

STATEMENT OF HEALTH, SAFETY and WELFARE POLICY

Bentley CEVC and Copdock Primary Schools

The governors and Headteacher acknowledge and accept that:

1. Suffolk County Council has the prime responsibility for safety, health and wellbeing and the Governing Board and Headteacher have specific responsibilities to manage this at school level. These responsibilities must be laid out in the scheme of delegation for the school and are covered in general terms in the County Council's scheme of delegation.

They also have responsibilities to fulfill the duties contained in the scheme of delegation and shall:

- support the published policies and aims of the County Council.
 - promote continuous improvement in the health and safety performance.
 - learn from the experiences of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.
2. The Headteacher, as Local Health and Safety Coordinator, must ensure that guidance, codes of practice and other advice from Suffolk County Council are implemented;
 3. The Governing Board must ensure that the Headteacher is assisted in implementing the policy, advice and guidance of Suffolk County Council and fulfils its own responsibilities for safety, health and wellbeing of all those who may be affected by the way the school is managed.

This duty extends to ensuring that:

- working conditions and environment
- substances used
- equipment provided, and
- working methods adopted

do not impair the wellbeing of any employee, or any other person including clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This policy document is available to all staff in school and has been adopted by the whole Governing Board and signed by the Chair of Governors on its behalf.

Simon Hurst _____ (Chair of Governors)

The policy is also signed by the Headteacher as the Local Health and Safety Coordinator for the school.

Joanne Austin _____ (Headteacher)

DATE THAT THIS POLICY WAS ADOPTED BY THE GOVERNING BOARD

...5../7../2023

ORGANISATION

The Headteacher and Office Manager have the responsibility in the school for day- to-day management of health and safety (**H&S**) issues and can be known as the Local Health and Safety Coordinators. In the absence of the Headteacher the Deputy Head (Copdock) Assistant Head (Bentley) would take on this responsibility alongside the Office Manager.

Further to this all staff should have regard to their own **H&S** and that of others including pupils, clients, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that any potential hazards can be quickly rectified.

Individual members of staff are responsible for the particular areas as follows:

Task	Name of person responsible
HSW Policy and System Review	Joanne Austin (JA) Simon Hurst (SH)
Health & safety committee and/or governor committees	Julie Cumberland (JC) Ju Usher (JU) F+P committee - SH
Communications and information management	JA/JC/TW/JU
Critical Incident Management	JA / JC/ JU/ TW
H&S Induction Training	AN/JC HC/JU
Programmed updating training	JA/JC/JU
Personnel safety procedures	JA / all staff
Planned checks (procedures/premises/equipment)	JC/JU/TW/SH contractors
Risk assessments for managed moves, EOTAS and excluded pupils	JA/AN/HC
Infection control	JC/TW/JU
Incident reporting/investigation	Whole Staff / JU/TW/JC
Coordination of risk assessment work	JA/JC/TW/JU
Fire procedures including personal emergency evacuation plans	JA/AN/HC JC/TW/JU
Locally organised premises maintenance, repair and improvement	JC/TW/JU
First Aid (training and equipment)	JC/JU
Vehicle control and pedestrian safety	JA / JC/JU Police
Educational visits coordinator (EVC)	JA/AN/HC
Stress and Wellbeing	JA / P+C committee
School Minibus	TW/JU
Child Protection Co-ordinator	JA/PD (gov)
Supporting pupils with medical needs	All staff JC/JU policy
Premises Security	All Staff
Contractors on site	JC/TW/JU/All Staff
Outside lettings	JC/TW

Health, Safety and Welfare Policy Review

The schools' health and safety policy is reviewed and updated annually.

Any key issues / targets will be reflected in the schools' improvement plan and any other prime strategic documents. All staff will have access to the updated policy as part of our

annual discussion and reminders of good practice. This usually happens in September each year.

Communication and Information Management:

The Headteacher and governor representatives present a report on health and safety to the whole governing board following the termly health and safety audits. Action points are formally recorded and progress monitored on subsequent visits.

Relevant health and safety information is passed on to staff via email and the staffroom noticeboard. It is then stored in the Health and Safety Folder as a reference point. This will include:

- The schools' health and safety policy
- A copy of the "Health and Safety Law – What you should know" leaflet (which should be issued to all staff).
- Notes from the schools' health and safety meetings
- Poster displays or other awareness raising, etc. campaigns
- Incident reporting procedures

The Office Manager is responsible for keeping the Health and Safety and Property Management folders up to date.

Critical Incident Management

- Bentley & Copdock Primary Schools follow the LA guidelines and all staff are regularly updated about changes in procedure.
- All staff are informed of the critical incident record file which is kept in the School Office.
- Contact details for both schools are held as part of this file.

Health and Safety Induction Training

All staff receive adequate induction training including training which is matched to their specific work and responsibilities. Normal induction would cover the following points.

- Overview of the schools' health and safety policy and organisational structure
- Tour of the premises
- Current health and safety priorities for the schools
- General health and safety advice, including the schools' own guidance and that from the LA
- The use of the Incident Reporting procedures for incidents, hazards, work-related injuries and illnesses and fires
- Where appropriate, curriculum specific guidance (e.g. PE, Art, D&T, Science etc.)
- For certain staff (Headteacher, Finance Officer, Caretaker, etc.) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the local Asbestos Management Plan is available to ALL staff and contractors
- Initial advice to women about 'expectant and new mothers' risk assessment
- Smoking and vape ban on all Council premises
- Fire evacuation and emergency procedures
- Critical Incident procedures
- The arrangements the schools have for managing visitors (signing in, accompaniment within the school site, visitor badges, how to react on discovering an unexpected person in school)
- Information on hazards that are specific to the school, and established controls or precautions (for example: a narrow drive shared by pedestrians and vehicles)

- Trained first aid personnel and first-aid facilities – staff expected to undertake first aid duties must be advised that they are expected to deal with casualties including the staff, pupils, visitors to the site and any member of the public that may need assistance whilst on the school grounds
- The policy around positive behaviour management (challenging behaviours shown from pupils)
- What to do in an emergency
- Fire extinguishers and blankets – location and use
- Specific issues arising from mobility difficulties or other reasons giving rise to the need for Personal Emergency Evacuation Plans
- Employee problems and concerns – the Employee Assistance Programme which the school buys in to and / or access to wellbeing advice, counselling and other staff support schemes
- Security
- Manual lifting and handling – general advice and risk assessment

Personal Safety procedures, De-escalation and control of violence

Training is held, as appropriate, to ensure school staff have been trained in de-escalation techniques.

At the beginning of each school year staff are informed of the procedures to follow if they deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse). Staff are advised about the published “Dealing with abuse, threats and violence towards school staff” guidance.

All visitors and people entering the building sign in at reception and are issued with a lanyard, badge or label. Visitors are clearly directed to use the main entrance to the school by clear and visible signs from the outside of the building.

Risk assessments are conducted and communicated to all staff with regards to lone working. All staff must take responsibility for their own and other people’s safety at all times.

All teaching staff are key holders but the Headteacher, Deputy Head (Copdock), Assistant Head (Bentley) and Office Manager are main key holders in case of emergency.

Planned Safety Checks

All equipment is subjected to an appropriate, programmed and recorded maintenance check by contractors. For example:

- All indoor and outdoor sports and play equipment, including gym equipment
- The schools’ water systems- hygiene, temperature and legionnaires disease checks
- Fire safety equipment
- Catering equipment, including ventilators
- Electrical items, including lift (at Copdock)

The whole school site is also inspected once a term by a member of the schools’ Governing Board and more regularly by the Office Manager. These checks are fully recorded and actions identified for remedial follow up. Daily checks are carried out by the Office Manager on fire doors and exits and by all staff when out on duty for any hazards.

Incident Reporting/Investigation

A hazard record sheet is kept in the staff workroom. All members of the school community are urged to complete any areas of concern on the form and hand to the office. These are dealt with as soon as possible and any actions taken are noted and dated on this record. The folder is reviewed termly to identify patterns requiring attention.
(See appendix for copy of record form)

More serious incidents are recorded and reported in line with the LA guidance using the official reporting incident form.

Coordination of Risk Assessment Work

The following risk assessments have been carried out by the Headteacher or Office Manager in consultation with school staff and can be found on the teacher onedrive:

- Lone working
- Manual handling
- Display screen equipment/workstations
- Expectant mothers (as appropriate)
- Supervision in the playground
- Working at height
- Adults supporting in the classroom
- Transporting children
- Supervision at sporting events, swimming
- PE

These are reviewed in the Autumn term each year.

First Aid Arrangements

- All staff have received first aid training and at least 2 members of staff at each school are paediatric trained
- The disposal of clinical and sanitary waste is controlled through external collection of disposal bins
- All staff are regularly updated on first aid procedures and the location of equipment. A first aid box is located near the accessible toilet and within the School Office. These are maintained regularly by the Office Manager. All classes also have a small first aid box and a first aid bag is available at lunchtime and for off-site visits
- The school is informed of pupils suffering allergies and asthma and this is updated annually or as required. Pupils needing inhalers are expected to have one in school, labelled with their name. These are kept with the class first aid box. See medical Needs policy for information about our asthma plan
- All minor incidents are reported in a centrally located book. Incidents which require adult intervention will be shared with parents as required through the text service or email, and a sticker placed on child's clothing. If a bumped head has occurred, or a more significant injury requiring follow up monitoring, a phone call will be made. In the event of serious injury, the parent / carer is informed immediately by phone
- First aid kits are always taken on school trips

Administering Medicine

Parents are asked not to send medicines to school for administering during the school day unless necessary, and this has been made clear and accepted by parents. Parents are invited to come to the school themselves to administer medicines should they so wish. Occasionally there are exceptions. These exceptions are arranged between the parents and the School Office to support regular attendance when a minor ailment is experienced. There are proformas available to parents who require medicines to be administered. The Headteacher must agree to this.

See First Aid and Medical Needs Policy for further information

Fire Procedures

Fire risk assessments are reviewed annually as part of the planned monitoring with governors. However, they will be considered for early review if any changes to the building occur.

- All staff and children are informed of the evacuation procedure at the beginning of the school year (these are also clearly displayed in each room in the school).
- A routine fire drill is conducted each term from different points on the school premises and at different times of the school day. This is recorded in the fire log.
- Regular checks of the fire alarm system and emergency lighting, are carried out by the Office Manager and recorded in the fire log.
- Routine checks of fire exits are conducted each term.
- Fire safety arrangements are comprehensively checked every 3 years by a competent advisor.
- Periodically staff are updated on the use of fire extinguishers.

Locally Organised Building Repairs and Alterations

- LA procedures are followed as required for repairs / alterations.
- All staff have been briefed with regards the asbestos survey report / procedures.
- All contractors will sign the asbestos log before completing work.

Contractors on Site

- On arrival contractors always report to Reception.
- They are asked to read a brief summary of fire procedures, smoking restrictions and other relevant school policies / procedures.
- The Headteacher / Office Manager take responsibility for danger to people other than the contractor's staff. This includes monitoring the contractor's safety performance, checking the contractor's site is adequately fenced, materials are stored safely, etc.

Visitors on site

All visitors to school must report to the School Office before entry. Visitors who are to stay in school for any length of time must sign in and out and wear a badge / lanyard. Contractors are required to read the guide at sign in, before commencing works, so they are briefed on procedures on-site.

There is an intercom security system at the entrance for visitors and parents needing access during the school day. Visitors to the school must ring the bell at the front door where they will be given access by an adult, usually the admin staff. Pupils never open the door.

Vehicle Control and Pedestrian safety

The school minibus is only moved on-site when the children are not within the vicinity of the parking space. If there is a requirement to move the bus whilst children are present at least 2 adults will be present to oversee supervision arrangements.

The use of the minibus is detailed in a separate policy. Copdock Office Managers oversee all requirements for maintaining the bus in line with county regulations. All potential drivers are assessed via the county scheme before being allowed to drive.

Education

Pupils receive additional health and safety education in the form of visiting speakers from the outside community:

- Police
- Nurse - hygiene, sex and relationships education, dental health etc.
- Educational Welfare Officer

Specific health and safety issues are covered by our curriculum policies as appropriate. All staff are responsible for considering risk as part of their activities within and outside the classroom.

Education Visits Coordinator (EVC)

The Headteacher, Deputy Head and Assistant Head are the EVCs and ensure that the current County Council advice is followed. The policy follows LA and National guidance, and includes local visit guidelines too.

Mental Health, Stress at Work and Wellbeing

The Headteacher takes the well-being of all staff very seriously. As a federation of two schools we have a locally agreed wellbeing policy statement, written by staff. Support / counselling services are also available through the EAP and clearly displayed throughout the schools. The schools makes full use of the Occupational Health service.

The Governing Board review staff wellbeing throughout the school year and formally on an annual basis.

Child Protection Procedures

A detailed policy is in place and shared with all staff and regular contractors to support conduct and reporting arrangements. Visitor lanyards have DSL details on for reference.

Health & Safety Report Form

Incident / accident / hazard
(delete as required)

Reported by _____ Date: _____

Location: _____ Time: _____

Please record all relevant information plus any immediate action taken at the time. Hand to School Office for filing or additional action.

Signature: _____

H&S Management Action

Priority – high medium low

Action:

Date completed: _____ checked off by: _____

Termly Report To Governors - Recommended minimum content

	TOPIC	SUBJECT	NUMBER	ADDITIONAL COMMENTS
1.	Incident reporting	Number of incident report forms completed when a member of staff was the subject		Details of any incidents that have resulted in need for significant follow up, such as incidents which resulted in major injury, Health and Safety Executive or LA investigation, civil claim against school/LA for negligence, revision or writing for the first time of a risk assessment.
		Number of incident report forms completed when student was the subject		
	Schools using the recommended local recording system for minor incidents relating to students	Number of incidents recorded		
2.	Numbers of Inspections	Carried out by/for management (the headteacher, and senior manager with delegated responsibility and/or governing body, health and safety committee, etc)		Bring urgent or serious items to attention of the governing body, particularly where significant financial implications exist or school policy needs to be amended or extended
		Carried out by/for trade union health and safety representatives		
3.	Health and Safety Committee	Report on proceedings with update on items/actions outstanding		Append minutes of any meetings since Headteacher's previous report to the governing body
4.	Health and safety training	Any induction and other health and safety related training undertaken by staff (including, De-escalation, first aid, manual handling, subject specific training which included a health and safety element)		This report should include contributions from heads of department or subject coordinators when appropriate
5.	Information received from LA	Codes of practice, LA policy matters, recommended good practice and commendation of national body advice (such as British Standards, Health and Safety Executive guidance, etc), new preferred suppliers and recommendations about health and safety management.		Outline the arrangements the school has made/is making to implement the advice, particularly where significant expenditure may result.
6.	Updates from external consultants and advisers	Reports on H&S audits, inspections, fire risk assessments, etc		Ensure that outcomes of discussions result in records being created containing detail of actions planned in response to the consultant's report(s).

Premises Inspection Checklist - (Primary and Special Schools)

checklist has been designed to record the results of the premises inspection that is carried out times per year e.g. terms 2, 4 and 6. Any remedial action should be completed in the comments box.

This checklist can be amended to reflect the school site.

Date:

Inspected by:

	Yes	No	Action
Internal Building			
Are floors clean and in good condition?			
Are floors clearly marked if levels change?			
Are floors non-slip (without any trip hazards)?			
Are stairs even and non-slip?			
Are stairs adequately lit?			
Is the ceiling secure and in good condition (e.g. tiles not loose)?			
Are there signs of damp on walls, ceiling or floor?			
Are the rooms in a good state of decoration?			
Is shelving/racking secure?			
Do displays obstruct walkways or exits?			
Is the furniture in good condition, stable and secure (e.g.; bookcases, shelves, tables, chairs etc)?			
Is the furniture placed to allow easy movement within the area?			
Is the furniture used suitable for its purpose (e.g.; adjustable chairs are used at the computer in the office, etc)?			
Are general housekeeping procedures followed?			
Are all work surfaces kept clean and well disinfected when area is multi purposed e.g. cooking, design technology?			
Are fridges and microwaves regularly cleaned?			

Are storage areas tidy?			
Are items stored in appropriate places (e.g.; light items high up, heavy items waist height, etc)?			
Is equipment provided to enable access to high storage (e.g.; steps, kick stool etc)?			
Is all access equipment regularly tested, maintained and appears to be in good condition?			
Are cleaning substances stored out of reach of children?			
Is the ventilation sufficient for the room?			
Are windows secured and in good condition (e.g.; frames not rotten, glass not cracked, etc)?			
Do all windows open properly?			
Do any opening windows obstruct pathways or open into play areas?			
Are doors in good condition and open easily (e.g.; frames not rotten)?			
Are doors readily accessible and an appropriate width for their purpose?			
Are door closure devices operating?			
Have all portable electrical appliances been tested within the last 12 months?			
Are electrical appliances stored and used away from water?			
Are extension cables fully extended when in use?			
Where extension cables are used, are these in good visual condition and tested on an annual basis?			
Are there cables trailing across walkways?			

Are radiators/heaters an appropriate temperature (e.g.; not hot to touch) and not obstructed by furniture?			
Are any computer/data projector cables: stored safely? in good condition? not too tightly coiled? not trailing across floor?			
Do pegs/lunch boxes/shoe locker units cause obstruction or congestion?			
Are cloakroom facilities provided for staff or other suitable alternative area?			
Are hand tools stored suitably (e.g.; scissors, craft knives, etc)?			
Is water supplied labelled "drinking water"?			
If necessary, are lights protected against impact or are covered (e.g.; diffusers)?			
Are radiators/heaters protected from impact?			
Is all equipment stored appropriately and safely stacked?			
Is all equipment in good condition?			
Is all equipment used for assemblies e.g. OHP, portable projectors stored safely?			
Is all access equipment regularly tested and maintained and appears to be in good condition?			
If dual purpose area, is the floor cleaned after lunchtime?			
Are there suitable warning signs for when cleaning is in progress (e.g.; hazard slippery floor)?			
Are all taps working sufficiently to allow a flow of water?			

Is the water an appropriate temperature?			
Is there a supply of paper towels or toilet roll?			
Are there suitable sanitary disposal facilities for pupils and staff?			
Are all drains covered?			
Are there any unpleasant odours?			
Is the area kept hygienically clean?			
Are toilets signposted to indicate boys/girls and staff male/female toilets?			
Specific Areas – Animals – delete if school does not keep any animals			
Are animal cages kept clean?			
Are cages disinfected on a regular basis?			
Are children instructed in safe handling procedures?			
First Aid			
Are first aid supplies stored out of reach of children in appropriately marked boxes?			
Are hazardous substances (e.g.; bleach) kept securely out of reach of children?			
External Building/Areas			
Are pipes and guttering in good visual condition and secure?			
Are there loose wires, etc?			
Is the building deteriorating (e.g.; cracks appearing on brick work, signs of damp)?			
Is the building in a good state of decoration?			
Are litter receptacles readily accessible?			

Are waste collection areas adequate?			
Is the main entrance well signposted for visitors?			
Are drains covered and do not present a trip hazard?			
Are paths in good condition (e.g.; not cracking, weeds growing through concrete)?			
Are car parks well lit and usage restricted if necessary (e.g.; 'staff only' parking)?			
Are doors in good condition and open easily (e.g. frames not rotten)?			
Are fences in good condition and secure?			
Are gates well maintained and open easily?			
Are playgrounds in good condition?			
Where fixed play equipment is installed, is it in good condition and visually inspected?			
If a safety surface has been installed is it in good condition and visually inspected?			
Is the sports field in good condition (e.g.; no holes, etc)?			
Are the grounds tidy and well kept?			

Comments:

Governor / Senior Leadership Team Annual Health & Safety Inspection Checklist

Guidance Notes on using this checklist

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 therefore a requirement for schools to formally monitor and evaluate the effectiveness of the health and safety systems within the school / their departments.

This safety checklist has been designed to assist governors and SLT when conducting an annual health and safety inspection.

Its completion forms part of the school's strategy to demonstrate that the principles of HSG 65 'Effective Management of Health and Safety' which is both the Health and Safety Executive's (HSE) and HCC's benchmark are in place.

It is not necessarily exhaustive and can be customised to fit individual circumstances as required.

Separate checklists for higher risk areas (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.

Definitions

- Machinery – Items such as Kilns, Pug mills, Pillar drills, Lathes, Table saws etc.
- Tools/Equipment – Includes hand tools (e.g. hammers, chisels etc), Buffer machines, Polishing machines, strimmers, PE Equipment.
- Hazardous Substances – Substances that are covered by the Control of Substances Hazardous to Health (COSHH) Regulations (substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and orange pictogram but there are other substances such as dusts to consider).
- Off Site Activities – Any activity that takes place beyond the school site (e.g. trips, visits, sports fixtures); details can be found in the "Off Site Visits" Manual.
- DSE – Display screen Equipment such as computers, laptops etc.

SCHOOL NAME.....AREA INSPECTED.....
DATE INSPECTED.....INSPECTED BY.....

		Y	N	N/A	COMMENTS / ACTIONS NEEDED
POLICY	IS THERE A HEALTH & SAFETY POLICY (SIGNED & DATED BY HEAD TEACHER / CHAIR OF GOVERNORS) THAT HAS BEEN REVIEWED IN THE LAST 12 MONTHS?				DATE OF LAST REVIEW:
	POLICY IN LINE WITH CSF MODEL IN HAVING A STATEMENT OF INTENT, ORGANISATION (ROLES AND RESPONSIBILITIES) AND DETAILED LOCAL ARRANGEMENTS?				
RISK ASSESSMENT	SCHOOL SPECIFIC RISK ASSESSMENTS COVERING FULL RANGE OF SCHOOL ACTIVITIES COMPLETED AND REVIEWED IN THE LAST 12 MTHS? (EG CURRICULUM AND NON CURRICULUM, ONE OFF EVENTS, CARETAKING DUTIES, EXTENDED USE OF SCHOOL ETC.)				DATE OF LAST REVIEW:
	EVIDENCE THAT HEADS OF DEPARTMENT ADOPT / ADAPT MODEL RISK ASSESSMENTS FOR CURRICULUM ACTIVITIES?				
	STAFF AWARE OF CONTENT AND LOCATION OF RELEVANT RISK ASSESSMENTS?				
	HCC GUIDELINES FOLLOWED FOR ALL OFF SITE ACTIVITIES?				
	ALL NOTIFIABLE VISITS (OVERSEAS, SELF LED ADVENTUROUS ACTIVITIES, FIELD WORK IN WILD /OPEN COUNTRY ETC.) ENTERED AND APPROVED ON EVOLVE (LA'S ONLINE SYSTEM)				
	STRESS / WELLBEING HAS BEEN CONSIDERED AS PART OF THE RISK ASSESSMENT PROCESS? SCHOOL PARTICIPATES IN THE WELLBEING PROGRAMME OR HAS COMPLETED RISK ASSESSMENT FOLLOWING THE HSE MANAGEMENT STDS FOR STRESS?				
INSPECTION	TERMLY HEALTH AND SAFETY INSPECTIONS OF SITE UNDERTAKEN AND DOCUMENTED?				
	ANY OUTSTANDING ACTIONS FROM THESE?				
	CURRICULUM SPECIFIC CHECKLISTS COMPLETED BY HEADS OF DEPARTMENT ?				
	ANY OUTSTANDING ACTIONS FROM THESE?				
FIRST AID	ADEQUATE NUMBERS AND LEVELS OF FIRST AIDERS ON SITE? DETAIL NUMBER OF STAFF TRAINED IN: PEDIATRIC FIRST AID UNDER EYFS FIRST AID AT WORK EMERGENCY FIRST AID				
	FIRST AID BOXES IN APPROPRIATE PLACES AND MAINTAINED, NO UNAPPROVED CONTENT (MEDICINES ETC.)?				

		Y	N	N/A	COMMENTS / ACTIONS NEEDED
FIRE	HAS A FIRE RISK ASSESSMENT BEEN COMPLETED / REVIEWED WITHIN THE LAST 12 MONTHS?				DATE OF LAST REVIEW:
	CURRENT EVACUATION NOTICES POSTED IN EACH CLASSROOM AND FIRE ACTION NOTICES ADJACENT TO CALL POINTS?				
	FIRE DRILLS CONDUCTED TERMLY AND RECORDED (OCCUPANTS ABLE TO EVACUATE TO A PLACE OF SAFETY IN A REASONABLE TIME <3MINS) ?				DATE OF LAST DRILL:
	FIRE ALARM CALL POINTS TESTED WEEKLY (DIFFERENT CALL POINT EACH WEEK ON A ROTATIONAL BASIS) AND RECORDED?				
	APPROPRIATE FIRE EXTINGUISHERS AVAILABLE, VISUALLY INSPECTED EVERY MONTH AND FULLY INSPECTED ANNUALLY?				DATE OF ANNUAL INSPECTION:
	ALL EMERGENCY EXITS / ROUTES CLEARLY SIGNED AND UNOBSTRUCTED?				
	AREAS OF SCHOOL USED FOR LETTINGS OUTSIDE OF AMBIENT DAYLIGHT HOURS HAVE EMERGENCY LIGHTING AVAILABLE ON ESCAPE ROUTES?				
	EMERGENCY LIGHTING TESTED MONTHLY (IN HOUSE) AND FULL DISCHARGE TEST COMPLETED ANNUALLY (COMPETENT SERVICE ENGINEER)?				DATE OF FULL DISCHARGE TEST:
	FIRE ALARM SERVICED / INSPECTED MINIMUM OF ANNUALLY (MAY BE MORE FREQUENT ACCORDING TO MANUFACTURERS SPEC)?				DATE OF LAST SERVICE / INSPECTION:
	KEY INTERNAL FIRE DOORS (CROSS CORRIDOR AND STAIRWELL) IN PLACE AND FULLY CLOSING?				
MEDICATION	PUPILS WITH MEDICAL NEEDS CLEARLY IDENTIFIED, ANNUAL REVIEW OF CARE PLANS FOR COMPLEX CASES?				
	DOCUMENTED SYSTEM FOR ACCEPTANCE AND ADMINISTRATION OF MEDICATION IN LINE WITH DFE GUIDANCE?				
MEDICATION	MEDICINES STORED APPROPRIATELY AND IN ORIGINAL CONTAINERS ? EMERGENCY MEDICATION (ASTHMA INHALERS AND EPI-PENS ETC) READILY AVAILABLE AND NOT LOCKED AWAY?				
	TRAINING FOR EPI-PENS / MEDICAL PROCEDURES UP TO DATE? (SHOULD BE CARRIED OUT ANNUALLY)				
ACCIDENT REPORTING	ACCIDENT RECORDS KEPT LOCALLY AND MONITORED FOR TRENDS?				
	ARE ALL RELEVANT ACCIDENTS AND INCIDENTS TO PUPILS, EMPLOYEES AND OTHERS REPORTED USING HCC ACCIDENT FORMS?				
		Y	N	N/A	COMMENTS / ACTIONS NEEDED

COMMUNICATION	IS RELEVANT HEALTH AND SAFETY INFORMATION GIVEN TO CONTRACTORS AND VISITORS WHEN THEY ARRIVE ON SITE?				
	IS THERE A SYSTEM WHEREBY ALL DEFECTS FOUND WITH EQUIPMENT / PLANT / PREMISES ARE NOTIFIED TO MANAGEMENT AND TAKEN OUT OF SERVICE?				
	IS HEALTH AND SAFETY A STANDING AGENDA ITEM AT RELEVANT MEETINGS?				
	ARE THERE FORMAL ARRANGEMENTS IN PLACE TO DISCUSS HEALTH & SAFETY MATTERS WITH OTHER USERS/GROUPS/OTHER OCCUPANTS OF THE SITE?				
	HEALTH & SAFETY POSTER DISPLAYED AND COMPLETED?				
TRAINING	STAFF HEALTH AND SAFETY TRAINING NEEDS ARE ASSESSED?				
	HEALTH AND SAFETY TRAINING RECORDED?				
	EFFECTIVE HEALTH AND SAFETY INDUCTION PROVIDED AND DOCUMENTED? (HEALTH AND SAFETY POLICY PROACTIVELY USED)				
PLANT/ TOOLS & EQUIPMENT	ARE TOOLS & EQUIPMENT (INCLUDING LADDERS) STORED SECURELY & OUT OF REACH OF UNAUTHORISED PERSONS?				
	HAS TRAINING AND INSTRUCTION BEEN GIVEN TO THE RELEVANT MEMBERS OF STAFF IN THE SAFE USE OF TOOLS & EQUIPMENT (INCLUDING LADDERS)?				
	WORK AT HEIGHT RISK ASSESSMENTS CONDUCTED?				
	LADDER REGISTER AND CHECKLIST IN PLACE AND REVIEWED TERMPLY?				
	PLANNED PREVENTATIVE MAINTENANCE SCHEDULE IN PLACE. ANNUAL PROPERTY MANAGERS QUESTIONNAIRE COMPLETED FOR SITE?				
	PE AND OUTDOOR PLAY EQUIPMENT INSPECTED ANNUALLY BY COMPETENT CONTRACTOR?				DATE OF INSPECTION
LIFTS	PASSENGER LIFTS – SERVICED REGULARLY (6 MONTHLY)				DATE OF LAST SERVICE
HAZARDOUS SUBSTANCES	INVENTORY OF CHEMICALS AND DATA SHEETS AVAILABLE AND UP TO DATE (REVIEWED IN LAST 12 MTHS)?				
	ARE HAZARDOUS SUBSTANCES STORED IN A LOCKED ROOM(S) / CUPBOARD(S)?				
	ARE ALL CONTAINERS CLEARLY LABELLED AND MARKED (EG IRRITANT, FLAMMABLE)?				
	MAX OF 50L OF HIGHLY FLAMMABLE LIQUIDS TO BE STORED IN WORKROOM WITHIN A SUITABLE METAL CABINET?				
		Y	N	N/A	COMMENTS / ACTIONS NEEDED

MINIBUSES	LIST OF NOMINATED MINIBUS DRIVERS MAINTAINED AND TRAINING CONDUCTED?				
	DRIVING LICENCES CHECKED ANNUALLY?				
	MOT / SERVICING RECORDS IN PLACE ?				
ASBESTOS	IS ASBESTOS PERMISSION TO WORK SYSTEM USED ON EVERY OCCASION BEFORE ANY WORK IS CONDUCTED ON BUILDINGS' FABRIC?				NUMBER OF ENTRIES IN PERMISSION TO WORK LOG IN PAST 12 MONTHS : DATE OF LAST ENTRY:
	3 ASBESTOS AUTHORISED OFFICERS PRESENT AND TRAINED WITHIN LAST 3 YRS?				
	ASBESTOS VISUAL INSPECTION COMPLETED AND DOCUMENTED IN ASBESTOS LOG?				DATE OF LAST VISUAL INSPECTION:
ELECTRICAL / GAS	PORTABLE APPLIANCES (ITEMS WITH A PLUG) TESTED BY A QUALIFIED PERSON AND HAVE A STICKER TO IDENTIFY THEY HAVE BEEN TESTED?				DATE OF PAT TEST:
	SUFFICIENT ELECTRICAL SOCKETS FOR PORTABLE EQUIPMENT?				
ELECTRICAL / GAS	FIXED ELECTRICAL EQUIPMENT (COOKERS ETC.) HARD WIRED RATHER THAN USING PLUG AND SOCKET?				
	ARE PLUGS, SOCKETS, SWITCHES ETC IN GOOD CONDITION (NOT BROKEN, CRACKED OR LOOSE ETC) AND CHECKED PRE-USE BY STAFF?				
	ALL EMERGENCY SHUT OFFS ACCESSIBLE, CLEARLY IDENTIFIED AND FUNCTIONING?				
	FIXED WIRING INSPECTED WITHIN LAST 5 YEARS AND ALL REMEDIAL ACTIONS COMPLETED?				DATE OF LAST TEST-
	ALL GAS APPLIANCES TESTED IN PAST 12 MONTHS BY GAS SAFETY REGISTERED CONTRACTOR?				DATE OF LAST TEST
	GAS CYLINDERS STORED APPROPRIATELY?				
CONTRACTORS	WHEN AWARDING CONTRACTS HEALTH AND SAFETY IS INCLUDED IN SPECIFICATIONS AND CONTRACT CONDITIONS?				
	WHERE NON HCC REGISTERED CONTRACTORS ARE USED APPROPRIATE COMPETENCY CHECKS ARE UNDERTAKEN PRIOR TO ENGAGING A CONTRACTOR?				
		Y	N	N/A	COMMENTS / ACTIONS NEEDED
WELFARE AND ENVIRONMENT	FINGERGUARDS IN PLACE ON VULNERABLE DOORS I.E. TOILET & CLASSROOMS IN NURSERY, KS1 AND SPECIAL SCHOOLS?				
	TOILETS ADEQUATE, CLEAN AND HAVE LIQUID SOAP, PAPER TOWELS/ HAND DRYERS AND HOT WATER?				

	DRINKING WATER AVAILABLE AND LABELLED AS SUCH?				
	ANY OUTSTANDING ITEMS FROM THE LAST EHO REPORT FOR THE SCHOOL KITCHEN?				DATE OF REPORT
	ALL DSE (COMPUTER) USERS IDENTIFIED AND WORKSTATIONS ASSESSED?				
	HAVE THERE BEEN COMPLAINTS BY STAFF MEMBERS REGARDING LIGHTING, HEATING AND VENTILATION WITHIN THE SCHOOL?				
	GLAZING FILMED / SAFETY GLAZING TO BS 6206 IN VULNERABLE AREAS? (E.G. PANES >250MM WIDE IN OR ADJACENT TO DOORS, AREAS WHERE PE IS CONDUCTED ETC)				
	LETTINGS POLICY IN PLACE AND EMERGENCY PROCEDURES CLEARLY COMMUNICATED TO HIRERS?				
	WATER RISK ASSESSMENT CONDUCTED BY NEMCO AND CONTROLS BEING RECORDED IN WATER LOG BOOK?				
	HAZARD AREAS (KITCHEN, LABS, WORKSHOPS ETC). LOCKED WHEN UNSUPERVISED?				
HOUSEKEEPING	HOUSEKEEPING SATISFACTORY?				
	IS FLOORING IN GOOD CONDITION AND FREE OF SLIP / TRIP HAZARDS ?				
	ARE ITEMS THAT ARE STORED AT HEIGHT (EG FILES/FOLDERS ON SHELVES) ACCESSIBLE, SECURE AND SAFE?				
	ARE BOILER ROOMS AND ELECTRICAL INTAKE AREAS KEPT FREE OF COMBUSTIBLE MATERIALS?				
	SUFFICIENT STORAGE SPACE AVAILABLE AND REASONABLY TIDY, NO ACCUMULATION OF MATERIALS IN WORKING AREAS?				
EXTERNAL AREAS	ARE PATHWAYS / WALKWAYS STABLE UNDERFOOT AND WITHOUT SIGNIFICANT TRIP HAZARDS? (EG NO POTHOLES, NO RAISED /SUNKEN SLABS)				
	PEDESTRIAN ROUTES CLEARLY DEFINED AND SEGREGATED FROM VEHICLES?				
	RISK ASSESSMENT IN PLACE?				
	TREE SURVEY CONDUCTED BY ARBORICULTURIST?				DATE OF SURVEY
		Y	N	N/A	COMMENTS / ACTIONS NEEDED
SECURITY	CLEAR SIGNAGE DIRECTING VISITORS TO RECEPTION / OTHER SERVICES ON SITE?				
	VISITOR ACCESS TO BUILDINGS ADEQUATELY CONTROLLED?				
	EXTERNAL LIGHTING ADEQUATE?				
	CLEARLY DEFINED ROUTE BETWEEN SITE ENTRANCE(S) AND RECEPTION WITH ACCESS TO CHILDREN AVOIDED WHERE PRACTICABLE?				

	GATES AND PERIMETER FENCING OF ADEQUATE HEIGHT AND MAINTAINED?				
	ACCESS TO LOW ROOFS RESTRICTED? ANY ANTI-CLIMB PAINT/ ANTI SCALE DEVICES CLEARLY SIGNED				
	FRAGILE ROOF SURFACES IDENTIFIED BY SIGNAGE ON SITE?				
	EXTERNAL STORAGE / WASTE BINS SECURED AND LOCATED AWAY FROM BUILDINGS?				
ANY OTHER SPECIFIC ITEMS FOR YOUR SCHOOL					

A template for a School's Nine Term Safety, Health and Wellbeing (SHaW) Plan

	Term one	Term two	Term three	Term four	Term five	Term six	Term seven	Term eight	Term nine
PLAN (timings for, etc)	A health and safety audit (full every three years) The year's risk assessments for school trips	Risk assessment review / update	The year to follow's Property Advisor visits	The year's risk assessments for school trips	Risk assessment review / update	The year to follow's Property Advisor visits	A health and safety audit The year's risk assessments for school trips	Risk assessment review / update	The year to follow's Property Advisor visits Next term's fire risk assessment
DO	Local inspections Fire drill Lockdown drill New fire risk assessment (FRA) H&S report to Governing Body Log school trips on EVOLVE	Health and Safety Audit (full every three years) Local inspections Fire drill Lockdown drill Site security (safeguarding) risk assessment H&S report to Governing Body	Local inspections Fire drill Lockdown drill Risk assessment review / update Incident and first aid records review H&S report to Governing Body	Local inspections Fire drill Lockdown drill H&S report to Governing Body Log school trips on EVOLVE	Local inspections Fire drill Lockdown drill Site security (safeguarding) risk assessment H&S report to Governing Body	Local inspections Fire drill Lockdown drill Risk assessment review / update Incident and first aid records review H&S report to Governing Body	Local inspections Fire drill Lockdown drill H&S report to Governing Body Log school trips on EVOLVE	Local inspections Fire drill Lockdown drill Site security (safeguarding) risk assessment H&S report to Governing Body	Local inspections Fire drill Lockdown drill Risk assessment review / update Incident and first aid records review H&S report to Governing Body
CHECK	H&S policy and risk assessment review H&S training review Asbestos review with Corporate Property Advisor	Maintenance review with Corporate Property Advisor	Check all actions from the audit have been carried out Condition survey review with Corporate Property Advisor School trip and EVC review	H&S policy and risk assessment review H&S training Review FRA review Asbestos review with Corporate Property Advisor H&S Audit review	Maintenance review with Corporate Property Advisor Review Health and Safety Audit	Condition survey review with Corporate Property Advisor School trip and EVC review	H&S policy and risk assessment review H&S training Review FRA review Asbestos review with Corporate Property Advisor H&S Audit review	Maintenance review with Corporate Property Advisor Review Health and Safety Audit	Check all actions from the audit have been carried out School trip and EVC review
ACT	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections	On all recommendations, actions and advice from incidents, drills and inspections