



# Health and Safety Policy Statement

On behalf of the Board of  
Directors

**2016**

This policy statement complements (and should be read in conjunction with) the appropriate authority's Health, Safety and Welfare Policy, it records the schools' local organisation and arrangements for implementing relevant authority policy. The appropriate authority is the Board of Directors of the Multi Academy Company, Christ the King Catholic Collegiate.

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Academy Board and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work (etc) Act 1974.

In compliance with the Health and Safety at Work (etc) Act, the Academy Board will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

Signature:

Signature:

**Chair of Directors**

*Accounting Officer*

Date:

Date:

## Part 2 Health, Safety and Welfare Policy – Organisation and Responsibility

Overall responsibility for health and safety in school rests with the Academy Board of Directors.

Regardless of the above, all academy boards have health and safety responsibility as the **occupier** of the premises.

Headteachers/Principals must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Academy Board arrangements arising out of their health and safety responsibilities.

### Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff, Local Academy Representatives and Directors as based upon the following roles outlined in the appropriate authority's Health, Safety and Welfare Policy

<b>Policy-makers</b>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
<b>Planners</b>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
<b>Implementers</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
<b>Assisters</b>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
<b>Employees</b>	Irrespective of their position within the School's structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

**Who are the Policy-makers, Planners, Implementers, Assisters and Employees in school?**

	Policy-makers	Planners	Implementers	Assisters	Employees
Academy Directors					
Headteacher/ Principal					
School Leadership Team					
Deputy Headteacher /Principal					
Health and Safety Coordinator					
Subject leaders/coordinators and directors of learning					
Teachers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Health and Safety Adviser					

**The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy**

<b>Policy-makers</b>	
<b>Academy Directors</b> <b>Headteacher/ Principal</b> <b>CC H&amp;S Policy Group</b> <b>H&amp;S Advisers</b>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the appropriate authority's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in HSE documentation.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Academy Board;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
  - *Some annual KPIs are required by the appropriate authority, the Academy Board can also identify other indicators they wish to monitor.*
  - *The H&S Coordinator may be delegated the responsibility to collate these KPIs on the Headteachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the appropriate authority's H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.

- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The Academy Board will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The Academy Board will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

<b>Planners</b>	
<b>Headteacher/Principal</b> <b>Members of the School Leadership Team</b> <i>Directors and Local Academy Representatives</i> <i>Deputy/Assistant Headteacher/Principal</i> <i>Health and Safety Coordinator</i> <i>Subject leaders/coordinators and directors of learning</i> <i>Premises Manager</i>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the appropriate authority’s Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(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.)*
- As part of their management of health and safety;

- appoint a Premises Manager (see **Implementers** below)
- identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the appropriate authority or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Academy Board of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and Academy Board.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall appropriate authority Policy.
- Seek help from the appropriate authority H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the Academy Board and/or the appropriate authority (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the appropriate authority Audit



arrangements. (This duty may be delegated to other members of school staff)

- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the appropriate authority Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team.
- Advise the Academy Board and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

### Health and Safety Committee

There are regular Health & Safety meetings in each academy to consider health and safety planning/organisation, the implementation of policies and to review and monitor performance. Each staff department is represented at the meetings to ensure that information is communicated to the relevant personnel. All school staff will be sent the minutes of Health & Safety meetings.

It is recommended that Health & Safety is a regular agenda item in all meetings and the Health & Safety co-ordinator should be informed of any issues identified.

An annual report to the Academy Board outlining achievements against the Health & Safety plan and annual KPI's is produced by the Health and Safety Coordinator in each academy. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

<b>Implementers</b>	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i>	Ensure that workplace precautions and safe systems of work are

<p><i>Subject leaders/coordinators and directors of learning (who may also be planners)</i>  <i>Teaching Staff [Including supply teachers]</i>  <i>Managers</i>  <i>Premises Managers</i>  <i>Teaching Assistants</i>  <i>Learning Support Staff</i>  <i>Admin Staff</i>  <i>Site Supervisors</i></p>	<p>developed in order to identify hazards and control risks. Ensure all the systems are working effectively</p>
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The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the HSE and those developed within school
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes
  - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure than any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.

- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part in Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the appropriate authority H&S Adviser or other specialist as required.
- Make use of other resources provided by the appropriate authority to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

### **Premises Managers**

**In addition to the responsibilities above, Premises Managers have specific duties laid down in the appropriate authority’s Health, Safety and Welfare policy. These are reproduced here;**

1. To maintain an understanding of appropriate authority's health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;

14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to ‘D1 Notifications’ that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit. Academies who have PFI contracts have a specific process with regard to this issue.

<b>Assisters</b>	
<p><i>Health and Safety Coordinators</i>  <i>Health and Safety Advisors</i>  <i>Occupational Health Professionals</i>  <i>Specialist Technical Staff</i></p>	<p>Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field</p>

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the appropriate authority Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the appropriate authority to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall

responsibility rests with the Headteacher.

- May collate and produce an **annual report on Health and Safety performance including essential KPIs** for Governing Bodies to view as part of their monitoring process.

### **Employees**

Irrespective of their position within the Academy structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

#### **Employees [including temporary & volunteers]**

**Employees** – Irrespective of their position within the School's structure, All staff are employees and therefore all the employee responsibilities within the School and appropriate authority Health, Safety & Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the appropriate authority Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the academy directors and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

#### **Pupils/students/learners [This section should be drawn to attention of all learners]**

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;

- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

### **Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- to make representations to the Headteacher via the designated Assistant Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

**Part 2****Arrangements & Procedures for Health, Safety and Welfare****Christ the King Catholic Collegiate**

The following procedures and arrangements have been established within our schools to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

**1. Accident Reporting, Recording & Investigation**

Accidents are reported at an identified location within the school to the appropriate, identified person who fills in an accident report. The health and safety coordinator is then notified, who then undertakes investigation. Details are then recorded and reported to the LEA. The health and safety coordinator will also track trends and patterns in the numbers and nature of the accidents to inform planning.

**2. Asbestos**

The premises manager is responsible for the Asbestos Record System/ Manual and arrangements to ensure contractors and others such as site supervisors etc. have sight of the manual prior to starting any work on the premises. Staff should not drill or affix anything to walls without first obtaining approval from the premises manager / checking the manual. Staff should report any damage to asbestos materials immediately to the Health & Safety Co-ordinator.

**3. Contractors**

Contractors are selected through the best practice procedures of competitive tender and reference to local authority recommended businesses. Formal planning and also Health and Safety meetings are held with the contract managers and site supervisors where procedures that take into account the schools needs and safe ways of working are agreed. Channels of communication and liaison are agreed and usually with large projects the architects who act on behalf of the Multi Academy Trust and Diocesan Education Service manages the project.

**4. Curriculum Safety [including out of school learning activity/study support]**

All teaching staff must undertake written risk assessments prior to



commencing hazardous activities. Directors of Learning/Subject Leaders are responsible for overseeing the completion of these. Copies should be kept with schemes of work and they should be revised annually. Directors of Learning/Subject Leaders should also conduct a health and safety review for their area which includes an analysis of any accidents which have occurred in their area and the identification of any Health & Safety Issues, including training requirements for departmental staff. A brief report should be presented annually to the Health & Safety Co-ordinator before the end of Autumn term.

#### **5. Drugs & Medications**

We support parental requests for medicines to be administered. However, we require the parents to attend and administer their own medication in the presence of school staff. Regular staff training should take place with regard to anaphylaxis and epilepsy. As many staff as possible undertake first aid training. We store medicines and epi-pens in named boxes in the main office. Any incidents or requests are logged in the office.

#### **6. Electrical Equipment [fixed & portable]**

There is an expectation of regular visual inspections by users. The school has a number of staff within school who are trained to carry out portable appliance testing. Testing is completed annually and recorded by the inspectors in a log along with any faults discovered. Staff wishing to bring personal items to school must have them PAT tested prior to use. Staff should see (the premises' manager) in advance of bringing appliances into school to arrange for testing to be completed.

#### **7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

Full details of the Emergency Evacuation procedures can be found in the relevant School Policy.

*available on the relevant academy website/server drive*

#### **8. First Aid**

The First Aid point is located in the designated area within each school where there

is a small treatment area. If it is necessary to call an ambulance, the first aider dealing with the incident will do so to ensure continuity for the patient's treatment. Where this is not possible the call will be made from the general office.

Where possible parents accompany their children to hospital. In extreme circumstances a trained first aider will accompany the child until a parent arrives. Appropriate cover will be provided by colleagues during the staff member's absence. St Johns Ambulance or other designated providers train our designated staff. After the initial first course, St Johns Ambulance automatically send reminders when certificates are due to expire. A list of trained staff can be found in the main office.

First Aid boxes can be found at the following locations –

This needs to be appropriate to each school unless we want to specify right across the Multi Academy.

The identified first aider is responsible for checking & restocking first aid boxes.

## **9. Glass & Glazing**

All glass in doors and side panels is safety glass, all replacement glass to be of safety standard. There will be regular assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard.

## **10. Hazardous Substances**

This could be very specific for one school.

Christ the King Catholic Collegiate follow COSHH regulations. All science staff are expected to adhere strictly to these regulations and copies of directives are maintained in the science preparation areas.

The Science department keeps a comprehensive collection of rules on selection and use of substances, hazard data sheets, risk assessments. The Director of Learning for Science at St John Fisher Catholic College is responsible for ensuring that the relevant staff

have required the necessary training for handling Hazardous Substances.

All teachers are required to obtain the relevant Data Sheets for any substances they use in school which carry Hazardous Substance warnings and complete a Risk Assessment for the associated activity.

### **11. Health and Safety Advice**

The school obtains health and safety advice from the following bodies:

- Stoke H & S advisory – St Thomas Aquinas & St Teresa's;
- Entrust H & S advisory – St Mary's & St John Fisher.

*To be reviewed for over-arching policy.*

### **12. Housekeeping, cleaning & waste disposal**

Arrangements to ensure premises are kept clean are managed by the premises manager or another appropriate manager in liaison with cleaning contractors. Premises staff also undertake duties to minimise accumulation of rubbish, to minimise risks of slips on wet floors, to dispose of glass and other sharp objects, for snow shifting, and ensure security of external waste bins.

It is the responsibility of teaching staff to ensure that the areas in which they teach are kept tidy. The build-up of paper and other combustibles around electrical sockets etc can pose a potential fire risk and should not be allowed to happen. It is also important that gangways are kept clear and that the floors in classrooms are not used as storage areas.

### **13. Handling & Lifting**

Risk assessments are in place to identify precautions to minimise risk in manual handling tasks. The school has a policy to ensure that appropriate training will be arranged for staff. A training video is available for all staff required to carry out manual handling tasks which can be obtained from the Health & Safety Coordinator. Lifting aids are to be used when appropriate.

### **14. Jewellery**

Each school has a clear policy on jewellery. Where schools allow jewellery in practical lessons students are required to remove it.

### **15. Lettings/shared use of premises**

Each academy must have a lettings policy with a named person as the

representative responsible to oversee that policy, even if the policy states simply that no lettings take place. A Local Academy Representative from the Local Academy Committee can be delegated to fulfil this function on behalf of the Academy Board. He/she works with The Site Manager and the Health & Safety Co-ordinator and reports back to the academy committee/academy board. The charges for lettings are reviewed on an annual basis as are the range of facilities offered.

We insist on restrictions on use of technical equipment where the hiring organisation do not have the requisite skills and school staff are not available to assist. In addition to discussing school or organisational staffing requirements, we offer the hiring of a security guard for car park duty. First aid provision is ordinarily the responsible of the hiring organisation plus any insurance cover. Fire and emergency arrangements are agreed with the site manager. Emergency lighting is installed and is put on for the hiring organisation. The site manager is responsible for the application for a public entertainment license.

#### **16. Lone-Working**

Ordinarily, we avoid lone-working on the site. There is a work rota to ensure that all premises staff overlap in their working patterns and there is no expectation that a worker would work at height when alone. Safe working practices/rules for staff who work alone include contact arrangements and appropriate risk assessments.

#### **17. Maintenance / Inspection of Equipment**

In addition to the annual PAT of electrical equipment. The following testing/inspections are carried out in schools that have such equipment:

DT machinery- Monthly checks – Annual safety inspection

Fire Extinguishers –Annual safety inspection

Annual Gas safety inspection – Boilers, Laboratory, Catering, DT cookers

Annual Science Radiation inspection

*(Each school will have its own particular requirements in this area.)*

**18. Monitoring the Policy**

The Health and Safety Coordinator is responsible for carrying out an annual H&S check. The coordinator and site manager ensure other checks and workplace inspections are completed and monitor the implementation of policy by staff. The H&S coordinator monitors accident reports/trends.

The health and safety coordinator and the site manager meet regularly to discuss any hazards/defects which have been identified and review any work carried out.

The health and safety policy is agreed and adopted by the full academy board of directors.

**19. Personal Protective Equipment (PPE)**

Goggles and lab coats are provided for technician staff. Caretakers are required to wear appropriate overalls and outdoor clothing.

This approach is reflected in our relationship with on-site contractors who adhere to our policy of wearing appropriate clothing including high-visibility jackets. Staff need protective clothing when dealing with bodily fluids when supporting children.

**20. Reporting Defects**

All members of staff are expected to report any defects or concerns regarding H&S immediately. This can be done by e-mailing the Health & Safety co-ordinator at (enter relevant email address) or entering them onto the “Hazard/Defect Reporting Form” obtainable from the H&S Coordinator.

**21. Risk Assessments**

Subject Leaders, Coordinators and Directors of Learning are responsible for ensuring that **Risk Assessments** are carried out by departmental staff for any hazardous activities undertaken during lessons or as part of their extra curricular provision.

For other activities the member of staff responsible for its organisation should conduct the relevant **Risk Assessment** .

**22. School Trips/ Off-Site Activities**

Each school has an Educational Visits Co-ordinator (EVC). Christ the King Catholic Collegiate follows the advice and policy of **Evolve**. The Headteacher, the EVC and a relevant representative of the local authority (duty of care) have to give consent for any international trips and visits. Completed paperwork including risk assessments are kept with the school business officer/bursar or the EVC. This material is mainly stored electronically but hard copies also exist for every trip that takes place. These should be retained for up to seven years after the trip/educational experience.

Staff members benefit from training courses run by organisations involved in off-site activities and the policy regarding risk assessments is published to all.

Parental authorisation is required for all out of school experiences and contact details, student lists and a copy of the risk assessment is taken by accompanying staff and provided to the school based contact person.

### **23. School minibuses**

Any academy that has a school minibus is required to have a Minibus policy that covers maintenance, safety checks and driver requirements.

### **24. Smoking**

Christ the King Catholic Collegiate is a no smoking site.

### **25. Staff Consultation**

Staff can report any health and safety concern immediately to the health and safety coordinator or the site manager. It is intended to have a culture of reporting and responding to safety issues as quickly as possible. There is an expectation that there will be two health and safety committee meetings per year, but we aspire to one meeting per term. In addition, there is regular reporting on the general issue of health and safety and the more specific issue of risk assessments to the governors' buildings committee.

Staff concerns, suggestions for health and safety improvements, new legislation and new suggestions for reporting issues form the terms of reference for these meetings.

**26. Staff Health & Safety Training and Development**

All staff receive appropriate training for their work environment and also have the opportunity to be first-aid trained. Teaching staff receive information through staff handbooks, through their line manager and through INSET. Associate teachers on ITT should receive a thorough H&S induction on arriving at the school.

**27. Staff Well-being / Stress**

Schools work well with the available occupational health and human resources departments. We make information available about confidential counselling and we have used the input from the educational psychologist team for incidents of trauma. In addition our school chaplaincy team offers support and care to staff and students alike.

The school is committed to finding ways to reduce workload and support staffs' work-life balance.

We are committed to the national healthy schools standard and we seek to promote healthy living within our wider school community.

**28. Supervision**

We seek to be as generous as possible in supervision of school trips starting with a ratio of 1:15 for low-risk activities and moving to a ratio of 1:8 for high risk activities. On some occasions where special circumstances dictate the school should seek to have 1:1 supervision to allow students to access activities.

During curriculum time pupils must not be left unattended and all other times when in care of school there will be a supervision rota.

There is a requirement for criminal conviction clearance for all adults employed in any capacity throughout the school. We employ the DBS system.

**29. Use of VDUs / Display Screens**

For any staff making regular use of VDU equipment a guidance sheet is available from the Health and Safety coordinator. A training video is available for all administration staff making significant use of VDUs.



Any member of staff who has a concern or problem with regard to the use of VDUs should speak to their line manager. Any re-siting of furniture within the workspace must take into account safety issues with regard to lighting, distance and seating comfort. Appropriate breaks away from screen use are expected within the course of the day and staff are made aware of medical possibilities relating to eye-sight or posture.

### **30. Vehicles on Site**

All private vehicles are parked at the owner's risk. Signs are displayed on the site notifying people of this fact.

Except for the main entry point, gates are locked during the school day to restrict unauthorised access. CCTV is used to view the car park and gateway areas. Signs are placed to notify people of this fact.

Delivery drivers have to report to the general office before unloading, except in some schools for kitchen supplies where the driver has to report to the catering manager. Floor markings indicate the kitchen unloading area.

Wherever possible, vehicles are segregated from pedestrians. Separate gates are used for pedestrian access and vehicular access. Gates are locked twenty minutes after school starts and unlocked ten minutes before the end of the school day.

School staff members are on duty daily {duty times for each school will be appended} at the key gateway points to ensure the calm arrival/departure of the students.

Rules for the management of vehicles on site and the restriction of vehicle movement at certain times during building work is a key part of the preparatory health and safety meeting prior to contractors beginning work on site and fencing is used to segregate pedestrians from vehicle movement where possible. During building work one gate sometimes has to be designated for vehicular access.

### **31. Violence to Staff / School Security**

The main entrance to the school has a lockable doorway and buzzer

systems to control access to the buildings. A visitor badge coupled with a signing in process restricts inappropriate access.

Direct access to the headteacher's office is not possible, reducing their vulnerability from intruders.

All members of staff are required to notify the general office if any intruders enter the school site. Where intruders are present, staff are instructed to attend in pairs and it is a requirement for all staff to report any incidents of verbal or physical abuse.

**32. Working at Height**

Staff expected to carry out a risk assessment prior to working at height. This is defined as working above head height so staff realise that “working at height” does not automatically imply working at significant heights, near ceiling level for example. No pupils are expected to work at height. No lone workers are expected to work at height and premises staff work rota are designed to cover this issue.

**33. Work Experience**

Developments taking place at secondary level, which will be supported by appropriate policies.

**34. Poster on Health and Safety Law**

The Health and Safety at work poster is displayed in an appropriate staff area. For any other information regarding Health & Safety please contact the Health & Safety Co-ordinator,

*(Append appropriate name here for each school)*

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# Appendices

# Appendix a

## Health and Safety Key Performance Indicators (KPI's)

### Understanding of Regulatory Responsibilities

Management are aware of their Health & Safety responsibilities and legal requirements.

Management understand their responsibilities with regard to risk assessment (and related issues such as COSHH, Manual Handling Regulations, etc.).

Management keep up-to-date with current regulations.

### Identification of Hazards

Management identify the hazards to which their staff are exposed.

Staff are aware of the hazards.

### Safety Procedures

Procedural control measures are appropriate and adequate (inc contractors etc.).

Procedural control measures are used and understood by staff.

### Safeguards

Physical safeguards (including safety PPE) are sufficient for the hazards

Adequate controls for common risks such as slips, trips and falls are in place.

Standards of housekeeping are good.

### Assessment of training needs

Adequate H&S induction training is provided.

The school identifies staff H&S training needs.

The quality of H&S training provided is monitored

The school monitors staff to ensure that they are competent to do their job safely.

### Health Control

Potential health hazards are identified.

Effective Health Control measures are implemented.

Welfare facilities are adequate.

### Willingness to Use External H&S Information & Support

The school seeks external support when it is necessary (eg asbestos).

### Staff involvement/ participation

There are systems to allow staff involvement in H&S.

The school encourages H&S input from staff.

### Incident/accident investigation

There is an effective system for reporting incidents/accidents.

The school has a systematic approach to investigating accidents.

Actions are taken as a result of accident investigations.

**Communication of Safety Information to staff**

The school issues the relevant H&S information to staff.  
H&S communication systems work.

# Appendix b

## Health and Safety Induction

This induction should be recorded on the employee's training record.

<b>Employee Name</b>	
<b>Start Date</b>	<b>Date of Induction</b>
<b>Job Title</b>	

	Description	Completed ✓ or N/A	Date	Name & signature of person carrying out induction
1	<p><b>Introduction to CC Health &amp; Safety Policy (and/or local H&amp;S Policy for schools)</b></p> <ul style="list-style-type: none"> <li>- Give the employee copy of the Statement section of the H&amp;S Policy.</li> <li>- Advise where the full H&amp;S policy is filed for future reference.</li> <li>- Summarise the H&amp;S responsibilities of the employee (e.g. their main duties and how to report unsafe situations/accidents).</li> <li>- Identify who has specific H&amp;S responsibilities within the premises – Sue Potts, Donna Lovatt, Mrs E Oxley – Deputy Headteacher, Miss Sims - Headteacher</li> </ul>			
2	<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>- Advise the location of nearest Fire Aid Box, First Aider(s) and/or Appointed Person(s) (All Class Teachers, Teaching Assistants)</li> <li>- Outline the emergency procedure to follow in the event of a medical emergency.</li> </ul>			
3	<p><b>Accidents at Work</b></p> <ul style="list-style-type: none"> <li>- All accidents must be reported.</li> <li>- Outline the reporting procedures for accidents, near misses, work related ill health and reports of violence.</li> <li>- Give the location of any Accident Books or forms which should be completed and any person who should be informed when an accident happens.</li> </ul>			

	<ul style="list-style-type: none"> <li>- If the employee is a manager of people they must be made aware of the <i>Accident Investigation</i> process to follow.</li> </ul>			
4	<p><b>Fire Procedures</b></p> <ul style="list-style-type: none"> <li>- Give the employee a site/building tour.</li> <li>- Identify the location of any Fire Extinguishers, Break Glass Points, Fire Exits and Fire Assembly Points.</li> <li>- Identify Fire Marshall(s) (Mrs Sue Potts, Mrs E Oxley).</li> <li>- Explain any responsibilities the employee has in an emergency and discuss specific training requirements if applicable.</li> <li>- Explain when the fire alarm is tested, what it sounds like (Siren/Bell).</li> <li>- Outline the procedure to follow in the event of a fire emergency.</li> </ul>			
5	<p><b>General workplace safety standards</b></p> <ul style="list-style-type: none"> <li>- Discuss employer and employee duties (employer to employee and employee to themselves and others).</li> <li>- Cover the main safety hazards and control measures applicable to the workplace (these should be highlighted in the <b>risk assessments</b> for the premises).</li> <li>- Discuss the need for good housekeeping and any general rules e.g. smoking rules.</li> <li>- Highlight any areas where the employee is not authorised to access (e.g. Boiler House).</li> <li>- Discuss security issues (building access, ID badges etc).</li> <li>- Advise the employee of the process in place if they wish to raise H&amp;S issues or report hazards (e.g. direct with their manager, using a report form).</li> <li>- Identify the location of the premises <b>Asbestos</b> and <b>Water Hygiene</b> Manuals and summarise any information from these as necessary.</li> </ul>			
6	<p><b>Manual Handling</b></p> <ul style="list-style-type: none"> <li>- If the employee will be carrying out manual handling activities give them details of the tasks and arrange to carry out a <b>manual handling assessment</b> of their work as soon as possible.</li> <li>- Outline the manual handling techniques or work equipment to be used to carry out these tasks.</li> <li>- Arrange specific manual handling training if required.</li> </ul>			



7	<p><b>Hazardous Substances (COSHH)</b></p> <ul style="list-style-type: none"> <li>- If the employee will be working with (or come into contact with) Hazardous Substances provide information on the hazards present and the control measures and working methods required (<b>COSHH Assessments</b>).</li> <li>- Identify where the employee can obtain further information about hazardous substances (e.g. Safety Data Sheets and Employee COSHH Data Sheets).</li> </ul>			
8	<p><b>Electrical Safety</b></p> <ul style="list-style-type: none"> <li>- Explain the process of portable appliance testing (PAT).</li> <li>- Outline the procedure to use if defective electrical equipment is identified.</li> <li>- Advise employee that privately owned electrical equipment must not be brought onto the premises unless it is PAT tested and it's use has been authorised by a manager.</li> </ul>			
9	<p><b>Work Equipment</b></p> <ul style="list-style-type: none"> <li>- Inform the employee of any work equipment which will be in use, explain the main hazards of each one (using the <b>risk assessment</b> if necessary).</li> <li>- Identify to the employee the risk control measures/methods of work to be followed when using the equipment.</li> <li>- Identify any training which will be required prior to use of the work equipment.</li> </ul>			
10	<p><b>Personal Protective Equipment</b></p> <ul style="list-style-type: none"> <li>- Issue any personal protective equipment which the employee will be required to use as identified by risk assessment.</li> <li>- Identify when the equipment should be worn and how it should be stored when not in use.</li> <li>- Explain to the employee the procedure to follow if the equipment is damaged or defective and how to obtain replacements.</li> <li>- Arrange specific PPE training if required.</li> </ul>			
11	<p><b>Working at Height</b></p> <ul style="list-style-type: none"> <li>- Any requirement for working at height should be outlined along with any measures that are required to be undertaken to minimise the risk from working at height.</li> <li>- Discuss the importance of risk assessment for working at height.</li> </ul>			

12	<p><b>Use of computers</b></p> <ul style="list-style-type: none"> <li>- If the employee will be designated as a DSE “user” arrange for them to receive the appropriate <b>training</b> and have a workstation assessment completed.</li> <li>- Inform the employee of the basic “good practice” ergonomics to be adopted when using computer workstations.</li> </ul>			
13	<p><b>Training and Competency</b></p> <ul style="list-style-type: none"> <li>- Outline to the employee (<i>and append to this induction</i>) the health and safety training courses they are required to attend to ensure they are competent to carry out their work.</li> <li>- Agree a date to discuss their training plan.</li> </ul>			
14	<p><b>Employee Health</b></p> <ul style="list-style-type: none"> <li>- Fitness for work - explain the need for employees to inform their manager of any health issue which may be related to their work as soon as symptoms arise.</li> <li>- Inform the employee of any requirement for health surveillance associated with their job.</li> </ul>			
15	<p><b>Consultation</b></p> <ul style="list-style-type: none"> <li>- Inform the employee of the arrangements in place to consult with all employees on H&amp;S issues.</li> <li>- If there is a H&amp;S Committee outline the structure of the meetings and who the representatives are for the work area concerned.</li> </ul>			
16	<p><b>Advise of any important contacts – names and numbers for;</b></p> <ul style="list-style-type: none"> <li>- Health and Safety Adviser (former Staffs schools). – Steve Brown</li> <li>- Occupational Health Unit. St Mary’s Catholic Primary School</li> <li>- Premises Manager – Miss B Sims</li> <li>- Health and Safety Representative – Sue Potts / Mrs E Oxley, Miss B Sims</li> <li>St John Fisher Catholic College</li> <li>- Premises Manager – Mr G Barbour</li> <li>- Health and Safety Coordinator – Mr R Milan</li> <li>-</li> </ul>			
17	<p><b>Sources of Information</b></p> <ul style="list-style-type: none"> <li>- Provide the employee with any details of where they can get further information on H&amp;S.</li> </ul>			
18.	<p><b>Site specific information</b></p> <ul style="list-style-type: none"> <li>- <b>Outline any site specific information to be included in the induction.</b></li> </ul>			

# Appendix c

## Health and Safety Link LAR Inspection

Area Visited: \_\_\_\_\_  
\_\_\_\_\_

Date of Inspection:

Completed by: \_\_\_\_\_

Question	Yes	No	Progress is required
1. There is an up to date Health and Safety Policy in place and evidence that staff have read it.			
2. The school has a named Premises Manager.			
3. The school has adequate levels of insurance.			
4. The Health and Safety Law Poster, and where necessary certificates of Employers and Public Liability Insurance are displayed.			
5. All employees have received induction training which includes Health and Safety rules and arrangements.			
6. Employees are aware of their responsibilities for Health and Safety.			
7. All employees and others who have substantial access to children have completed the appropriate Disclosure Barring Service (DBS) checks in line with Government guidelines.			
8. A record of all Health and Safety training is maintained.			
<b>Risk Assessments</b>			
1. The school has a system in place for identifying hazards, recording significant risks and implementing suitable control measures.			
2. Risk assessments are in place for classrooms, offices, playgrounds, events, activities, Lone Working, Slips, Trips and Falls etc.			
3. Risk assessments are reviewed annually.			
4. Risk assessments are reviewed following changes in procedures, equipment, after accidents and for changes in personnel.			

Question	Yes	No	Progress is required
5. COSHH risk assessments have been completed for all substances used and stored.			
6. Employees who are required to use access equipment for working at height have received suitable training by an accredited provider and a risk assessment is in place.			
7. Obsolete risk assessments are archived for 5 years.			
<b>First Aid</b>			
1. The school has a sufficient number of trained First Aiders.			
2. Procedures to manage medication are in place and administration of medication is effectively recorded.			
3. Care Plans are in place for those needing them.			
4. An accident book is available for employees and managers can access Accident and Violent Incident Investigation Forms.			
<b>Fire</b>			
1. All staff are aware of the school's Evacuation Procedures.			
2. All staff have been involved in a Fire Drill.			
3. Portable fire extinguishers have been serviced.			
4. Employees are aware of their responsibilities.			
<b>Business Continuity</b>			
1. The school has a Business Continuity Plan in place to manage a crisis such as fire, flood, infectious outbreak etc.			
2. The Business Continuity Plan has been tested.			
<b>Visits</b>			
1. There is an Educational Visits Coordinator (EVC) appointed for the school who has received appropriate training.			
2. All visits are approved by the EVC or Headteacher.			
<b>Operational Control</b>			
1. An Asbestos Register is available on site.			
2. All known asbestos has been visually inspected to ensure its condition has not altered within the last 12 months.			
3. A competent contractor has inspected the boiler and all gas appliances in the last 12 months.			
4. Boiler houses, mains isolating switch cabinets, meter			

Question	Yes	No	Progress is required
rooms etc. are clearly labelled and secured to prevent unauthorised access and 'Authorised Access Only' signs displayed.			
5. All waste containers are chained up to prevent them being moved by unauthorised people.			

Additional comments on findings:

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# Appendix d

## Staff roles and responsibilities

*The following staff have responsibility for completing PAT testing- Complete as relevant for each school.*

PFI arrangements impact on the former Stoke authority schools:	St Teresa's Catholic Primary School St Thomas Aquinas Catholic Primary School
Gareth Barbour (Premises Manager)	St John Fisher Catholic College
Andrew Winstone (caretaker)	St John Fisher Catholic College

*The following table provides a list of trained first aiders and their locations around school*

**The following table needs to be specific to each school**

<b>First Aider</b>	<b>First Aiders Location</b>
Mrs M Wiggins – St Thomas Aquinas Catholic Primary School	KS1
Mrs K Carlisle - St Thomas Aquinas Catholic Primary School	KS2
Mrs R Wilson - St Thomas Aquinas Catholic Primary School	KS1
Mrs M Everill - St Thomas Aquinas Catholic Primary School	Foundation Stage Unit
Additional first aid box locations – St Thomas Aquinas Catholic Primary School	<ul style="list-style-type: none"> <li>• KS2 Cloakroom;</li> <li>• Medical Room</li> </ul>
Miss C Megyesi – St John Fisher Catholic College	Attendance Office
Mrs L Kearns – St John Fisher Catholic College	EAL office
Mr J Relton – St John Fisher Catholic College	Inclusion Room
Mrs R Lambe – St John Fisher Catholic College	Library

Mrs C Birchall -	Office Manager
Miss E Reed -	Reception
Mrs A Edwards	Reprographics
Mr A Ecclestone	Design Technology
Additional first aid box locations – St John Fisher Catholic College	<ul style="list-style-type: none"> <li>• every floor of the tower block</li> <li>• the English Office</li> <li>• the Caretakers Office</li> <li>• D &amp; T Department</li> <li>• all Science Labs</li> <li>• P.E. Department</li> <li>• Room 5 Storeroom</li> <li>• Home Economics Storeroom</li> <li>• General Office.</li> </ul>

The staff union/professional body representatives are as follows;  
Add appropriate names and professional bodies.

Name	Professional body	School connection



# Appendix e.

## Christ The King Catholic Collegiate

### Template for the Health & Safety Induction of new staff

To be completed by the line manager with the member of staff. Please tick each point as it is covered and then keep the completed form in the dept. Health & Safety Folder.

Member of staff:  Line manger:  Date:

The employee should be provided with the following documentation and given an outline of the contents of each -

- School Health & Safety Policy
- Risk Assessment Guidelines
- Adverse Weather Guidelines
- Dealing with Accidents
- Manual Handling Guidelines
- Use of VDU equipment Guidelines
- General Health & Safety Guidelines
- COSHH Guidelines
- Noise in the Work place Policy
- School Minibus Policy
- Restrictive Physical Intervention Policy
- Emergency Evacuation Procedures
- Working at Heights Guidelines

The employee should be informed that further H&S information can be obtained from the following sources:

- 'Health & Safety folder' on the Staff Information Drive
- HSE website

The employee should be informed about the Health & Safety committee and who their departmental representative is.

The employee should be informed about the procedures for reporting any concerns they have (including the 'Staff comments box' which is located in the staff work room).

The employee should be informed of the procedures for staff absence and provided with the relevant contact details

The employee should be shown the general Health & Safety video (*obtainable from the H&S Co-ordinator.*)

The employee should be provided with the following H&S contact details;

- School Health & Safety Co-ordinator;
- Health & Safety Executive; (01782) 602300
- SCC Occupational Health Unit; (01785) 276283
- Premises Manager;

Union Representatives;

- NUT -
- NAS/UWT -
- ATL –
- UNISON

The employee should be provided with any Personal Protective Equipment (PPE) necessary to carry out their duties safely and receive any associated training necessary.

Training should be arranged for any staff who may be required to work at height. *(Until the training has been received they should be restricted from carrying out such duties.)*

Any staff who are required to carry out significant 'Manual Handling' as part of their duties should be shown the relevant training video *(available from the Health & Safety co-ordinator)*.

If further 'Manual Handling' training is required this should be arranged through the CPD / H&S Co-ordinator.

The employee should be given the opportunity to ask any questions they may have relating to Health & Safety. *(If the line manager is unable to answer these they should be referred to the Health & Safety Co-ordinator.)*

The line manager should check the 'Mandatory Health & Safety Training Matrix' to identify if any further training is required for the post. If so they should make arrangements for this through the CPD / H&S Co-ordinator.

Signature of Line Manager:

Signature of new employee:

Date:

# Appendix f. Christ The King Catholic Collegiate - Departmental Health & Safety Audit

*As part of the School's annual Health & Safety Audit please would you complete the following survey and return it to the Health & Safety Co-ordinator before the end of term.*

1. Have all of your dept. staff received basic H&S induction training (safety video seen)?  
Yes  No
  
2. Are all of your staff aware of the following policies ?(- available on staff information drive)
  - (a) Emergency Evacuation Procedures Yes  No
  - (b) Noise in the Work place Yes  No
  - (c) School Minibus policy Yes  No
  - (d) Restrictive Physical Intervention Yes  No
  - (e) Health & Safety Policy Yes  No
  - (f) Hazardous Substances Yes
  
3. Are all of your staff familiar with the correct procedures to follow in the event of an accident?  
Yes  No
  
4. Are all of your staff aware of the correct procedures to follow if they wish to report a Hazard / concern?  
Yes  No
  
5. Have all of your staff received guidance on the following? (-available on staff information drive.)
  - (a) Use of VDU equipment Yes  No
  - (b) Manual Handling Yes  No
  - (c) Adverse Weather Yes  No
  - (d) COSHH Yes  No
  - (e) Dealing with Accidents Yes  No
  - (f) Risk Assessment Yes  No
  - (g) Working at Heights Yes  No
  - (h) Housekeeping Yes
  
6. Are all of your staff aware of their legal requirement to keep Data Sheets for any hazardous substances which they use / keep at school, and to comply with their recommendations?  
Yes  No
  
7. Are all of your staff aware of their legal requirement to complete Individual Risk Assessments for any potentially hazardous activities that they undertake in school/ with students?  
Yes  No

8. Are emergency evacuation notices clearly displayed in all of your dept. rooms?

Yes  No

9. Are all of your dept. rooms within 30 metres of a fire extinguisher?

Yes  No

10. Are all fire extinguishers in your dept. area either 'wall mounted' or on a stand?

Yes  No

11. Are all fire extinguishers in your dept. area labelled (type / suitable usage)?

Yes  No

12. Are all of your staff aware of the potential hazards caused by the following?

- The use of extension leads / 'multi blocks' Yes  No
- Piles of combustible materials in close proximity to electrical sockets / fittings Yes  No
- Obstructions along corridors and fire escape routes Yes  No

13. Have all portable electrical appliances used within your department been PAT tested in the last 12 months (indicated by a green 'pass' label) Yes  No

**If the answers to any of questions 1-13 are 'No' please give details below;**

14. Do you or any of your staff require specialist H&S training in the next 18 months?

(– please list below).

Yes  No

**Member of Staff:**

**Training Required:**

15. Please could you provide analysis of any accidents which have occurred in your dept. area over the past 12 months and what actions you have taken as a result.

Department Area:  DOL Sig:  Date:

# Appendix g. H & S Room Checklist

Room:  Date:  Checks carried out by:

- |                                                  |                              |                             |                              |
|--------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| Is flooring in a satisfactory condition?         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Are windows safe/secure                          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Are fire exits unobstructed?                     | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Is there a fire extinguisher within 30m?         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Is fire signage in place?                        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Does electrical wiring appear safe?              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Are there adequate sockets?                      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Has all equipment been PAT tested                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Is heating adequate?                             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Is ventilation adequate?                         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Is housekeeping satisfactory?                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Is furniture in satisfactory condition?          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| If asbestos is present does it appear undamaged? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |

Notes:

Room:  Date:  Checks carried out by:

- |                                                  |                              |                             |                              |
|--------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| Is flooring in a satisfactory condition?         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Are windows safe/secure                          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Are fire exits unobstructed?                     | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |
| Is there a fire extinguisher within 30m?         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Is fire signage in place?                        | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Does electrical wiring appear safe?              | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Are there adequate sockets?                      | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Has all equipment been PAT tested                | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Is heating adequate?                             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Is ventilation adequate?                         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Is housekeeping satisfactory?                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| Is furniture in satisfactory condition?          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                              |
| If asbestos is present does it appear undamaged? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A <input type="checkbox"/> |

Notes:

# Christ The King Catholic Collegiate

Staff Responsible

Frequency	Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Weekly	Fire Alarm Test												
	Flushing of little used outlets												
	Minibus routine checks												
Monthly	Water temperature checks												
	Emergency Lighting												
	DT Machine checks												
Termly	Shower heads cleaned												
	Firs Aid Boxes												
	Guttering / grids												
	Fire drills												
Half yearly	Lifts												
	Minibus service												
	Air conditioning												
Annual	D&T equipment												
	Insurance												
	Fire extinguishers												
	PAT - AVA												
	PAT - DT												
	PAT - Science												
	PAT - Kitchen												
Annual	PAT - ICT												
	PAT - whole school												
	Building Security- Alarms, locks etc												
	Gas - Boilers												
	Gas - Laboratory												
	Gas - Catering												
	Gas - DT cookers												
	DT Dust Extraction												
	Radiation												
	Windows												
	Risk Assessments / Dept safety report												
	Minibus MOT												
	Condition of ACM's monitored												

3 yearly	First Aider re-certification	Date due

5 yearly	Minibus re-test	DN 07 NKM	Date due

5 Yearly	DT Core Competency	
	DT wood machinery	
	DT Food Hygiene	
	Fixed electrical equipment	
	Gas safety inspection	

# 20

On completion of checks could staff please initial the week that the check was carried out. Please notify of any problems you have in the completion of checks or of any other H&S issues you identify.

# Health & Safety Schedule

# Appendix h



## CHRIST THE KING CATHOLIC COLLEGIATE



A Multi Academy Company



### Parental agreement for school to administer medicine

The school **will not** give your child medicine unless you complete and sign this form and the school or setting has a policy that staff can administer medicine

Name of School:	
Name of Child:	
Date of Birth:	
Class:	
Medical condition/illness:	
Name/Type of Medicine (as described on the container):	
Date dispensed:	
Expiry date:	
Dosage and method:	
Timing:	
Special Precautions:	
Are there any side effects that the school needs to know about?	
Self-Administration:	Yes/No
Procedures to take in an Emergency:	

## Contact Details

Name:	
Daytime Telephone No:	
Relationship to Child:	
Address:	
<p>I understand that I must deliver the medicine personally to [ _____ ] and accept that this is a service that the school/setting is not obliged to undertake.</p> <p>I understand that I must notify the school/setting of any changes in writing.</p>	
Date:	
Signature(s):	
Relationship to child:	