your school and review the document with the Headteacher and /or a Governor. At this appointment the School will be required to provide evidence of the comments made on the checklist.
- Part of the audit process will be an inspection of the School.
- The School will be provided with an action plan to further improve their health & safety management system.

Definitions

- Tools/Equipment – Includes hand tools (e.g. hammers, chisels etc), Buffer machines, strimmers, PE Equipment.
- Hazardous Substances – Substances that are covered by the Control of Substances Hazardous to Health (COSHH) Regulations (these can be identified by their warning label and pictogram, there may be other substances such as wood dusts to consider).
- Off Site Activities – Any activity that takes place beyond the School site (e.g. trips, visits, sports fixtures).
- DSE – Display screen Equipment such as computers, laptops etc.

GOVERNORS/ SLT ANNUAL HEALTH & SAFETY INSPECTION CHECKLIST (Sept 2020 v1)

SCHOOL NAME..... AREA INSPECTED.....

DATE INSPECTED..... INSPECTED BY.....

POLICY		Y/N/ N/A	COMMENTS / ACTIONS NEEDED		
Is there a health & safety policy (signed & dated by Headteacher / Chair of Governors)? Policy in line with latest Schools Framework Health & Safety Policy and considers all key risks?			DATE OF LAST REVIEW: (Good practice is to review annually, max of 2 yearly)		
The H&S policy is included in the induction process and policy changes at review are effectively and formally communicated to all employees? Have employees signed to say they have read and understood their roles and responsibilities?			SCHOOL INDUCTION FORM: RECORDS OF EMPLOYEES RECEIVING AND SIGNING FOR POLICIES AND H&S INFORMATION		
Does the centre have a formalised Emergency Plan and are contact details updated regularly?			DATE OF LAST REVIEW: (GOOD PRACTICE IS TO REVIEW ANNUALLY, MAX OF 2 YEARLY) DATE RATIFIED BY GOVERNORS:		
Is the health & safety law poster displayed			LOCATION:		
RISK ASSESSMENT		Y/N/ N/A	COMMENTS / ACTIONS NEEDED		
Are school specific risk assessments in place for those activities presenting a significant risk to staff, pupils and visitors?			DATE OF LAST REVIEW : (Should be reviewed annually / sooner if circumstances change)		
Are risk assessments available and do they include all the tasks and activities that employees carry out? Please tick all risks that your employees are exposed to:			DATE OF LAST REVIEW : (Should be reviewed annually / sooner if circumstances change)		
Aggression	Chemicals and dusts	Computers	Electricity	Fire	Housekeeping
Lone working	Manual handling	Machinery	Noise	Weather	Slips, trips & falls
Stress	Vehicles/ driving	Vibration or noise	Work at height	Driving	Infectious diseases
Are individual employee risk assessments being carried out where required? (e.g. known medical conditions/stress where there are H&S implications. M34, M34.1 completed record of reasonable adjustments					
Is there evidence that heads of department/ subject leads have adopted / adapted model risk assessments for relevant curriculum activities? <i>E.g. In DT, PE and science there should be a clear link made between daily use texts, such as the scheme of work and relevant national advice, such as CLEAPSS, Be Safe (Primary) or Safe Practice in PE and Sport.</i>					
Are all substances used in Art/ DT/ Sciences identified and stored in accordance to national guidance CLEAPSS, NSEAD?					

Have all DSE (computer) users been identified and have they completed the Display Screen Self-Assessment? Have any identified actions been completed?		DATE OF LAST DSE SELF ASSESSMENTS – ACTIONS COMPLETED
How are employees made aware of the content and location of all relevant risk assessments?		EVIDENCE OF STAFF SIGNING TO SAY THEY HAVE RECEIVED THIS INFORMATION:
Are all notifiable off-site visits (overseas, self-led adventurous activities, field work in wild /open country etc.) entered and approved on Evolve (LA’s online system)?		
Is a member of staff designated as an Educational/External Visits Coordinator (EVC) and have they received training?		NAME: DATE OF TRAINING:
Does the School purchase the Swimming SLA (Edsential) if not how does the School risk assess the activity and-ensure employees’ competence in line with ASA?		DATE OF LAST TRAINING
INSPECTION / MONITORING	Y/N/ N/A	COMMENTS / ACTIONS NEEDED
Are health and safety inspections of the site undertaken and documented on an appropriate cycle? Governors, Headteacher, site/premises employees, curriculum leads, teachers? Does Head/member of SLT/governor audit termly to ensure inspections are carried out? Evidence that recommendations are actioned		GIVE DETAILS & DATE OF INSPECTIONS CARRIED OUT IN SCHOOL : E.G. PLAYGROUND , FIRE MARSHAL ETC AND LAST DATE.
INSPECTION / MONITORING	Y/N/ N/A	COMMENTS / ACTIONS NEEDED
Has the School completed the Annual Property Return and returned this to Asset Management Legislative Compliance Officer		GIVE DATE RETURNED TO LA:
FIRE SAFETY	Y/N/ N/A	COMMENTS / ACTIONS NEEDED
Is a fire log book available and completed? Is the fire log book audited termly by Head /member of SLT or Governor? <i>See Fire Log Book List of Contents</i>		
Has a suitable <u>fire risk assessment</u> been completed / reviewed within the last 12 months ? Have all actions been completed? <i>(If there have been subsequent changes to the site /building layout the fire risk assessment should be revised to reflect these changes.)</i>		DATE OF LAST REVIEW: WHO UNDERTOOK THE ASSESSMENT:
Has the responsible person carried out a room by room risk assessment taking into account activity, use, equipment, people? Have all actions been completed?		DATE OF LAST REVIEW:
Has the capacity for communal areas such as the main hall been calculated as part of this assessment?		CAPACITY:
Is a documented site-specific evacuation plan in place? And are all employees instructed on induction and annual refresher and records kept of training? Does this evacuation plan also consider any individuals who may need specific assistance during evacuation? (e.g. due to mobility impairment etc.) ?		DATE OF LAST REVIEW: DATE OF TRAINING :

Are fire drills conducted termly and recorded?		DATE OF LAST DRILL: TIME TAKEN TO EVACUATE BUILDING:
Are fire alarm call points tested weekly (a different call point to be tested each week on a rotational basis) and documented?		
Are appropriate fire extinguishers available? There should be at least one water based extinguisher for each 200 metres of floor space. (sited so that no person need travel more than 30 metres to reach an extinguisher) and a minimum of 2 extinguishers per floor unless it is an upper floor of less than 100m2.		DATE OF ANNUAL INSPECTION:
Are all emergency exits / routes clearly signed, available for immediate use and unobstructed?		
Do all areas of the School used outside of ambient daylight hours have emergency lighting available on escape routes? (<i>in particular focus on those areas used for lettings</i>)		
Is emergency lighting tested monthly (in house)		DATE OF FULL DISCHARGE TEST:
Is a monthly fire marshal inspection checklist completed and remedial actions completed?		DATE OF LAST CHECKLIST:
Are all key internal fire doors (e.g. cross corridor and stairwell doors) in place and fully closing?		
Are fire action notices displayed and completed?		
Are fire precautions known by external users? Third parties on site (sports clubs, lettings) , visitors, contractors, Lettings policy, visitors badge, induction		
ASBESTOS	Y/N/ N/A	COMMENTS / ACTIONS NEEDED
Is an asbestos management plan in place and is the asbestos register readily available? <i>Are the School aware of how to access this information on Concerto?</i>		
Has all old data been effectively segregated / archived? (there is a legal duty to keep this for 60 years)		NUMBER OF ENTRIES IN PERMISSION TO WORK LOG IN PAST 12 MONTHS : DATE OF LAST ENTRY:
Is the asbestos register signed on every occasion before any work is conducted on building fabric? (This applies equally to the site team / caretaker as to contractors)		NUMBER OF ENTRIES PAST 12 MONTHS : DATE OF LAST ENTRY:
Is the School clear on the location of asbestos containing materials (ACM) remaining in situ and the limitations of their management survey? asbestos should be presumed to be present until confirmed otherwise.		If you require any assistance in interpreting the log contact Health & Safety Team /Simon Parrott, Legislative Compliance Officer (Asbestos & Fire Safety)
Has the location of known ACM remaining in situ been communicated effectively to all relevant employees / building users?		
Is the site-specific management plan up to date e.g. if any subsequent work on asbestos (encapsulation / removal etc.) has been undertaken this must have been recorded in the management plan?		

Has the annual visual check of all known ACM's been completed and are records retained in the Asbestos register? Who is trained to complete the visual checks? When did they last receive refresher training?		DATE OF LAST VISUAL INSPECTION: NAME OF PERSON CARRYING OUT INSPECTIONS DATE OF LAST HS FOR CARETAKER'S TRAINING:
If an academy is there an asbestos management plan in place?		
CONTRACTORS	Y/N/ N/A	COMMENTS / ACTIONS NEEDED
Does the School purchase the Asset Management SLA?		
When awarding contracts directly how is health and safety included in contract specifications and conditions?		
If the School employs contractors directly, are appropriate competency checks undertaken prior to engaging the contractor?		
Do contractors report to a suitable member of staff upon starting and leaving each day?		NAME:
Are employees aware when contractors are going to be working on the premises and the safety precautions required?		
Is safety induction given to contactors on establishment's health and safety procedures? Details of how H&S is addressed between school employees and contractors. Site rules etc on larger projects		
ELECTRICAL / GAS	Y/N/ N/A	COMMENTS / ACTIONS NEEDED
All emergency shut offs are accessible, clearly identified and functioning?		
Are gas cylinders stored appropriately? (Secured upright, separated from flammables, room signed and location marked on plan within fire log book?)		
LEGIONELLA	Y/N/ N/A	COMMENTS / ACTIONS NEEDED
Has a water risk assessment been conducted? Have the initial recommendations from the water risk assessment been actioned?		DATE OF ASSESSMENT :
If there have been subsequent changes to the building / hot and cold water system since this assessment has this assessment been reviewed?		
Are all in house operational controls (flushing of seldom-used outlets, flushing during holidays etc..) being completed and documented in the water logbook?		DETAILS
PLANT/ TOOLS & EQUIPMENT	Y/N/ N/A	COMMENTS / ACTIONS NEEDED
Does the establishment have an inventory/asset register of all equipment in use? Are all tools used by the caretaker/site manager included in this list? Including tools brought in for use in school. Are there copies of current inspection/test certificates, training records?		
Is there any significant use of power tools / machinery? If "YES" then a register of equipment should be in place which identifies any significant safety issues to consider, (Noise and vibration levels, guards that should be in place, PPE required, maintenance or training / instruction required)		
Are all tools and equipment subjected to regular inspection? Are inspection records available?		NAME : RECORDS:

MINIBUSES AND DRIVING	Y/N/ N/A	COMMENTS / ACTIONS NEEDED
Is a list of nominated minibus drivers and training maintained?		
Are all pre-inspection, MOT / servicing records in place for minibuses?		
Are driving licences and vehicle checks for all employees who use their vehicle for school business checked annually? See Wirral Council CAR10 form or equivalent?		
HAZARDOUS SUBSTANCES	Y/N/ N/A	COMMENTS / ACTIONS NEEDED
Is there an inventory of chemicals (e.g. cleaning and maintenance products), reviewed in last 12 months?		
Are relevant Manufacturers Safety Data Sheets available for all cleaning/maintenance substances and have they been communicated to those members of employees who use them.		TRAINING RECORD SHEET
Have substances identified as presenting a significant risk with a hazard symbol (for example, swimming pool chemicals) had a specific COSHH risk assessment conducted?		
Are all hazardous substances stored appropriately e.g. secured out of the reach of children and all containers clearly labeled and marked (e.g. irritant, flammable)?		
Is protective clothing available and is it being worn? Is this recorded in personnel files or PPE1?		
FIRST AID	Y/N/ N/A	COMMENTS / ACTIONS NEEDED
Are there adequate numbers and levels of first aiders on site?		Detail number of employees trained in: First aid at work (FAW) : Emergency first at work (EFAW) : Defib:
Are first aid boxes stored in appropriate places and kept stocked?		NAME:
MEDICATION	Y/N/ N/A	COMMENTS / ACTIONS NEEDED
Does the School administer medicines and is there an administration of medicines policy in place? In line with DfE Supporting pupils in school with medical conditions		DATE OF POLICY: NAMES OF PERSONS RESPONSIBLE FOR ADMINISTERING MEDICINES:
Pupils with medical needs and allergies are clearly identified and an annual review of Individual Health Care Plans is undertaken for those with more significant needs? How are these shared with all necessary employees?		
Is there a documented system for the acceptance and administration of medication?		
Is storage for medicines adequate/secure?		
Is the food operator aware of all food related allergies?		
Is training for all relevant employees in use of epi-pens / medical procedures up to date?		

Do you have work placements/volunteers/students? Do these groups receive an induction?		DATE OF LAST INDUCTION :
KITCHENS	Y/N/ N/A	
Do catering providers have a food safety management system compliant with HACPP (hazard analysis and critical control point)?		WHO IS IN CONTROL OF THE KITCHEN? EG ESENTIAL/CONSULTANT ETC:
Are there any outstanding items from the last EHO report for the School kitchen?		DATE OF REPORT EH STAR RATING:
WELFARE AND ENVIRONMENT	Y/N/ N/A	COMMENTS / ACTIONS NEEDED
Is the workplace lighting generally adequate for the nature of work carried out		
Is the temperature generally adequate?		
Are finger guards in place and effectively maintained on vulnerable doors i.e. toilet & classrooms in nursery, KS1, special schools?		
Is flooring in good condition and free of slip / trip hazards? Is there a system for clearing up spillages and preventing transfer of water on rainy days?		
Are the sanitary facilities in good condition and cleaned regularly, equipped with toilet paper, soap, towels/air dryer and hygiene notices displayed?		
Has safety glazing been installed or existing glazing filmed to a verifiable standard e.g. BS 6206, BS 6262 or EN 14449 in vulnerable areas? E.g. panes >250mm wide in or adjacent to doors, areas where PE is conducted etc.		
Is a lettings policy in place and are key risks and emergency procedures clearly communicated to hirers?		NAME ORGANISATIONS SCHOOL HAS LETTINGS AGREEMENT WITH:
Are potentially hazardous areas (kitchen, labs, workshops etc.) locked when unsupervised?		
HOUSEKEEPING	Y/N/ N/A	COMMENTS / ACTIONS NEEDED
Is good housekeeping adopted by all employees including entrances, stairs, corridors, etc clear of any obstructions, e.g. clutter, spillages, trailing cables, waste materials?		
Is storage adequate and fit for purpose - including equipment, chemicals, eg Are items stored at height (e.g. files/folders on shelves) accessible, secure and safe?		
Are boiler rooms and electrical intake areas kept free of combustible materials?		
EXTERNAL AREAS	Y/N/ N/A	COMMENTS / ACTIONS NEEDED
Is adequate access to the site maintained for the emergency services?		
Is the exterior of the property clear from hazards, e.g. raised paving stones, loose fence panels, damaged gutters, broken roof slates?		
Is the playground secure and visible for supervision?		
Is the playground divided into play areas (age, quiet, ball games, etc)?		
Are mature trees located near to the premises and has a tree survey been carried out by a trained tree surgeon? (not usually part of grounds maintenance contracts)		DATE OF SURVEY

Are pedestrian routes within the site clearly defined and segregated from vehicles? If "NO" a risk assessment should be in place demonstrating the controls in place to mitigate the risk to pedestrians.		
Is play equipment regularly inspected and is its use appropriately supervised? Are inspection records monitored each term?		
SECURITY / SAFEGUARDING	Y/N/ N/A	COMMENTS / ACTIONS NEEDED
Is there clear signage directing visitors to the main reception / other services on site?		
Is access to buildings adequately controlled?		
Is there a clearly defined route between site entrance(s) and reception with direct access to children avoided where practicable? Where the access routes means visitors could potentially gain access to pupils a risk assessment should be in place which demonstrates that there is effective supervision.		
Is external lighting adequate? How often are inspections of lighting undertaken?		DATE OF LAST INSPECTION
Are gates and perimeter fencing of adequate height and well maintained?		
Is access to low roofs adequately restricted? (Any anti-climb paint/ anti-scale devices used should be clearly signed)		
Are any fragile roof surfaces identified by signage?		
Is CCTV installed?		
Any external storage / waste bins are secured and located away from buildings? 8 metres minimum		
WORKING AT HEIGHT	Y/N/ N/A	
Have task specific work at height risk assessments been carried out? i.e. maintenance/repairs, cleaning, mounting displays, stage lighting, etc.? Work at height avoided where possible,		
Have employees who may work at height been instructed in the safe use of access equipment, e.g. tower scaffolds, ladders, stepladders, kick stools, etc.? H&S Awareness for premises/caretakers -LA or Safe Use of Ladders- Teaching Employees LA or Toolbox talk delivered by competent person e.g. premises /caretaking employees.		TEACHING EMPLOYEES DATE OF TRAINING: _____ PREMISES EMPLOYEES DATE OF TRAINING: _____
Is a Ladder register and checklist in place and reviewed termly Ladders EN131/Class 2		LAST DATE OF INSPECTION: _____

STRESS	Y/N/ N/A	
Do Managers take effective steps when they are aware that an employee could be affected by stress? OH referral, risk assessment, reasonable adjustments recorded on M34.1		See 2 above
ANY OTHER SPECIFIC ITEMS FOR YOUR SCHOOL	Y/N/ N/A	

COMPLETE THE FOLLOWING IF THE SCHOOL HAS A SWIMMING POOL OR HYDROTHERAPY POOL

SWIMMING POOLS	Y/N/N/A	S/I *	COMMENTS / ACTIONS NEEDED
Has a swimming pool risk assessment based on the template available in <u>Safe Practice in school swimming</u> been carried out and all identified actions addressed?			
Have the H&S arrangements for the swimming pool been identified in the Schools H&S policy?			
Is there a written Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) for the swimming pool? Templates are available in <u>Safe Practice in School Swimming</u>			
Have employees who operate the swimming pool plant undertaken as a minimum the 2 day National Pool Careers Certificate within the last 5 years?			
Do employees who teach swimming hold an appropriate qualification ¹ ?			
Suitable rescue provision is available? National rescue award for teachers and coaches for structured sessions (swimming lessons, etc.) National Pool Lifeguard Qualification (NPLQ) for unstructured sessions (recreation sessions)			
What is the frequency of bacteriological testing and are records available.			
Pool Plant operator training			NAMES: _____ DATES OF TRAINING: _____
Is the area secure when unsupervised to prevent unauthorised access?			
Have risk assessments and qualifications been verified for any external lettings of the pool?			

¹ At secondary level the head of PE will ensure all employees expected to undertake swimming teaching hold the appropriate NGB award in addition to their teaching qualification in accordance with AfPE guidance. For pools deeper than 1.2M employees **must** have completed appropriate specialist qualifications.(i.e. ASA module 1 as a minimum, module 2 is recommended by the ASA and Association of PE). In shallow pools teachers to have completed swimming teaching as part of their Initial Teacher Training (ITT). If not, or if they are non-teaching employees then they must have a minimum of TOP Swimming. (ASA module 1 would be best practice.)

APPENDIX 2

Health and safety training matrix (core competencies)

Course	Requirements	Provider
Health & Safety responsibilities for new Headteachers/Governors /business managers and those with responsibilities for health & safety in school	Mandatory at appointment	Wirral Health & Safety Team free to schools purchasing SLA.
Health & safety awareness for site managers/caretakers and premises staff	Mandatory at appointment and every three years	Wirral Health & Safety Team free to schools purchasing SLA.
Working at Height (Safe use of ladders /step ladders) practical session	If significant use of ladders undertaken e.g. displays in school, then at induction (Toolbox talk on Wescom) and refresher every three years.	Wirral Health & Safety Team free to schools purchasing SLA.
Manual Handling practical session	<ul style="list-style-type: none"> • If significant manual handling of objects or people is undertaken, then at induction (Toolbox talk on Wescom) and refresher every three years. • Specific courses required for moving and handling people 	Wirral Health & Safety Team free to schools purchasing SLA.
Educational Visits Coordinator (EVC)	Mandatory at appointment and refresher every 3 years.	Edsential or private provider
PASMA Prefabricated Access Suppliers and Manufacturers Association.	The Standard PASMA training course for tower users which is a one-day course and is valid for 5 years.	Private approved provider
CLEAPSS Science Technician Training course	Various courses available for prep room safety and health & safety in school science, courses valid for 5 years	CLEAPSS

DATA training for DT Technician	Various courses available for DT workshop safety and health & safety in school DT, courses valid for 5 years	CLEAPSS
IOSH Managing Safely in Schools	Recommended for all Headteachers, Governors and/or business managers to be aware of their responsibilities for health & safety at work	Wirral Health & Safety Team £450 to schools purchasing SLA.
Health & safety awareness for catering staff (if catering team employed by the School).	Mandatory at appointment and regular refresher training.	Edsential/consultants training courses
Health & safety awareness for cleaners	Mandatory at appointment and every three years	Wirral Health & Safety Team free to schools purchasing SLA.
Gilbrook/MAPPA, Team Teach/de-escalation training	As identified by risk assessment	Gilbrook School, Foxfield or private provider.
Health & safety various master classes for Headteachers, Governors and/or business managers delivered by the H&S team	First course for Managing stress Others to follow: reasonable adjustments etc	Wirral Health & Safety Team. free to schools purchasing SLA.
Preparing for school audits and FRA	A short course to prepare Headteachers, Governors and/or business managers for a health & safety management audit and Fire Risk Assessment	Wirral Health & Safety Team free to schools purchasing SLA.

APPENDIX 3- Statutory Maintenance and Inspection Guide for Schools Aug 2017 v1

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
Asbestos	Overall duty is to manage asbestos in premises. Each site should have an asbestos management survey	Re-survey recommended every 3 – 5 years	UKAS Accredited company for testing and inspection.	<ul style="list-style-type: none"> • Current Asbestos Management Survey • Completed asbestos log book 	Control of Asbestos Regulations 2012
	Each site must have a site specific asbestos management plan, including asbestos risk register and action plan.	Reviewed annually	No specific skills required, but asbestos awareness training recommended.	Asbestos management plan, risk register and action plan	
	Demolition / refurbishment survey for areas undergoing construction, renovation or maintenance where intrusive work is planned.	Prior to intrusive works taking place	UKAS Accredited company for testing and inspection.	Demolition/ refurbishment survey for areas where intrusive work is planned.	
	Asbestos removal or remedial works	Where management survey recommends action or as part of refurbishment or demolition	Removal company to be an HSE Licensed Contractor, preferably holding a 3-year licence.	Clearance certification and hazardous waste consignment notes for any removal works carried out.	
	Regular monitoring of visible asbestos to determine condition.	Annual	Visual inspection only and can be carried by premises staff who have had asbestos awareness training.	Annual monitoring inspection form	
Air Conditioning and Ventilation including kitchen (including fans, filters and motors)	Units and systems should be maintained according to the manufacturer’s guidance. Units and systems may require an inspection under the Energy Performance of Buildings Regulations	Annual or bi-annual	Holds C&G 2078 Holds CITB Safe Handling of Refrigerants certificate	<ul style="list-style-type: none"> • F-Gas records. • Maintenance records 	<ul style="list-style-type: none"> • BSEN 378.Refrigeration systems - Safety and Environmental Requirements. • BS5925; • Building Regulations 1991 F1 “Means of Ventilation” • BS EN203-1 2005 • DW17Energy Performance of Buildings Regulations (Certificates and Inspections) (England and Wales) Regulations 2013.

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
AMP condition surveys	<p>The council is required to conduct asset management plan surveys (AMP's) on educational establishments [does not include Academy, PFI or Aided schools], which are then provided to the Department for Education (DfE) and used to determine property Capital condition funding for the coming year.</p> <p>The returns to the DfE will include basic factual data and data relating to the AMP category of 'building condition'.</p>	Every 3 – 5 years	Surveyors qualified to BICS/RICS or equivalent arranged by the Local Authority.	Current survey	DfE Requirement
Boiler Maintenance	<p>Must be maintained in accordance with the manufacturers' recommendations.</p> <p>Safety inspections are to include internal gas pipe work, including all ancillary equipment including the pipes, valves, regulators, boosters and compressors.</p>	Annual	The Service Technician's Gas Safe card has credits appropriate to the equipment / service being maintained.	<p>Maintenance records are kept including:</p> <ul style="list-style-type: none"> • Date of maintenance • Date by which next maintenance is due • Record of defects and rectification • Service document should also record the Gas Safe registration of the technician carrying out the work. 	Gas Safety (Installation and Use) Regulations 1998

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
Catering equipment	<p>Must be maintained in accordance with the manufacturers' recommendations and according to the type of equipment.</p> <p>See other entries covering</p> <ul style="list-style-type: none"> • Gas appliances • Electrical equipment • Pressure cookers • Fire fighting equipment 	In line with manufacturers requirements	Ensure that service technician has demonstrable proof of competency e.g. a Gas Safe card with credits appropriate to the equipment / service being maintained.	Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.	<ul style="list-style-type: none"> • Gas Safety (Installation and Use) Regulations 1998 • Provision and Use of Work Equipment Regulations 1998 (PUWER)
CCTV	Inspection and testing	Annual	Trained technician from a recognised company.	Written records including date of test, date next test due, defects found and records of repairs to rectify defects	<ul style="list-style-type: none"> • Electricity at Work Regulations 1998 • IEE Wiring Regulations: BS7671
Design and Technology equipment. (See other areas of this guide for LEV, Gas appliances lifts etc.)	Routine maintenance carried out as per CLEAPSS guide DL254.	As specified	Trained DT Technician.	As specified in guide	<ul style="list-style-type: none"> • Provision and Use of Work Equipment Regulations 1998 (PUWER) • CLEAPSS DL 254
	Servicing carried out by manufacturer / supplier / recognised maintenance company.	Annual or manufacturer's recommendation	Trained technician from a recognised company.	Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.	
	Design and Technology department health and safety audit	Every 2 years	DATA /CLEAPSS approved person.	Report with action plan.	

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
Disabled Access	Schools should complete an Access Audit to identify areas where the service is inaccessible. The audit should then enable schools to complete an Accessibility Plan. Those who offer services to members of the public or who employ others, or organisations providing education and training, are obliged by legislation to ensure that those services are accessible to all and that employment arrangements do not place disabled people at a disadvantage.	Every 3 years and whenever works are carried out.	Surveyors qualified to BICS/RICS or equivalent. For further help, refer to the National Register of Access Consultants.	Current audit report	<ul style="list-style-type: none"> • Equality Act 2010 • Special Educational Needs and Disability Act 2001 (SENDA)
Doors (Automated) Applies to powered doors in public buildings.	Routine servicing according to manufacturer's guidelines	6 monthly	NICEIC / ECA registered contractor or equivalent.		<ul style="list-style-type: none"> • BS 7036: 1996 Parts 1, 2 and 3 Safety of powered doors • Electricity at Work Regulations 1998 • BS7671 IEE Wiring Regulations
	Inspection and testing of force limitation and all safety controls	Annually			
Dust and fume Extraction / Local Exhaust Ventilation (LEV)	Regular maintenance and servicing	In line with manufacturers' recommendations	Competent person, either specifically trained technician or service technician from company testing to appropriate British standard.	Written records of inspection including identification number of system/fume cupboard, date of test, type of test carried out, results of inspection, results of performance test, list of remedial actions necessary. This must be kept for at least five years.	<ul style="list-style-type: none"> • Control of Substances Hazardous to Health Regulations 2002 (COSHH) • Fume cupboards BS EN 14175-2 2003 • Provision and Use of Work Equipment Regulations 1998 (PUWER)
	Thorough inspection to ensure the design and expected performance is fit for purpose.	At least every 14 months			
	In addition, filter fume cupboards should be labelled with the type of filter in place and be appropriate for the chemicals used. The number of hours of use should also be recorded to ensure filters are changed at appropriate periods.	In line with manufacturers' recommendations			

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
Electrical, fixed installation	Testing of all fixed wiring and distribution boards	Every 5 years	NICEIC / ECA registered contractor or equivalent.	Written records including date of test, date next test due, defects found and records of repairs to rectify defects	<ul style="list-style-type: none"> • Electricity at Work Regulations 1998 • BS7671 IEE Wiring Regulations
	Testing of all distribution boards in mobile accommodation	Annual	NICEIC / ECA registered contractor or equivalent.	Written records including date of test, date next test due, defects found and records of repairs to rectify defects	<ul style="list-style-type: none"> • Electricity at Work Regulations 1998 • BS7671 IEE Wiring Regulations
Electrical, portable appliances	Visual inspections	6 monthly	In many low-risk environments, a sensible (competent) member of staff can undertake visual inspections if they have enough knowledge and training.	Log of any faults identified and remedial action taken	<ul style="list-style-type: none"> • Electricity at Work Regulations 1998 • Provision and Use of Work Equipment Regulations 1998 (PUWER)
	Combined inspection and testing	Variable depending on appliance and use, but generally annually. Frequency is determined by risk assessment.	When undertaking combined inspection and testing, a greater level of knowledge and experience is needed, and the person will need: <ul style="list-style-type: none"> • the right equipment to do the tests • the ability to use this test equipment properly the ability to properly understand the test results A NICEIC/ECA/NAPIT accredited contractor is recommended.	Documented records of items tested <ul style="list-style-type: none"> • Test stickers placed on items 	Electricity at Work Regulations 1998 Provision and Use of Work Equipment Regulations 1998 (PUWER)

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
Electrical stage lighting	Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads	Every 3 months and after every alteration			<ul style="list-style-type: none"> • Electricity at Work Regulations 1998 • Provision and Use of Work Equipment Regulations 1998 (PUWER)
Temporary electrical installations e.g. for events	Small installations less than 6.5 kW	Before first use Dependent on length of installation further inspections will be required	Person responsible should be qualified electrician	Installation and commissioning certificates including earth leakage test records	<ul style="list-style-type: none"> • BS 7909 – Code of practice for temporary electrical systems for entertainment and related purposes • HSE Guidance Note GS50
	Larger installations need professional installation				
Emergency Lighting	Disconnect the mains lighting to enable a function test of the check emergency lighting units. Usually involves turning on and off with 'fish key'	Monthly	None required	Results normally recorded in the Fire log book	<ul style="list-style-type: none"> • Electricity at Work Regulations 1998 • BS 5266: Part 1 1999
	Carry out full rated 3-hour load test, including battery test and maintenance. Normally carried out by a competent contractor.	Annual	NICEIC / ECA registered contractor or equivalent.	Test certificate including date of test and results of annual test	

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
Energy Performance	Display Energy Certificate (DEC) must be produced and displayed at all times in a prominent place clearly visible to the public. DECs are only required for buildings that have a total useful floor area of more than 250m ² , that are occupied by a public authority or an institution providing a public service to a large number of people, and are frequently visited by members of the public*	Where the building has a total useful floor area of more than 1,000m ² , the DEC is valid for 12 months. Where the building has a total useful floor area of between 250m ² and 1000m ² , the DEC is valid for 10 years.	An Energy Assessor, accredited to produce DEC's or EPC's for that type of building, is the only person who can produce the certificates and Advisory Reports for your building. The DEC and EPC will need to be lodged in a national register by the assessor and given a unique reference number.	Current certificate and advisory report A3 size to be displayed on site in prominent position Current Advisory Report (AR) must also be kept on site. You may need to produce it if asked to do so by a trading standards officer. You can be fined £500 if DEC is not displayed	<ul style="list-style-type: none"> • The Energy Performance of Buildings (Certificates and Inspections) Regulations 2007 • Energy Performance of Buildings Directive (EPBD) "Improving the energy efficiency of our buildings - A guide to display energy certificates and advisory reports for public buildings"
	Energy Performance Certificates (EPCs) are required when a building is constructed, sold or let. The EPC rating is different from a Display Energy Certificate (DEC) as it shows how the building has been constructed, not how it is used.	When a building is constructed, sold or let			

*The advisory report that accompanies the DEC contains recommendations for improving the energy performance of the building. It suggests a range of possible improvements, including cost effective measures that may be implemented to improve the energy performance of the property. The report includes zero and low cost operational and management improvements, possible upgrades to the building fabric or services, and opportunities for the installation of low and zero carbon (LZC) technologies. The AR does not need to be displayed but must be kept on site, you may need to produce it if asked to do so by a trading standards officer.

Fire detection and alarm systems	Testing of call points and sounders on rotation	Weekly	Basic training in fire alarm operation only.	Results to be recorded in the Fire log book	BS 5839 1:2013 Regulatory Reform (Fire Safety) Order 2005
	Inspection and service by competent contractor	Annual (or 25% quarterly)	Competent engineer experienced in type of fire alarm being tested.	Appropriate test and inspection certificate	
Fire doors	Operation of release devices	Weekly	Trained site team person.	Results to be recorded in the Fire Log book.	Regulatory Reform (Fire Safety) Order 2005
	Condition checks	Monthly			

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
Fire fighting equipment:	Visual check to ensure equipment is in its assigned location and has not been discharged.	Monthly	None, visual check only.	Results to be recorded in the Fire log book.	<ul style="list-style-type: none"> • BSEN 3 extinguisher Commissioning and

Fire Extinguishers	Thorough inspection and testing by competent contractor	Annual	BAFE accredited engineer or equivalent trained and qualified engineer.	Test certificate	Maintenance to BS 5306-3: 2009 <ul style="list-style-type: none"> Regulatory Reform (Fire Safety) Order 2005
	Extended service (test discharge)	5 yearly	BAFE accredited engineer or equivalent trained and qualified engineer.	Test certificate	
	Overhaul (hydraulic test)	10 yearly	BAFE accredited engineer or equivalent trained and qualified engineer.	Test Certificate	
Fire fighting equipment: Hoses	Hoses are no longer recommended as they are more likely to put a user at risk than prevent injuries. The recommendation is to decommission and remove fire hoses. Where hose reels remain in sit, they must be maintained to ensure that water flow is adequate and that all parts are in good working condition.	Annual	BAFE accredited engineer or equivalent trained and qualified engineer.	Test Certificate	<ul style="list-style-type: none"> BS 5306:Part 1: 2006 BS 671-3: 2009 Regulatory Reform (Fire Safety) Order 2005
	Where hose reels are in place, a flexible tubing pressure test must be carried out.	5 yearly	BAFE accredited engineer or equivalent trained and qualified engineer.	Test certificate	
Fire fighting equipment: Sprinklers systems	Annual inspection of system by competent contractor. BS EN 12845 lists various other monthly, quarterly, six-monthly etc. checks and tests for things such as flow switches, remote signalling and water supply, and further guidance is available from insurers and sprinkler servicing companies.	Annual	LPS 1048 approved sprinkler engineer or equivalent	To be logged in the Sprinkler log book and work sheet filed.	<ul style="list-style-type: none"> BS EN 12845 LPCB TB203 Care and Maintenance of automatic sprinkler systems

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	BSEN12845 and its accompanying technical bulletins advise that sprinkler systems should be tested once a week. Seek advice from a competent maintenance company for the full testing, inspection and maintenance requirements as different systems may have different requirements.	Weekly	This can be carried out in-house with appropriate training.	Results to be recorded in the Sprinkler log book.	Regulatory Reform (Fire Safety) Order 2005
<p>Fire fighting equipment: Wet and dry Risers</p> <p>Wet/dry risers are intended for the use of the Fire Service to provide a readily available means of delivering considerable quantities of water to extinguish or to prevent the spread of fire.</p>	<p>Wet Risers:</p> <p>Regular maintenance and servicing. A wet riser is a system of valves and pipe work which are kept permanently charged with water.</p>	<ul style="list-style-type: none"> • 2 visual inspection services per year • 2 electric pump inspection services per year • 1 flow test per year (if applicable) 	UKAS Accredited company for testing and inspection.	Written records including date of test, date next test due, defects found and records of repairs to rectify defects	BS 5306 Part 1: 2006 Regulatory Reform (Fire Safety) Order 2005
<p>Dry Risers:</p> <p>Regular maintenance and servicing. A dry riser is a system of valves and pipe work which enables the Fire Service to pump water on to upper floors of a building.</p>	<ul style="list-style-type: none"> • A visual inspection every six months. • An annual pressure test 	UKAS Accredited company for testing and inspection.	Written records including date of test, date next test due, defects found and records of repairs to rectify defects		

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Fire fighting equipment: Wet and dry suppression systems e.g. Ansul, FM 200	Maintenance of suppression systems as per manufacturer's guidance.	Annual	BAFE accredited engineer or equivalent trained and qualified engineer.	Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.	BS 306 Regulatory Reform (Fire Safety) Order 2005
Fire Shutters and curtains A fire shutter or curtain is a specially developed and engineered screen that drops from the ceiling and cuts off the path of a fire between two open areas. These are often used in kitchen service hatches.	Regular testing to ensure effective operation.	Following installation and then 6 monthly or when faults are detected	Competent person.	Log book containing name and contact details of manufacturer and installer. Identification of power unit and safety devices. Results of installation testing and records of all maintenance and defect rectification	<ul style="list-style-type: none"> • BS7273: Code of practice for the operation of fire protection measures • Actuation of release mechanisms for doors • BS EN 12453 for Installation • BS EN 12635 covers maintenance inc. the need for log book • Appendix B of the Building Regulations Approved Document B
Regular maintenance in line with the manufacturers recommendations	At least annually or when faults are detected				
Fragile Roofs	Fragile roof access to be clearly signed and guarded to prevent falls through them. Periodic inspection of signage required.	As part of termly / quarterly health and safety inspection regime.	None – can be carried out by premises staff.	Termly monitoring inspection forms	Working at Height Regulations 2005

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
Fuel Oil and biomass storage	Must be maintained in accordance with the manufacturers' recommendations,	Annual	Ensure that service technician has demonstrable proof of competency appropriate to the equipment / service being maintained.	Records of examination and maintenance are kept, including date of inspection / maintenance, date next inspection or maintenance due and record of defects and rectification.	<ul style="list-style-type: none"> • The Control of Pollution (Oil Storage) (England) Regulations 2001 • Guidance Note for the Control of Pollution (Oil Storage) (England) Regulations 2001 • Building and Engineering Services Association SFG/20
Gas appliances	Must be maintained in accordance with the manufacturers' recommendations	Annual	Ensure that service technician has demonstrable proof of competency i.e. a Gas Safe card with credits appropriate to the equipment / service being maintained.	Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification. Service document should also record the Gas Safe registration of the technician carrying out the work.	<ul style="list-style-type: none"> • Gas Safety (Installation and Use) Regulations 1998 • L56: Safety in the installation and use of gas systems and appliances
Gas pipe work	Safety inspections of internal gas pipe work (including all ancillary equipment including the pipes, valves, regulators, boosters and compressors).	Annual	Ensure that service technician has demonstrable proof of competency.	Records of examination and maintenance are kept	Gas Safety (Installation and Use) Regulations 1998
	Tightness testing of internal gas pipe work	5-yearly			

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
Gates & Barriers (Automated)	Site specific risk assessment	Before installation	Competent person / organisation.	Records of maintenance including testing of functioning of safety devices fitted. Complete follow up actions.	<ul style="list-style-type: none"> • Supply of Machinery (Safety) Regulations 2008 • BS EN 12635:2002 – Industrial, Commercial and Garage Doors and Gates – Installation and Use. • HSE Guidance
	Regular service & maintenance as per manufacturer’s recommendations to ensure safe operation, including all safety devices.	Annual	For new installations confirm that the supplier will CE mark the gate and issue you a Declaration of Conformity.		
Gym Equipment	Visual inspection of equipment	Prior to each use	Qualified PE Teachers.	Log sheet or similar	<ul style="list-style-type: none"> • BS1892 part II 1986/1991 “Safe Practice in Physical Education and School Sport” (section 3.6 and Appendix 20) – Association of Physical Education http://www.afpe.org.uk/
	To inspect and maintain all Gymnasium Equipment to the standards required in British Standard Specification BS1892 part II 1986/1991 To ensure that equipment remains safe for use, but also to prolong the life of equipment by regular inspection and renewal of worn parts.	Annual	Qualified to inspect to the standard.	A detailed inspection report, summarising any faults and remedial action required <ul style="list-style-type: none"> • Evidence of remedial works completed 	
Hydrotherapy and swimming pools	Maintained to the standards outlined in “Treatment and quality standards for pools and spas” published by the Pool Water Treatment Advisory Group.	As per manufacturers requirements	Staff trained and competent to handle the chemicals associated with the pool treatment. Either properly trained site staff or outside contractor.	Records to be maintained and kept for a minimum of 5 years.	BS EN 15288 – 2:2008 Managing Health and Safety in Swimming Pools (HSG179)
Intruder Alarm	Monitored inspection and testing according to manufacturer’s guidelines	6 monthly	Competent person or contractor.	An inspection report summarising any faults and remedial action required	<ul style="list-style-type: none"> • Electricity at Work Regulations 1998 • IEE Wiring Regulations: BS7671
	Unmonitored inspection and testing according to manufacturer’s guidelines	Annual			

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Lifts and lifting equipment Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it.	Thorough examination of equipment designed for the lifting of passengers e.g. passenger lifts, patient hoists, powered stair lifts, tail lifts on disabled transport vehicles, window cleaning cradles.	Before using for the first time and every 6 months	Thorough inspection is usually carried out by someone other than the person maintaining the equipment, commonly through an insurance company. Note: A thorough inspection is not the same thing as routine maintenance.	Written report containing date of examination, date next examination is due and a full list of any defects found.	<u>Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)</u> “Guidelines on the supplementary tests of in-service lifts” - The Safety Assessment Federation (SAFed) and the HSE
	Thorough examination of equipment designed for the lifting of goods/objects only, e.g. scissor lifts, mobile elevating work platforms, vehicle inspection platform hoists, vehicle tail lifts, cranes, fork lift trucks, lifting beams.	Before using for the first time and annually			
	Thorough examination of all Lifting accessories, regardless of whether they are used to lift passengers or goods. Lifting accessories are any components to the main lifting structure that are subject to wear and tear and the bearing of a load and which are integral to the operation of the lifting equipment, e.g. chains, slings, ropes, hooks, shackles, eyebolts, fall arrest harness.	Before using for the first time and every 6 months			
	Full routine maintenance of equipment designed for both the lifting of passengers and goods according to manufacturer’s guidelines.	Depending on the equipment and the manufacturer’s recommendations this can be anything from Quarterly to annually	Suitably qualified mechanical engineer.	Maintenance records showing any defects and their rectification.	
	Supplementary tests for in-use passenger and goods lifts are tests or examinations called for by a ‘Competent Person’ where concerns regarding the condition of equipment arise following thorough examination.	As determined by the competent person engaged to carry out thorough examination.	Thorough inspection is usually carried out by someone other than the person maintaining the equipment, commonly through an insurance company.	Must be certificated and a copy kept on site for inspection	

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
	<p>The requirement for supplementary tests is determined on the basis of an assessment of risks at the time of each thorough examination. Supplementary tests may include:</p> <ul style="list-style-type: none"> • Testing of safety gear • Thorough overhaul and in-depth testing, including the use of weights, to test cables, breaking and motor efficiency. 				
Lightning conductors	Where fitted, the lightning conductor installation must be checked for damage and deterioration. The electrical continuity of conductors, bonds and joints require testing and the earth resistance measured.	11 monthly	Competent person.	Issue of test compliance sheet.	BS 6551 , BS EN 62305
Playground equipment	Visual Inspection	Daily	No specific training required and can be carried out by premises staff.	None required, but could be recorded in an opening and closing book if school follows this good practice.	<ul style="list-style-type: none"> • EN: 1176 (play equipment). • EN: 1177 (safety surfacing).
	Documented visual (routine) inspection	Weekly	No specific training required and can be carried out by premises staff, but an RPII Outdoor Routine qualification is desirable.	Weekly inspection monitoring form	

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
	Interim operation inspections	Quarterly	Can be carried out by premises staff with RPII Registered Outdoor Operational Inspector training (<i>recommended</i>) or similarly qualified contractor.	Quarterly monitoring inspection form.	
	Annual inspection and assessment	Annual	RPII Outdoor Annual Registered Certified inspectors.	A detailed inspection report summarising any faults and remedial action required	
	Maintenance to be carried out	Annual and as required	Competent contractor, e.g. from equipment supplier/installer.	Evidence of remedial works completed	
Pottery Kilns	Annual inspection and maintenance as per manufacturer's instructions	Annual	<ul style="list-style-type: none"> • NICEEC accredited contractor for electric kilns. • Gas Safe accredited contractor for gas kilns (<i>these are not recommended for use in schools</i>) 	Date of test and name of tester. The record must show actual measured test values of earth continuity and insulation resistance. Actual current drawn is also a useful measurement to record.	<ul style="list-style-type: none"> • Gas Safety (Installation and Use) Regulations 1998 • Electricity at Work Regulations 1998 • BS7671 IEE Wiring Regulations Provision and Use of Equipment Regulations 1998
Pressure vessels	Ensure that the system undergoes through examination according to a written scheme. e.g. of pressure vessels include expansion valves on gas boilers, steam ovens / pressure cookers, compressors and portable hot water/steam cleaning unit fitted with pressure vessel.	Annual	Insurance company	Records of examination and maintenance are kept, including date of inspection /maintenance, date next inspection or maintenance due and record of defects and rectification.	The Pressure Systems Regulations 2000
	Implement a suitable maintenance scheme for the system according to manufacturer's guidelines.	At least annually and as necessary.	Suitably qualified mechanical engineer.		

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
Roller shutters (see also fire shutters)	Regular maintenance in line with the manufacturers recommendations	At least annually	Competent person.	Log book containing name and contact details of manufacturer and installer. Identification of power unit and safety devices. Results of installation testing and records of all maintenance and defect rectification	<ul style="list-style-type: none"> • BS EN 12453 for Installation • BS EN 12635 covers maintenance inc the need for log book
Tables (particularly centre fold ones such as SICO)	<ul style="list-style-type: none"> • Regular maintenance according to manufacturer's recommendation. • Training for staff operating tables 	Annual	Serviced by contractor's trained staff.	Maintenance record showing date of maintenance and any defects and their rectification. Training records	Provision and Use of Work Equipment Regulations 1998 (PUWER)
Tree Safety and grounds maintenance	Regular visual inspection to identify broken/dead branches, especially after high winds	Annual, and after high winds	None – suitable premises staff.	<ul style="list-style-type: none"> • Records of maintenance activity. • Record of tree inspections including date of survey, results, list of recommended actions and dates works completed 	Compliant with BS 7370
	Maintenance regime to be in place for all surfaces and features.	Every 3 years	Qualified arboricultural contractor.		
	Tree survey	Various	Competent person.		

Issue / Area (listed alphabetically)	Requirements / Guidance	Frequency / Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
Water hygiene: risk assessment	Water Hygiene risk assessment carried out and reviewed	Every 2 years or when there is significant change to the system or use of the building.	Assessor should have suitable experience and training, e.g. Legionella Control Association registered.	Legionella risk assessment including asset register of components and schematic diagram of the system. Identification of likely risks and measures to reduce/control the hazard.	The control of Legionella bacteria in water systems L8
Water hygiene: testing and precautions	Flush through of little used outlets.	Weekly	Weekly, monthly and quarterly, trained premises staff.	Log book containing records of tests including dates and remedial actions where tests are outside accepted parameters.	The control of Legionella bacteria in water systems L8
	Temperature testing of hot and cold stored water systems.	Monthly			
	De-scaling of shower heads.	Quarterly			
	Supply temperature check	6 monthly	Suitably qualified contractor e.g. Legionella Control Association registered.		
	Sampling and chlorination of system and regular routine maintenance required.	Annual			
Water hygiene: Thermostatic Mixing valves on water outlets and showers	In service safety check to be carried out to check whether any deterioration has occurred in the performance of the Thermostatic Mixing Valve (TMV).	6 Monthly	Servicing should only be undertaken by a competent engineer or plumber.	Maintenance record showing date of maintenance and any defects and their rectification.	Provision and Use of Work Equipment Regulations 1998 (PUWER)
	Maintenance of all Thermostatic Mixing Valves.	Annual or following identification of a fault			
Water and surface Temperature	Heat emitters and exposed surfaces of pipe work not to exceed regulation temperatures.	Annual	Competent person.	Records of maintenance activity.	<ul style="list-style-type: none"> • Building Bulletin 87: • Guidelines for Environmental Design in Schools

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Working at Height: Ladders	Ladders should be inspected before use and at regular intervals according to the manufacturer's instructions	Annual	Trained and Competent person.	Periodic visual inspection of ladders should be recorded including date, person inspecting. Any defects and record of repair or destruction. Ladders should be easily identifiable, e.g. through the use of inspection tags.	<ul style="list-style-type: none"> • Working at Height Regulations 2005 • Provision and Use of Work Equipment Regulations 1998 (PUWER)
Working at Height: Scaffold Access towers	Inspection after assembly in any position <ul style="list-style-type: none"> • Maintenance and inspection as per manufacturer's recommendations 	<ul style="list-style-type: none"> • After assembly and before first use • After any event that may affect stability e.g. vehicle strike, high winds • Every 7 days whilst erected 	Erected and inspected by trained person (PASMA Trained or similar) Hired towers to be assembled by hire company if no trained person available.	Records of inspections to be kept at least until next inspection.	<ul style="list-style-type: none"> • Working at Height Regulations 2005 • Provision and Use of Work Equipment Regulations 1998 (PUWER)
Working at Height: Guard rails	Must be properly inspected and maintained.	Annually	Competent person.	Records kept	Working at Height Regulations 2005
Working at Height, fall arrest and fall restraint systems (see also lifting equipment)	Visual inspection of harnesses, cables and eye bolts. Users must be properly trained, closely supervised and rescue procedures must be in place.	Prior to each use	By trained user.		<ul style="list-style-type: none"> • BS EN 365:2004 • BS 6037-1-2003, EN1808 • Working at Height Regulations 2005
	Must be properly inspected and maintained including thorough examination.	6 monthly	Competent and independent person for thorough inspections.	Records kept including thorough inspections	<ul style="list-style-type: none"> • Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) • Provision and Use of Work Equipment Regulations 1998 (PUWER)

Glossary

Item	Definition
BAFE	British Approvals for Fire Equipment
BS	British Standard
CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Services
COSHH	Control of Substances Hazardous to Health
DATA	Design and Technology Association
ECA	Electrical Contractors Association
EN	European Norm
HSE	Health and Safety Executive – The national enforcement body for health and safety law in the UK.
IEE	Institution of Electrical Engineers
L8	Legionnaires’ Diseases. The Control of Legionella Bacteria in Water Systems Approved Code of Practice
NAPIT	National Association of Professional Inspectors and Testers
NICEIC	National Inspection Council for Electrical Installation Contracting
PUWER	Provision and Use of Work Equipment Regulations
PASMA	Prefabricated Access Suppliers’ and Manufacturers’ Association
SFG/20	Building and Engineering Services Association Standard Maintenance Specification

Health and Safety Policy
HS-ECS-002

Record of Employee Reading the Health & Safety Policy

NAME	SIGNATURE	DATE

This record indicates employees have read the attached Health and Safety Policy for the School, agree to abide the School's health and safety policy and procedures and understand their roles and responsibilities relating to health and safety.

