

Health & Safety Policy Statement and Guidance

Contents

Person Responsible for the Policy.....	5
The Policy	5
Organisation, Roles and Responsibilities	5
Accountabilities of the Trust Board	8
Responsibilities of the Trust’s Competent Person.....	9
Additional Responsibilities of the Facilities and Operations Manager	9
Responsibilities of the Director of Finance and Operations	11
Responsibilities of Governors	12
Responsibilities of the Headteacher	12
Responsibilities of the Senior Leadership Teams and Heads of Departments (Secondary Academies Only).....	14
Responsibilities of Teaching Staff, Teaching Assistants, Support Staff & Midday Supervisors	15
Responsibilities of the Premises / Site Managers.....	16
Responsibilities of contractors and visitors	16
General Health and Safety Management	18
Consultation.....	18
Health and Safety Committee.....	19
Risk Management	20
Definitions.....	20
Hierarchy of Control Measures.....	21
Review and Revision	21
Health Surveillance	21
Record Keeping.....	21
Information and Training.....	21
Safe systems of work and safe working procedures.....	23
Information, Instruction and Training.....	24
Personal Protective Equipment (PPE).....	24
Health & Safety Training	25
Induction Training.....	25
New Managers and Supervisors	26
Job Specific Training.....	26

Function Specific Training	26
Existing Employees.....	27
Temporary Employees and Volunteers.....	27
Contractors	27
Fire Safety and other Emergency Procedures	27
Fire / Emergency Procedures – please see local plans for full school procedures	30
First Aid and the Administration of Medicines and Medical Care	31
Managing Infection Control / outbreak of infectious disease / pandemic.....	32
Incident and Accident Reporting and Investigation.....	33
What is reportable under RIDDOR.....	34
Housekeeping, cleaning & waste disposal	36
Access Control/Security	36
Transport Safety.....	37
Manual Handling.....	38
Work at Height.....	39
Slips & Trips.....	40
Display Screen Equipment (DSE).....	42
Electrical Safety.....	43
Record Keeping	44
Hazardous Substances	44
General Precautions.....	46
Machinery, Plant & Equipment.....	46
Asbestos Management	47
Legionella & Water Management.....	48
Lone Working.....	49
New and expectant Mothers	50
Visitors and Contractors	52
Mobile Phones	53
Drugs and Alcohol	53
Smoking Policy	53
Wellbeing.....	54
Public Sector Equality Duties	54

Appendices..... 55

 Appendix 1: Tandridge Learning Trust: Compliance Table 55

 Appendix 2: Risk Register Template 59

Person Responsible for the Policy

Person Responsible for the policy	Version No:	Date Ratified:	Review Date:
Facilities and Operations Manager	1.0	July 2021	July 2022

The Policy

The Board of Trustees, Governing Bodies, Headteachers and Senior Leadership Teams have a statutory responsibility to ensure the health and safety of all employees, pupils and other persons using school sites.

This policy has been prepared in accordance with the requirements of the Health and Safety at Work Act 1974, and related legislation and is issued for the direction, guidance and information of all employees, pupils, parents, service providers and members of the public to whom it may apply. This policy must be read in conjunction with the local Health & Safety Procedures at each individual school.

The policy covers all sites within the Trust and where employees are required to work, visit or supervise activities on other sites: -

Tandridge Learning Centre Tithepit Shaw Lane Warlingham Surrey CR6 9YB	Warlingham Secondary School & 6th Form College Tithepit Shaw Lane Warlingham Surrey CR6 9YB	Hamsey Green Primary School & Acorns Nursery Tithepit Shaw Lane Warlingham Surrey CR6 9AN
Woodlea Primary School Long Hill Woldingham Surrey CR3 7EP	Tatsfield Primary School 3 Ship Hill Tatsfield Westerham Kent TN16 2AH	Bletchingley Village School Coneybury Redhill Surrey RH1 4PP

Organisation, Roles and Responsibilities

The Health & Safety at Work Act 1974 and statutory guidance and directives for academies, places overall accountability for health and safety with Tandridge Learning Trusts Board of Trustees. However, each school, supported by shared services team, will manage its own Health & Safety

procedures. Headteachers are responsible and accountable for the implementation and compliance of this policy within their individual schools although health and safety roles and responsibilities can be delegated. Management and monitoring mechanisms are in place to provide an overview of statutory compliance.

All persons within the Trust must know the lines of communication and levels of responsibilities that exist to ensure that health and safety matters are dealt with effectively.

Trust Competent Person

The Trust has a Facilities and Operations Manager who is a qualified H&S professional and has been appointed to the role of competent person and responsible for advice and overall strategies for health, safety and welfare within the Trust. The Facilities and Operations Manager is also supported by a dedicated H&S officer at Warlingham school.

Trust Board

The Trust Board is accountable for ensuring high standards of corporate governance are maintained and a positive health and safety culture is established and maintained. The Trust Board ensures all reasonable steps have been taken to reduce the possibility of accident or injury to staff, pupils, and visitors.

Director of Finance and Operations (DFO)

The DFO is responsible for ensuring that systems are in place and adhered to to minimise the likelihood of enforcement action, penalties and prosecutions.

Local Governing Bodies

The local governing bodies have responsibility for monitoring health and safety standards locally and ensure headteachers have implemented the health and safety policy and are compliant with its requirements.

Headteachers

Each Headteacher is responsible and accountable for the implementation and compliance with the policy in their school, ensuring that a positive health and safety culture is encouraged and developed, and that all staff and pupils understand their responsibilities.

Senior Leadership Teams & Heads of Department (Secondary schools only)

Senior leaders must support the Headteacher to ensure that health & safety standards are adhered to.

Teaching Staff, Teaching Assistants, Support Staff & Lunchtime Supervisors

Responsible for the health and safety of all pupils under their control on or off site.

Premises / Site Managers (Caretaker in some primary academies)

The Premises / Site Managers are responsible for managing health and safety arrangements pertaining to buildings and grounds – including building works, maintenance, and compliance in such areas as fire protection, asbestos management, electrical inspections, control of legionella & contractor management.

All Employees

To take adequate care of themselves, pupils and others who may be affected by their actions.

Students & Pupils

Encouraged to follow safe practices and school rules.

Staff Safety Representatives

To act as a means of consultation and liaison on matters of health and safety and work in conjunction with the Facilities & Operations Manager.

Accountabilities of the Trust Board

The Trust Board ensures all reasonable steps have been taken to reduce the possibility of accident or injury to staff, pupils and/or visitors.

The key responsibilities are to:

1. Ensure that each trustee accepts their individual role in providing health and safety leadership for the Trust.
2. Ensure that it formally and publicly accepts its collective role and responsibility in providing health and safety leadership for the Trust.
3. Ensure that its decisions reflect its health and safety intentions, as articulated in the Trust Health and Safety Policy.
4. Provide strategic direction in health and safety matters.
5. Ensure that Trust suppliers and contractors have been appropriately vetted for health and safety standards.
6. Ensure that a proportionate and prioritised risk management system for the Trust is implemented and monitored.
7. Ensure systems and processes are in place to ensure the Trust is compliant with its obligations in the management of fire risk, asbestos, legionella, electrical safety and other areas of health and safety.
8. Ensure there is an effective business continuity and emergency plan in place.
9. Confirm there have been no instances of material irregularity, impropriety, lack of integrity or negligence of health and safety statutory instruments.
10. Ensure effective safeguarding of children is in place across the Trust.
11. Ensure that adequate resources are committed to the management of health and safety.

Signed:

Date:

Title: Chair of Trustees

Responsibilities of the Trust's Competent Person

The Facilities and Operations Manager with support from the DFO & CEO, is responsible for advice on overall strategies for health, safety and welfare within the Trust.

They will provide advice to the Trust and its school as required, in particular:

1. Advice on interpretation of legal requirements
2. Assistance with strategy for implementation of the policy
3. Provide investigations of serious accidents.
4. Revise the policy in the light of experience or legal change.
5. Advice upon the visit of an Enforcement Officer
6. Advise on resource requirements to meet Health & safety standards.

Additional Responsibilities of the Facilities and Operations Manager

The Facilities and Operations Manager will support headteachers in the management of health and safety and, ensure:

1. All risk assessments are maintained up-to-date and regularly monitored and reviewed.
2. All staff receive a copy of the policy and any amendments.
3. The correct accident recording, and reporting procedure is carried out.
4. Regular evacuation drills and fire alarm tests are carried out.
5. Monitor that the responsibilities of the Health & Safety Officer have been undertaken.

The FOM shall also act as the Safety Co-ordinator and shall be responsible for providing suitable advice and assistance on health and safety matters to the Headteacher and SLT. In particular:

- Be responsible for overseeing the implementation of the health and safety policy and monitoring the application of the policy.
- Ensure that there is a system in place for the management of health and safety whereby risks to health and safety are identified and measures taken to eliminate or adequately control them.

- Establish and maintain a system of communication and consultation of health and safety information.
- Periodically arrange inspections of all parts of the sites and relevant operations and prepare a report to the Headteacher regarding the findings of the inspection.
- Ensure that an annual Health and Safety report is sent to the Trust Finance and Audit Committee
- Periodically report to the Headteacher on all aspects of health and safety within the establishment.
- Ensure that the SLT are kept up to date with current health and safety legislation and best practice.
- Ensure that the quality of health and safety training is of a suitable standard.
- Ensure that on a regular basis, emergency procedures and drills are carried out at the premises.
- In conjunction with each department, develop safe working procedures for all operations or activities that may constitute a risk to the health and safety.
- Evaluate investigations of accidents, recommendations to prevent recurrence and actions taken. An additional investigation shall be conducted where it is considered the initial investigation / action is insufficient.
- Ensure that a Health and Safety Committee is in place and provide information and statistics for meetings as required.
- Liaise with employees on all matters concerning health and safety at work to the benefit of all employees and the establishment.

Signed:

Date:

Title: Facilities and Operations Manager

Responsibilities of the Director of Finance and Operations

The Trusts DFO is responsible for ensuring systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

The DFO must:

1. Ensure that sufficient resources are allocated and authorised within the organisation's budget to meet statutory procedures and standards for health and safety within the Trust.
2. Consider the impact of health and safety in all strategic and operational decision making.
3. Ensure that a Health and Safety committee is in place and provide information and statistics for meetings as required.
4. Implement ways in reducing the likelihood of people being harmed by activities.
5. Monitor findings from Health and Safety audits, compliance audits, inspection audits, Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) reports, and to implement changes to policy and procedures where required.
6. Implement and monitor an informed, proportionate, and prioritised risk management system for the Trust.
7. Ensure there is an effective accident reporting and investigation procedure across the Trust.
8. Ensure that the Trust and its constituent academies have adequate business continuity plans in place, including emergency plans and procedures for the safe evacuation of the Trust's premises.
9. Ensure that an agreed programme of health and safety inspections are in place at all schools across the Trust.
10. Ensure the development and implementation of the overall health and safety strategic plan.
11. Ensuring all staff receive adequate health and safety training.
12. Be the point of contact with the Trust's appointed competent person and ensure that the arrangement is fit for purpose and represents good value for money.

Signed:

Date:

Title: Director of Finance & Operations

Responsibilities of Governors

Governors have responsibility for monitoring of health and safety standards and for ensuring or assessing relevant resource requirements, including:

1. Inspection of reports on health and safety, at least once a year.
2. Ensuring health and safety actions are followed up and adequate resources are prioritised. Health and safety should be a standing item on all governor meetings.

Responsibilities of the Headteacher

The Headteacher shall have overall responsibility for ensuring the effective management of health and safety across the school and, shall:

1. Be responsible for ensuring full compliance with this policy in all areas of the establishment and all relevant activities.
2. Ensure that a system for the management of health and safety is in place whereby all risks to health are identified and those risks eliminated or controlled.
3. Produce a plan for the continual management of health and safety as part of the establishments' objectives which will be regularly monitored, reviewed, and developed.
4. Ensure that training needs regarding health and safety are identified and such training is carried out at the earliest opportunity.
5. Ensure that all accidents and incidents causing injury or damage to health, or with the potential to do so, are fully investigated and any required action quickly taken to prevent a recurrence.
6. Review safety reports from the FOM and outside agencies and to consider the action to be taken to address any issues or concerns raised.
7. Regularly inspect the premises to ensure compliance with the policy and suitable standards of health and safety are being achieved.
8. Ensure that information on hazards and precautions relevant to materials and plant is available and communicated to employees, as necessary.
9. Ensure that the necessary prescribed notices, records, and registers are maintained and displayed.
10. Consider any health and safety concerns or recommendations raised by an employee or employee representative.

11. Ensure that Heads of Department (secondary school) and senior leaders are involved in safety inspections and investigations for areas under their control.
12. Ensure, to the best endeavours that all relevant health and safety legislation and rules are adhered to.
13. Ensure adequate staffing levels are provided or maintained, where required for health and safety reasons.
14. Ensure any equipment or materials purchased meet appropriate safety standards.
15. Ensure that adequate first aid facilities are made available.
16. Where construction work is being carried out within the premises ensure that relevant duties as the 'client' under the Construction (Design and Management) Regulations 2007 are fully met, including, appointment of a CDM Co-ordinator and Principal Contractor for the project, where appropriate.
17. Ensure all staff have read, understood, and adhere to the Health & Safety Policy and procedures.

Signed:

Date:

Title: Headteacher

Responsibilities of the Senior Leadership Teams and Heads of Departments (HoD's are Secondary Academies Only)

Senior leadership teams and Heads of Department shall be responsible for ensuring the day-to-day management of health and safety within their department or area of responsibility and shall:

1. Familiarise themselves with the Health and Safety Policy and how it applies to their area of responsibility.
2. Shall, in conjunction with the FOM / H&S Officer, identify all risks to health and safety within their department or area of responsibility and take measures to eliminate or control such risks.
3. Ensure that persons in their department or area of responsibility are fully trained for the task(s) they are to perform to ensure that they are not exposed to unsafe working procedures or practices.
4. Ensure that all employees in their department or area of responsibility know what to do in the case of fire/explosion or similar incident and know the location of firefighting equipment provided.
5. Ensure that all employees in their department or area of responsibility know the whereabouts of first aid facilities and the names of first aiders.
6. Continually develop safe practices in their department or area of responsibility to ensure maximum safety for all under their supervision.
7. Ensure that adequate supervision is always available, particularly where young or inexperienced workers are concerned.
8. Investigate all accidents promptly to discover their cause and take immediate action to eliminate a recurrence.
9. Complete incident report forms for all incidents involving injury, damage to establishment property or lost time.
10. Ensure that any safety equipment / safety devices are always used, properly adjusted and maintained.
11. Ensure that all defects in their department or area of responsibility are promptly recorded and rectified. Where the defect involves the safety of machinery / office equipment, it is immobilised until repaired.

Responsibilities of Teaching Staff, Teaching Assistants, Support Staff & Midday Supervisors

All teaching staff including supply and trainee teachers and all Teaching assistants, support staff and midday supervisors are responsible for ensuring the health and safety of themselves and pupils under their immediate care and supervision. In particular:

1. Be aware of their legal health and safety responsibilities regarding their own health and safety and those that could be affected by their acts or omissions under the Health and Safety at Work etc Act 1974. This includes taking reasonable care and generally co-operating with their employer regarding health and safety.
2. Be aware of their legal responsibility under the Management of Health and Safety at Work Regulations 1999 to use equipment, substances etc in accordance with any instructions or training provided to them and to report any situations of danger or other shortcoming in health and safety to their employer.
3. Familiarise themselves with and always conform to the Trust's Health and Safety Policy.
4. Generally, conform to the establishments rules and regulations made in the interest of health, safety or welfare.
5. Do not misuse any equipment issued in the interest of health, safety, or welfare, e.g., goggles, hearing protection, protective clothing, safe systems etc.
6. Ensure that accidents and incidents are reported promptly and fully to the Head of Department and First Aid.
7. Ensure that their work area is kept clean and tidy.
8. When supervising trainees ensure they can undertake any task they are asked to do, and to instruct them in general health and safety matters.
9. Ensure that any agreed adequate level of supervision is available, and that appropriate health and safety arrangements exist in conjunction with the appropriate policy prior to taking school parties off site.

Responsibilities of the Premises / Site Managers

The Premises Manager has delegated responsibility for premises and facilities health and safety at their school.

Duties include:

1. Ensure that the schools' buildings, grounds and services are maintained in a clean, safe and secure manner and all mandatory servicing and inspections are carried out by the required date and recorded.
2. Arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
3. Identify hazards and take appropriate action when necessary to prevent injury to others on the site, who might otherwise be exposed to unnecessary dangers, for example, erect barriers etc.
4. Participating in completion of health and safety checklists, for example, building structure, services, access to/egress from the school etc.
5. On opening and closing the premises, undertake visual inspections to ensure no potential hazards exist.
6. Ensure that all emergency equipment is maintained, tested on a regular basis and available for use.
7. Ensure that site staff work within their capabilities and only undertake work for which they are competent and have been trained where necessary.
8. Ensure site staff have access to uniform and all the necessary PPE suitable for the tasks undertaken and training is provided for the correct use of equipment.

Responsibilities of contractors and visitors

1. All contractors will be expected to comply with the Health and Safety Policy and must ensure their own Health and Safety Policy and insurance arrangements are made available whilst work is carried out.
2. Any plant or equipment brought onto site by the contractors must be suitable and maintained in a safe condition.
3. Contractor's employees are not permitted to alter anything provided for their use or interfere with any plant or equipment on the site, unless to do so.
4. Information and assessment of noise levels by plant, equipment or operations brought on site by contractors must be provided before work commences.

5. Any injury sustained, or damage caused by contractor's employees, must be reported immediately.
6. All visitors must report to reception and sign in on arrival.
7. All visitors must be advised of emergency procedures and any risks and abide by all school procedures.
8. All Visitors must report any injuries to their host.

General Health and Safety Management

It is the responsibility of all employees, students, and visitors to observe all health and safety policies, rules and procedures and to behave in a safe and reasonable manner whilst at work or otherwise present on school premises.

Failure to comply with such policies, rules and procedures will render employees liable to action under the Trust's disciplinary procedure.

It should also be noted that a breach of relevant health and safety legislation by an employee is a criminal offence which may result in legal action against the individual.

It is recognised that it is not possible to prepare in written form every safety rule laid down by the Trust since circumstances may vary depending upon the nature of work. However, employees and pupils are expected to always act in a sensible manner and adhere to instructions given by management.

Consultation

The Trust recognises their responsibilities to provide a safe and healthy working environment and acknowledge that this policy cannot be achieved without the co-operation and commitment of employees at all levels, requiring the development and maintenance of effective means of consultation and feedback.

Senior leaders will promote consultation and comply with the relevant legal requirements, as contained within the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 and with the associated guidance issued by the Health and Safety Executive.

Regular consultation and discussions with employees on health and safety matters is therefore given high priority to gain their continued support and co-operation.

In particular, the following rules and procedures will be applied in relation to this area:

1. Employees are encouraged to raise concerns about health, safety and welfare matters with their line manager and will receive positive feedback on any issues raised. Any unresolved issues can be raised at staff meetings or with the Headteacher or Facilities and Operations Manager.
2. Suitable and adequate training and other information or resources will be provided for all safety representatives to allow them to take a full and effective part in consultations.
3. Employees will be consulted on all matters that affect their health, safety, and welfare, including relevant changes in procedures, equipment and working methods or the introduction of new technology. The feedback arising from such consultation will be considered before any decisions are made.
4. Employees will be kept informed of any risks associated with work activities and the measures required to be taken to control those risks, including copies of relevant risk assessments and safe systems of work, or working procedures.

Health and Safety Committee

Consultation and feedback from employees, pupils and other stakeholders can be achieved through a health and safety committee.

If managers and health and safety representatives want to set up a dedicated health and safety committee, it is useful to agree together:

- the principles of how it will work best so that it is clear for all employees and members of the committee.
- who the members will be?
- how often the committee will meet.
- what the committee will do (clear remit).
- how they will make decisions /recommendations and deal with disagreements; and
- what resources (if any) reps will need.

This is currently undertaken through the school's leadership teams and the Local Governing Committees.

Risk Management

Please also refer to Tandridge Learning Trust Covid-19 Return to School Risk Assessment for specific Covid-19 measures, also compiled locally at each of the Trust Schools to reflect individual measures.

The Trust recognises their responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all significant risks arising from activities are known and mitigating actions are in place to manage risk.

The Trust ensures compliance with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation, and with the specific Approved Code of Practice (L21) and guidance notes (HSG65) issued by the Health and Safety Executive.

Risks are reported through a dynamic risk register to Trustees, which is updated and reported to every Trust Board and every Finance and Audit Committee. The format of the risk register is shown in appendix 2. This format should be used by each school to report local risks to their local governing body.

In particular, the following rules and procedures will be applied in relation to this area:

1. We will implement a programme of hazard identification and risk assessment for all activities in order to eliminate, reduce or control, so far as is reasonably practicable, any harm or danger to pupils, staff and buildings.
2. All risk assessments will be fully documented, recorded, and will be reviewed regularly.
3. All risk assessments will be monitored on a regular basis at a frequency determined by, and stated within, the assessment.
4. All relevant employees or other persons will be informed of the significant findings of risk assessments that relate to their work activities or otherwise affect them.
5. Registers of all risk are maintained and reviewed at every Trust Board and local Governing body meeting.

Definitions

Hazard: *A “hazard” is something that has the potential to cause harm.*

Risk: *“Risk” is the likelihood of the harm being realised. The risk, therefore, reflects both the likelihood that harm will occur and its severity. It will generally be recorded as insignificant, low, medium or high.*

Mitigation actions: *Where work activities, items or areas with significant risks are identified the risk assessment will contain details of the measures that must be applied or actions that must be taken to eliminate, reduce or control the risks in question. and therefore, allow the activity etc to be carried out safely. These require measures or actions are referred to as ‘control measures’.*

Hierarchy of Control Measures

The following principles will be applied to adopting control measures:

- Avoiding the risks altogether
- Evaluating the risks which cannot be avoided.
- Combating risks at source
- Adapting the work to the individual
- Adapting to technical progress
- Replacing the dangerous with the non-dangerous or less dangerous
- Developing a coherent overall prevention policy
- Giving collective protective measures priority over individual protective measures
- Giving appropriate instructions to employees

Review and Revision

The risk assessments must be kept up-to-date and be reviewed and modified, where necessary. If changes take place which mean that the current risk assessment is no longer valid or that it can be improved, the assessment must be reviewed. In all cases, risk assessments will be reviewed on a regular annual basis.

Health Surveillance

Health surveillance may be required to detect adverse health effects to employees at an early stage. Examples may include:

- Where there is an identifiable disease (e.g., Covid 19) or adverse health condition related to the work activity.
- Where there is a reasonable likelihood that the disease or condition may occur under the particular conditions of work
- Where surveillance is likely to further the protection of the health of employees.

Record Keeping

All significant findings of risk assessments and subsequent monitoring must be recorded. The records must include:

- The significant hazards identified in the assessment – those which might pose serious risk to workers or others who might be affected by the work activity if they were not properly controlled.
- The levels of risk associated with the hazards.
- The existing or required control measures.
- The people who may be affected by the risks or hazards, including any groups of employees who are at special risk.
- Decisions taken because of the assessment.

Information and Training

All employees will be provided with relevant information regarding the risks to their health and safety as identified by the assessment, including information on the required control measures. Any

additional training necessary in the use of safety equipment, personal protective equipment and clothing which may be introduced because of the risk assessment must also be provided.

Employees involved in conducting risk assessments will be given appropriate training and any additional information applicable to the working environment or activities that they may be assessing.

Appropriate information will also be provided to non-employees regarding the results of risk assessments and subsequent control methods that may affect them.

Health and Safety Guidance Procedures

Safe systems of work and safe working procedures

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that safe systems of work and safe working procedures are developed, understood, and followed.

They will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation, and with the specific Approved Code of Practice (L21) and guidance notes issued by the Health and Safety Executive.

In particular, the considerations that will be applied in the preparation and development of safe systems of work and safe working procedures. These will include:

- The work or tasks being carried out.
- The associated potential hazards
- Any existing instructions or procedures
- Who is doing the work?
- The skills and abilities of the people
- The level of control and supervision required.
- The tools or equipment that are required.
- The personal protective equipment required.
- The associated training requirements
- Any isolation or locking-off requirements.
- Any permit to work requirements.
- Other activities being carried out concurrently.
- Communication requirements
- Emergency planning issues
- Handover procedures upon completion
- Monitoring requirements
- Review and updating requirements.

The following rules and procedures will be followed in relation to this area:

1. All safe systems of work and safe working procedures will be developed by the relevant manager in conjunction with the FOM.
2. All safe systems of work and safe working procedures will be brought to the attention of all employees and other persons that they affect.
3. Regular monitoring of compliance with, and the effectiveness of, all safe systems of work and safe working procedures will be carried out.
4. All safe systems of work and safe working procedures will be reviewed and amended, where necessary, on an annual basis or when significant changes in the activities or other matters to which they relate occur.

5. All safe systems of work and safe working procedures will be reviewed and amended, where necessary, following an accident or incident arising from the related activities, or when the results of monitoring reveals problems of compliance or effectiveness.

Information, Instruction and Training

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring a competent workforce through the provision of suitable and adequate information, instruction, and training.

They must ensure compliance with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation, and with the specific Approved Code of Practice (L21) and guidance notes issued by the Health and Safety Executive.

In particular, the following rules and procedures will be applied in relation to this area and associated activities:

1. Employees are not asked to perform any work activity or task unless they have received suitable and adequate information, instruction, and training, or is working under the supervision of a trained and competent employee.
2. Senior managers acknowledge the importance of providing information, instruction and training to all new staff as soon as is practicable after commencement of employment.
3. Senior managers recognise that instruction and training may also be necessary for existing employees to act as a reminder and to accommodate any changes in their work practices or environment.
4. Senior managers accept responsibility for ensuring that all temporary employees are also given basic health and safety information, instruction, and training appropriate to their work activities and environment.
5. That training needs for all employees (or groups of employees) and their related work activities will be evaluated and the results of the evaluation will form the basis of a training needs schedule.
6. Training needs assessments will be reviewed periodically, and the training matrix updated as required.
7. Records will be kept of all training provided to employees and any relevant outcomes.
8. Where appropriate staff will be given access to specialist advisory bodies for guidance and training relating to specialist / technical areas (e.g. CLEAPSS, HSE etc)

Personal Protective Equipment (PPE)

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes the provision, use and maintenance of personal protective equipment (PPE).

Senior managers / Line Managers will provide and maintain personal protective equipment as required or deemed necessary and to comply with the relevant legal requirements, as contained within the Personal Protective Equipment at Work Regulations 1992, and with the specific guidance (L25), issued by the Health and Safety Executive.

In particular, the following rules and procedures will be applied in relation to this area:

1. As a means of hazard elimination, the use of PPE is the last consideration.
2. Where it has been established that PPE is the only means, or is required to supplement other control measures, line managers will ensure that adequate supplies of suitable PPE are available and maintained.
3. A list is kept and maintained of all tasks requiring PPE and specify the standard of the PPE required.
4. Registers of PPE will be kept, including details of any inspection, maintenance or replacement requirements and relevant records.
5. Where appropriate, all PPE will conform to the applicable British Standard, and/or the relevant 'Certificates of Approval' issued by the Health and Safety Executive or will be required to have the appropriate CE marking.
6. Where required, suitable and sufficient storage accommodation will be provided for PPE when not in use.
7. All persons required to wear PPE will receive suitable and adequate information, instruction and training in its use, maintenance, cleaning and storage, and the relevant risks it will avoid or limit.
8. All persons required to wear PPE must use it in accordance with the training and instructions provided and report any defects or loss to their manager.

Health & Safety Training

To safeguard the health and safety of employees, so far as is reasonably practicable, the following general provisions for training have been recognised:

Induction Training

Health and safety induction training for new employees will take place on or prior to the first day of employment, but where this is not possible it will commence as soon as practicable after joining. It will include:

- Presentation of the health and safety policy and how it affects employees.
- Accident reporting procedures
- Business Continuity and emergency procedures

- Fire prevention and emergency evacuation procedures
- General safety rules and procedures
- First aid facilities
- Specific safety systems and procedures
- Identification of hazards which exist at the workplace.
- Health and safety legislation appropriate to the organisation and the employee's obligations
- How to obtain advice or report any concerns regarding health and safety practices
- Identity of responsible person(s), first-aiders, fire warden etc.
- Welfare provisions
- Related Policies – Code of Conduct/Staff Behaviour, Wellbeing Policy, Bullying and Harassment Policy, Equality, Diversity, and Inclusion in Employment Policy
- Safeguarding

New Managers and Supervisors

New employees at a managerial or supervisory level will receive training regarding their responsibilities, including:

- The relevant Health & Safety procedures and policies which require implementation for their specific areas of responsibility.
- Who to contact for further information and resources that are available, if they require specialist assistance or if they need to obtain further professional advice.
- Procedures in place for addressing any health & safety issues which may arise.

Job Specific Training

Detailed and specific departmental health and safety training will be provided to all new employees to supplement their general induction training and will include:

- The relevant work activities / processes
- The work environment
- The work equipment
- Any particular risk(s) associated with their department work activity and/or processes.

Function Specific Training

It is recognised there are certain functions or responsibilities carried out by some employees that require specific training. These include:

- First aiders
- Appointed persons for first aid.
- Staff required to assist identified students with specific medical needs.
- Fire wardens where appropriate.

Existing Employees

Further training will be provided, if necessary, to existing employees if:

- They transfer to a different job role.
- They take on new responsibilities.
- They are exposed to new or increased risks.
- There is a significant change in the work equipment, environment, or systems of work in use.

Temporary Employees and Volunteers

Temporary employees will be provided with general health and safety instructions (e.g. emergency procedures, site safety rules etc.) in addition to any specific instruction relevant to the department or work activities.

Contractors

Confirm with contractor that all relevant employees have received suitable and adequate information, instruction and training, for the work they are contracted to undertake.

Fire Safety and other Emergency Procedures

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that procedures are developed and followed in respect of fire and other emergencies.

They will endeavour to control the associated risks and to comply with the legal requirements relating to fire safety and other emergencies, as contained within the Regulatory Reform (Fire Safety Order) 2005 and the Management of Health and Safety at Work Regulations 1999, and with the specific guidance notes issued by the Health and Safety Executive and Fire Authority.

In particular, the following rules and procedures will be applied in relation to this area:

1. Effective fire management procedures are in place to ensure, so far as is reasonably practicable, the safety of all employees, pupils, and other users of the premises.
2. Risk assessments will be completed for all parts of the premises for the purpose of identifying the general fire precautions required to be implemented.
3. The significant findings of the assessments and details of any groups of persons identified as being especially at risk will be recorded and brought to the attention of relevant employees and other affected persons.
4. All relevant risk assessments will be subject to periodic monitoring at a frequency prescribed by the assessment.
5. All relevant risk assessments will be subject to periodic review at a frequency prescribed by the assessment or when they are no longer valid or significant changes have occurred.

6. Where flammable substances may be present in or on premises, the risk assessment will take account of any relevant special hazards with a view to eliminating or reducing the risks so far as is reasonably practicable.
7. All parts of the premises will be equipped with appropriate fire-fighting equipment and with fire detectors and alarms, where considered to be necessary, as determined by the risk assessment.
8. All non-automatic fire-fighting equipment will be easily accessible, simple to use, and their location will be indicated by signs.
9. Suitable and sufficient emergency routes and exits will be designated for all company premises and selected for employees and any other persons to evacuate as quickly as possible.
10. All emergency routes and exits will lead to a place of safety and will be indicated by signs.
11. All emergency exits and routes to emergency exits from premises must be kept clear at all times.
12. All emergency exit doors will open in the direction of escape and allow easy and immediate opening.
13. All emergency exit doors must remain unlocked and unfastened at all required times.
14. All emergency exits and routes requiring illumination will be provided with suitable emergency lighting.
15. All fire alarms will be maintained in efficient working order, good repair, serviced at required intervals and tested at regular intervals, as determined by the risk assessment. A suitable record of such tests will be kept and maintained.
16. Fire drills / emergency evacuations will take place at required intervals. A suitable record of such drills shall be kept and maintained.
17. All employees will be provided with suitable and sufficient instruction and training on the appropriate precautions and actions required to be taken by them in case of fire or other emergencies. This training will be provided at induction and repeated periodically and/or when required.
18. All visitors to company premises, including contractors, will be provided with suitable information and will be required to record their details in a register, including times of arrival and leaving.

19. We will appoint 'Competent Persons', who will be responsible for ensuring that all preventative and protective measures for fire and other emergencies are in place. All such appointees will be provided with adequate information, training and other resources in order to carry out his/her role and duties effectively.

20. We will prepare and publish a Fire / Emergency Plan as detailed below:

Fire / Emergency Procedures – please see local plans for full school procedures

Any person discovering a fire shall raise the alarm and then notify the appropriate manager.

The responsible person shall ensure that the relevant emergency services are phoned giving the following information:

- Name of person making the call.
- School address
- Telephone number
- Nature of incident (if known)
- The Receptionist shall remove the visitor's book and registers and vacate the premises by the nearest available exit.
- All personnel should vacate the premises calmly and quickly by the nearest available emergency exit and assemble at their nominated point.
- Once at the assembly point employees must report to their Fire Officer prior to undertaking their duty so that ALL staff and pupils can be accounted for.
- No individual should return to the building unless as instructed by the Fire officer, Headteacher or member of the Emergency Services.

First Aid and the Administration of Medicines and Medical Care

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring the provision of adequate numbers of trained first aiders and adequate first aid equipment and facilities.

They will endeavour to provide and maintain suitable and adequate first aid facilities and to comply with the relevant legal requirements, as contained within the Health and Safety (First Aid) Regulations 1981, and with the specific Approved Code of Practice (L74) issued by the Health and Safety Executive (HSE).

In particular, the following rules and procedures will be applied:

1. That adequate and appropriate equipment, facilities and personnel are provided at all workplaces to enable first aid to be given to employees and other persons if they are injured or become ill at work.
2. The level of provision of first aid facilities at each workplace will be determined by an assessment of the circumstances and risks involved.
3. When carrying out an assessment to determine the level of provision of first aid facilities the factors that will be considered will include:
 - a. Any significant risks present as identified within a risk assessment.
 - b. Any specific risks present, for example, hazardous substances, dangerous machinery
 - c. Areas where different levels of risk have been identified.
 - d. Records of accidents or ill health
 - e. Numbers of employees and pupils
 - f. Pupils / employees with special problems or disabilities
 - g. Suitable and sufficient first aid boxes will be provided in all workplaces and work situations.
4. All first aid boxes will be stocked in accordance with the outcomes of the first aid assessment. Where no significant risks or other factors are revealed by the assessment, boxes will contain a minimum stock of the items recommended by HSE guidance.
5. First aid boxes will be in conveniently accessible positions around the school premises and these locations will be clearly marked.
6. The appointment of suitable and adequate appointed persons and first aiders.
7. The numbers of appointed persons and first aiders in each workplace will be determined by the first aid risk assessment and in accordance with HSE guidance.

8. A list of current first aiders and appointed persons will be displayed on all company notice boards or otherwise brought to the attention of employees.
9. All first aiders will receive suitable and sufficient training in accordance with HSE guidance, will receive appropriate refresher training and more specific medical training as required.
10. The duties of first aiders will be:
 - To ensure the first aid facilities are available and boxes are stocked according to the issued instructions.
 - To maintain records in all cases treated.
 - To inform the FOM or member of SLT of any matter relating to the provision of first aid that they deem necessary.
 - To maintain a current first aid certificate.
 - To take charge of situations where someone is injured or falls ill.
 - To call an ambulance and/or other emergency service.
 - To give any emergency first aid treatment to the level for which they have been trained.

Please see first aider lists clearly displayed at each separate establishment within the Trust.

11. Any medication provided to students is given with consent, recorded, correctly labelled, and stored securely and administered by a competent member of staff or the student themselves as appropriate.
12. It is the right of any member of staff to decline administering medication. Wherever possible, parents would be informed of this prior to the point in which medication was needed to be administered and alternative arrangements made.

Managing Infection Control / outbreak of infectious disease / pandemic

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring the provision of adequate infection control, hygiene measures and management of possible pandemic outbreaks. The Trust strictly adheres to guidance provided by but not limited to, Public Health England, DfE, NHS & guidance from Surrey Council County.

1. Ensure that there is a suitable, up to date risk assessment in place.
2. Ensure that all staff, parents, students & volunteers will be kept fully up to date with information/guidance during a pandemic via letters home, email, and communication on the school's social media sites.

3. If school closure is necessary, this will be done in accordance with Trust approved guidelines and staff will be informed as soon as possible as to the special measures to be in place.
4. All staff will receive any necessary information and training on good hygiene practice to help minimise the spread of infection.
5. Resources will be made available where possible to prevent or limit the spread of infection, including the provision of suitable PPE to all appropriate staff, implementing enhanced infection control cleaning measures, limiting access to site where necessary and putting in place social distancing measures.

Incident and Accident Reporting and Investigation

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all incidents are reported and investigated.

They will endeavour to comply with the relevant legal requirements, as contained within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Management of Health and Safety at Work Regulations 1999, and with the specific guidance (INDG453) issued by the Health and Safety Executive.

In particular, the following rules and procedures will be applied in relation to this area:

1. All employees are required to report all incidents to their manager as soon as possible.
2. For these purposes, an incident is defined as any unplanned event which may give rise to injury, ill health, property or plant damage or any other potential loss, including near misses.
3. All incidents involving injury must be recorded in the incident book or equivalent form of recording. This record can be made by the relevant first aider, injured person or other suitable person e.g. manager, colleague or other appointed person and is a legal requirement if an employee is incapacitated for more than 3 consecutive days.
4. All incidents must be recorded by the appropriate manager on the Incident Report Form.
5. The completed incident report form must be forwarded to the FOM for further analysis or investigation.
6. All incidents must be investigated by the appropriate manager and recorded on the incident Investigation Form.

7. If the incident is reportable under RIDDOR the required notification procedures as detailed below must be followed by the nominated person/s within the school (see Information Library document “Accidents – RIDDOR 2013 Requirements”).
8. The FOM will be responsible for analysis and possible further investigation of all incidents and to produce incident statistics and reports.
9. Where an incident investigation reveals matters that are required to be implemented to prevent a recurrence, the required action must be taken immediately by the appropriate manager.
10. Where an investigation reveals that immediate action is required to prevent a recurrence but circumstances dictate that it is not possible or feasible, any required interim measures to ensure the safety of the persons affected must be taken (e.g. disconnection of equipment).

What is reportable under RIDDOR

Death or “Specified” Injury

When an incident involves the following:

- An employee, or a self-employed person working on school premises is killed or suffers a “specified” injury (including physical violence); or
- A non-employee such as a pupil or member of the public is killed or taken to hospital from the site of the incident.

The relevant enforcing authority or Incident Contact Centre must be notified without delay (e.g. by telephone or by submitting an online form, available on the HSE website).

Reportable “Specified” Injuries

These include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding) which:
 - covers more than 10% of the body; or
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness or
 - requires resuscitation or admittance to hospital for more than 24 hours.

Over-seven-day Injuries

If there is an incident connected with work (including an act of physical violence) and an employee, or a self-employed person working on the company's premises, suffers an over-seven-day injury an online accident report form (F2508) must be completed on the HSE website.

An over-seven-day injury is one which is not major but results in the injured person being away from work or unable to do the full range of his/her normal duties for more than seven days (including any days he/she wouldn't normally be expected to work such as weekends, rest days or holidays) and not counting the day of the injury itself.

Reportable Dangerous Occurrences

If any type of incident that is classed as a dangerous occurrence must be reported immediately (e.g. by telephone) to the relevant enforcing authority and an online form completed on the HSE website.

There are 27 different categories of reportable dangerous occurrences including:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Plant or equipment encountering overhead power lines.
- Accidental release of any substance which could cause injury to any person.

The full list of dangerous occurrences can be found in Schedule 2 to the Regulations and on the HSE website.

Reportable Occupational Diseases

If an employee reports diagnosis of an occupational disease, where it is likely to have been caused or made worse by their work, a report of the diagnosis must be sent using Form F2508A to the relevant enforcing authority without delay.

These diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

The full list of reportable diseases, and the work activities they are related to, can be found in Regulation 8 of RIDDOR 2013 and on the HSE website.

HSE Incident Contact Centre Details

Telephone: 0845 300 9923 (Monday to Friday 8.30am to 5.00pm)

Out of hours telephone contact number: 0151 922 1221

Internet: www.riddor.gov.uk or

The appointed person/s for reporting accidents/incidents under RIDDOR will be: 'Details held at individual school'

Housekeeping, cleaning & waste disposal

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all sites are kept clean and that any waste is managed effectively.

Procedures are in place to ensure that:

1. All premises and grounds across the Trust will be well maintained and cleaned to a satisfactory standard on a regular basis either by contractors or in house staff.
2. Infection Control procedures are in place where appropriate, staff are made aware of the measures and follow the guidance provided
3. All cleaning products are sourced carefully with consideration given to anti-allergy where appropriate and the impact on the environment.
4. All cleaning staff have received appropriate training and use the correct signage and equipment, including personal protective equipment (PPE) either via in house training or via the contracted company.
5. There are regular checks for litter throughout the school site, and combustible materials E.g. boxes and packaging are disposed of promptly and not allowed to build up on our sites.
6. Where specialise cleaning is required, external contractors are employed or advisory bodies are consulted to support in house cleaning / disposal (CLEAPPS)
7. Appropriate arrangements are in place for the safe disposal of sharps and glass, clinical waste, hazardous waste & items e.g. fluorescent lighting tubes
8. All electrical / IT items are disposed of according to WEEE Regulations (2013)
9. Science chemicals are disposed of according to CLEAPPS

Access Control/Security

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that we ensure safe access and egress to and from all sites within the Trust.

They will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation provided by the Health & Safety Executive.

1. All employees of Tandridge Learning Trust are DBS cleared or will have a risk assessment in place via the HR Manager or their Line Manager. Any staff or visitors

without a valid DBS, must be always supervised and should not move around site unescorted.

2. The Receptionist and office staff at each school and TLT offices, ensures that all visitors, including contractors, sign in and out and are made familiar with the security, fire, accident, and emergency procedures and have read and signed the Asbestos register where appropriate.
3. All staff, 6th formers and visitors to schools across the Trust are issued with an appropriate Identification pass or visitors' badge and lanyard according to the school's procedures under the safeguarding of children.
4. All schools have a comprehensive set of procedures for access and security including unlocking and locking, alarms, gate access systems etc
5. A small restrictive number of staff members are allocated as key holders. All internal & external keys for the school should be always kept on site unless prior arrangements have been agreed by SLT.
6. CCTV is operational 24hrs a day where required.
7. Staff are reminded that if they see anything they feel is suspicious, that they are obliged to report it to a member of Senior Leadership.

Transport Safety

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring the safe operation of vehicles within the premises or transporting students or staff offsite.

The main problems associated with transport and vehicles include:

- Collisions with pedestrians
- Collisions between vehicles
- Reversing of vehicles
- People falling from vehicles
- Overloading of vehicles
- Overturning vehicles

They will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992, and with the specific Approved Codes of Practice (L21 and L24) and guidance notes (HSG 136 and INDG 199) issued by the Health and Safety Executive.

In particular, the following rules and procedures will be applied in relation to this area and associated activities:

1. All school vehicles will be safe and suitable for their purpose including:
 - Proper maintenance according to a pre-planned maintenance programme
 - Provision of safety features (e.g. seat belts, horns, lights)
 - Daily driver safety checks using an appropriate checklist.
 - Every authorised driver must check his / her vehicle before use to ensure that it is safe to use and shall report all defects as soon as possible to the Premises Manager.
 - Only personnel authorised and qualified to the appropriate standards will be permitted to operate any vehicle owned or leased by the school.
 - Drivers will be subject to selection and training procedures relevant to their particular vehicle.
 - Records will be kept of all driver training with copies of relevant licences, certificates or authorisations.
 - All drivers shall report any incident irrespective of any injury / damage to their manager as soon as practicable.

2. Management of Vehicles on site

To ensure all our sites are safe for vehicles and pedestrian use:

- All vehicles must adhere to the speed management measure in place and any parking restrictions whilst on any sites within the Trust.
- Strict vehicular and pedestrian access controls are in place at each site.
- Vehicular and pedestrian segregation with clear demarcation and signage is in place wherever possible.
- Deliveries and the movement of any large vehicles are carefully managed and should be controlled by “banksman” at pre agreed times at all sites.

Manual Handling

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes dealing with the risk of injuries and other problems associated with manual handling.

The main injuries associated with manual handling include:

- Musculoskeletal disorders (MSDs) (back strain, slipped discs, pulled muscles etc)
- Hernias
- Lacerations, crushing of hands or fingers
- Repetitive strain injuries (e.g. tenosynovitis)
- Bruised or broken toes or feet
- Various other sprains and strains.

They will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Manual Handling Operations Regulations 1992, and with the specific guidance note (L23) issued by the Health and Safety Executive.

In particular, the following rules and procedures will be applied in relation to this area and associated work activities:

1. Headteachers and senior managers will, wherever possible or feasible, avoid the need for potentially hazardous manual handling by providing mechanical means or other working systems.
2. Where it is not possible or feasible to avoid potentially hazardous manual handling suitable and sufficient risk assessments of the tasks involved will be carried out with a view to reducing the risk of injury by the implementation of control measures.
3. All manual handling assessments will be designed to look at all of the following areas: -
 - a. The tasks involved
 - b. The individual capacities required
 - c. The loads involved
 - d. The working environment involved
4. Suitable records will be kept of all manual handling assessments, which will be brought to the attention of all relevant employees.
5. Suitable and sufficient instruction, training and supervision will be provided in the correct handling and lifting techniques to all employees involved in manual handling tasks. Suitable and sufficient required personal protective equipment will be provided to all employees involved in manual handling.
6. Employees will not be required to lift or move any loads that are beyond their individual capabilities.
7. Employees will be encouraged to seek assistance when lifting or moving loads from other employees when required.

Work at Height

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that any work at height is avoided, if possible, or otherwise carried out safely by eliminating or reducing the risk of falling.

They will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Working at Height Regulations 2005 and the Lifting Equipment and Lifting Operations Regulations 1998, and with the specific guidance issued by the Health and Safety Executive.

In particular, the following rules and procedures will be applied in relation to this area and associated activities:

1. Where possible, work at height must be avoided as the first consideration in managing the risks in this area.
2. Where work at height is unavoidable the risks of the relevant work must be assessed and appropriate work equipment will be selected and used before work commences.
3. All work at height must be properly planned, organised, supervised and carried out in as safe a manner as is reasonably practicable.
4. All equipment (including ladders and stepladders) used in connection with work at height must be properly inspected and maintained.
5. All risks arising in connection with fragile surfaces must be properly controlled.
6. All reasonable steps must be taken to prevent objects falling from height or reducing the risk of injuries arising from falling objects.
7. When planning work at height account must be taken of emergency and rescue requirements.
8. Work must not be carried out during weather conditions that could endanger health and safety.
9. Employees and other people involved in work at height must be competent and, where necessary, trained in avoiding falling and how to minimise injuries in case of falls.
10. Reports must be kept of all required inspections of equipment used for working at height.
11. In interpreting the application of this part of the policy `work at height` is to be considered as any work where a person could be injured from falling, even if it is at or below ground level.

Slips & Trips

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes controlling the risks of slips and trips incidents.

They will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992, and with the specific Approved Codes of Practice (L21 and L24) and guidance notes (HSG 155) (INDG 225) issued by the Health and Safety Executive.

In particular, the following rules and procedures will be applied in relation to this area:

1. All risk assessments must consider the hazards that could result in slips and trips and, where identified, measures must be taken to eliminate, reduce or control the risks involved.
2. The selection of floor surfaces must include consideration of the slip resistant qualities and general suitability to the areas in question and the activities or processes carried out.
3. Measures should be taken to prevent floors from getting wet or contaminated from activities or processes.
4. Spillage procedures must ensure the rapid clean-up of any spillages or contamination by designated personnel without further endangering employees and other persons. Where floors are greasy a suitable cleaning agent must be used.
5. Where necessary suitable warning signs and barriers must be erected during the removal of spillages.
6. Steps and slopes on floors must have good foot and hand holds and have no sudden changes of level.
7. Adequate levels of lighting must be provided and maintained in all areas and walkways.
8. Where necessary suitable footwear will be provided for employees, taking into account the conditions, the work and the individual.
9. Trailing leads must be avoided in all working areas and walkways.
10. All incidents involving slips and trips must be recorded and investigated fully, with consideration being given to the underlying causes and required improvements to prevent a recurrence.
11. When carrying out risk assessments, account must be given to access to areas by members of the public and possible vulnerable groups (e.g. older people and disabled).
12. Suitable and adequate information, instruction and training must be provided to all employees regarding the avoidance of slips and trips accidents and in spillage removal and prevention.
13. Employees must report all spillages immediately to The Premises Team together with any building defects or other problems that are causing floors to be wet, slippery or uneven.

14. All maintenance work resulting in wet, slippery or uneven floors must be carried out as soon as possible, with barriers and warning signs being erected as a temporary measure.
15. All areas must be kept clear of rubbish and other obstructions likely to cause slips and trips.

Display Screen Equipment (DSE)

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring the safe use of display screen equipment (DSE).

The main health problems associated with the use of display screen equipment include:

- Aches and pains in the hands, wrists, arms, neck, shoulders or back
- Eyestrain or similar visual problems
- Headaches
- Stress and fatigue
- Skin irritation or rashes

They will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Display Screen Equipment Regulations 1992 (DSE 92), and with the specific guidance (L26) issued by the Health and Safety Executive.

In particular, the following rules and procedures will be applied in relation to this area and associated work activities:

1. Analysis of every workstation will be carried out in order to assess and reduce the risks involved.
2. Assessments will take place on the introduction of new DSE or on the movement or change of location of DSE.
3. Assessments may be carried out by the individual "user" using the appropriate self-assessment format in conjunction with adequate information, instruction and training.
4. "Users" shall be entitled to request appropriate eye and eyesight test. Where "special" corrective appliances are needed; a special pair of spectacles for display screen work may be prescribed. Any costs arising from these tests and appliances will be borne by the Trust.
5. Assessments will be reviewed on a regular basis and appropriate records will be kept.
6. Matters to be considered during the assessment will include:
 - a. The whole workstation including equipment, furniture and the working environment - The job or tasks involved.
 - b. Any special needs of individual employees
7. Where the assessments reveal equipment or other issues that do not meet the minimum legal requirements, appropriate action will be taken to rectify such matters.

Electrical Safety

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring the provision, use and maintenance of safe electrical installations and equipment.

The main hazards associated with electricity include:

- Shock
- Burns
- Arcing
- Fires
- Explosions
- Secondary injuries (e.g. falls from height following shock)

They will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Electricity at Work Regulations 1989 and with the specific guidance (HSG 85/107/236 and HSR 25) issued by the Health and Safety Executive.

In particular, the following rules and procedures will be applied in relation to this area and associated work activities:

Fixed Electrical Installations

1. All fixed installations and systems will meet the required standard (e.g. BS 7671).
2. All fixed installations will be maintained in a safe condition.
3. All fixed installations will be routinely inspected.
4. Adequate socket-outlets will be provided to avoid overloading or the excessive use of extension leads.
5. Employees are required to report any defective electrical installations or systems.

Portable Electrical Equipment

1. All portable electrical equipment will be safe and suitable for the particular work in which it is used.
2. All portable electrical equipment will be maintained in a safe condition.
3. All portable electrical equipment will be subject to a system of visual inspection and testing.
4. All portable electrical equipment brought on to Company premises or sites by employees (e.g. heaters, fans etc.) and contractors must be tested before use.
5. Employees are required to report any defective equipment and to remove from service if considered to be detrimental to safe usage.

Information and Training

1. Adequate training and information will be provided to all employees regarding the safe use of electrical equipment.

2. All employees will be provided with copies of risk assessments and safe working procedures that are relevant to electrical installations, systems and equipment in their area or work activities.
3. Only suitably competent persons will be permitted to carry out any work on electrical installations, systems and equipment.
4. All contractors will be informed of, and are expected to comply with, our Health and Safety Policy and any relevant risk assessments or safe working procedures.

Record Keeping

The following records will be retained and updated as appropriate:

1. A register of all portable electrical equipment on the school's premises.
2. Details of instruments and testing equipment used for electrical work.
3. Copies of any permits authorising work on electrical equipment.
4. Safety information provided to and by contractors.
5. All information relating to individual competence and training of persons who are authorised to inspect electrical installations or equipment or conduct, manage, supervise or assess electrical work.
6. Details of inspections and tests conducted on fixed installations, portable electrical equipment and personal protective equipment. These records must show the date of the test, the name of the tester, the scheduled date of the next test and details of any repairs or modifications carried out.

Hazardous Substances

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all significant risks associated with the use and/or storage hazardous substances are assessed and adequately controlled.

Hazardous substances could include:

- Substances used during cleaning operations
- Substances used during teaching experiments
- Substances generated during activities (e.g. fumes, vapours, gases)
- Substances used during building or repair works (paints, adhesives, cement etc)

The health effects of exposure to chemicals and other hazardous substances could include:

- Skin irritation or dermatitis
- Asthma or other allergic responses
- Loss of consciousness
- Bacterial infections
- Cancer

They will endeavour to comply with the relevant legal requirements, as contained within the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and the Chemicals (Hazard

Information and Packaging for Supply) Regulations 2009 (CHIP), and with the associated specific Approved Codes of Practice (HSG193) and guidance notes issued by the Health and Safety Executive.

In particular, the following rules and procedures will be applied in relation to this area and associated activities:

1. An up-to-date register of all chemicals and other hazardous substances used or stored will be maintained together with the latest relevant manufacturer`s safety data sheets.
2. All new products will initially undergo a process of approval, using the relevant technical information and data sheets, before inclusion in the approved product range.
3. COSHH assessments will be completed and recorded for all chemicals and other hazardous substances.
4. All processes and activities will be designed and operated to minimise the emission, release and spread of substances hazardous to health.
5. When developing control measures account will be taken of all relevant routes of exposure (e.g. inhalation, skin absorption or ingestion).
6. Exposure will be controlled by measures that are proportionate to the particular health risks involved.
7. The most effective and reliable control options will be chosen which minimise the escape and spread of substances hazardous to health.
8. Where adequate control of exposure cannot be achieved by other means, suitable personal protective equipment will be provided, in combination with other control measures.
9. All elements of control measures will be monitored and reviewed regularly for their continuing effectiveness.
10. Where required all employees and other persons will be provided with suitable and adequate information, instruction and training on the hazards and risks from the substances with which they work or otherwise come into contact and the use of control measures developed to minimise the risks, including the use of required personal protective equipment.
11. When developing and introducing control measures care will be taken to ensure that it does not increase the overall risk to health and safety.
12. Suitable health surveillance will be arranged for any employee who may be exposed to any substance for which there is a disease associated with that substance (e.g.

asthma, dermatitis or cancers) and where it is possible to detect the disease or any adverse health effect, and therefore reduce the risk of further harm.

General Precautions

The following general precautions apply to the use, handling and transporting of chemicals and other hazardous substances:

- Products must never be allowed to come into contact with the eyes, skin, or mucous membrane.
- Personal protective equipment and clothing must be worn, if required.
- Always observe good hygiene practices.
- Do not swallow materials or use in areas where food is being consumed.
- Inhalation of chemical vapours or dust should be avoided.
- Adequate ventilation must be provided.
- Suitable respiratory protection must be worn, if required. Facilities for the washing and cleansing of the skin must be made available with the necessary cleaners and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Clean up spillages instantly and dispose of waste using suitable containers.
- Except for transport in closed packages, materials must only be handled by authorised personnel.
- Ensure the correct equipment for handling the products is made available.
- Any person using or handling chemicals and other hazardous substances who shows symptoms which may possibly have been caused by exposure to the product should immediately be removed from the area and medical advice sought. Reference should always be made to the relevant COSHH assessment and hazard data sheet.

Machinery, Plant & Equipment

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes ensuring that all machinery, plant, and equipment is maintained in a safe condition and used in a safe manner.

The main hazards associated with machinery, plant and equipment include:

- Entanglement
- Trapping (e.g. shearing, drawing in, and crushing)
- Impact
- Contact (e.g. friction, abrasion, cutting, stabbing, puncture and burns)
- Ejected materials or particles.
- Dust and fumes
- Ergonomic issues
- Electricity
- Fire
- Noise
- Vibration

They will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Provision and Use of Work Equipment Regulations 1998 (PUWER 98) and the Supply of Machinery (Safety) Regulations 2008, and with the specific guidance (L22) issued by the Health and Safety Executive.

In particular, the following rules and procedures will be applied in relation to this area:

1. Senior managers will, as far as is reasonably practicable, ensure that all equipment to be used is necessary, there are no more suitable alternatives and suitable for the intended use or tasks.
2. All equipment will comply with the relevant British Standard and is CE marked, where appropriate.
3. All dangerous parts of machinery will be suitably and adequately guarded and access restricted.
4. All equipment will be maintained in efficient order and in good repair.
5. Regular inspections of all equipment will be carried out by competent persons and suitable records kept, including prior to it being put into service. The frequency of inspections will be determined by the risk assessment or in line with legal requirements, manufacturers` instructions or other recommended guidance.
6. All equipment will be maintained in efficient order and in good repair.
7. Any defective equipment where there is an increased risk of injury will be taken out of operation and not used until the necessary repairs have been completed to render it safe to use.
8. Equipment users are required to only use equipment for the purpose or operations for which it is suitable or intended and to report any defective equipment immediately to the appropriate manager.
9. Every person who uses equipment will receive suitable and adequate information, instruction, training and supervision.

Asbestos Management

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes managing asbestos that may be present in our premises.

Common sources of asbestos in buildings include:

- Sprayed asbestos and asbestos loose packing - generally used as fire breaks in ceiling voids.
- Moulded or preformed lagging on pipes and boilers

- Sprayed asbestos used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work
- Insulating boards used for fire protection, thermal insulation, partitioning and ducts;
- Millboard, paper and paper products used for insulation of electrical equipment
- Asbestos pipe lagging
- Asbestos insulation board
- Perforated ceiling tiles
- Asbestos cement products including corrugated roofing, gutters and rainwater pipes.

They will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Control of Asbestos at Work Regulations 2006 and with the Approved Codes of Practice (L127 and L143) issued by the Health and Safety Executive. The following rules and procedures will be applied in relation to this area:

1. A survey of all our buildings has been carried out to determine whether asbestos is present in the premises, the amount and condition. This informs decisions on work carried out.
2. All materials will be presumed to contain asbestos, unless there is strong evidence that they do not.
3. A record of the location and condition of the asbestos containing materials (ACMs) or presumed ACMs in all our premises is maintained.
4. An assessment of the risk from the materials has been carried out.
5. A plan will be prepared that sets out in detail how ACMs are going to be managed and the risk from this material.
6. Steps will be taken to put the plan into action and to review and monitor it.
7. Information on the location and condition of the material will be provided to anyone who is liable to work on or disturb it.
8. All surveys and any required sampling will be carried out by a suitably trained person.
9. All required asbestos removal work will only be carried out by a licensed contractor.

Legionella & Water Management

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes controlling the health risks associated with legionella bacteria in water systems.

The presence of legionella bacteria in water systems can, under certain circumstances, result in the potentially fatal legionnaires disease in employees and other persons who breathe in the contaminated water droplets.

They will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and the Notification of Cooling Towers and Evaporative Condensers Regulations 1992, and with the specific Approved Codes of Practice (L8)(L21) and guidance notes issued by the Health and Safety Executive.

In particular, the following rules and procedures will be applied in relation to this area:

1. instructions for the operation of the system.
2. Where necessary, a written cleaning and disinfection/treatment procedure for the water systems will be developed.
3. Regular visual checks will be carried out on the cleanliness and general condition of the water system.
4. Where necessary, water temperature, chemical water quality and legionella checks will be carried out.
5. Records of all tests undertaken and maintenance to the water systems will be kept.

Lone Working

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes dealing with the risks associated with lone working.

They will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and other applicable legislation, and with the specific Approve Code of Practice (L21) and guidance notes (INDG73) issued by the Health and Safety Executive.

Lone worker is defined as `persons who work by themselves without close or direct supervision`.

Examples of lone workers would include:

- People who work in isolation in premises or areas of premises
- People who work outside normal working hours (e.g. cleaners & premises staff)
- Mobile workers / visits off site

The following rules and procedures will be applied in relation to this area:

1. There is generally no reason why workers should not work alone subject to the special risks being assessed and controls being implemented.

2. All lone working activities or situations must therefore be subject to an assessment regarding the special risks involved.
3. Where an assessment reveals that a task or job is unsuitable for lone working, measures must be taken to ensure that adequate supervision, help or back-up is provided.
4. Lone working must not be allowed in respect of tasks involving the use or handling of plant, working at height, substances or goods that cannot be carried out safely by one person.
5. All lone working activities or situations must have suitable emergency procedures and first aid facilities.
6. All lone workers must receive adequate information, instruction and training.
7. Assessments for lone working must take into account any possible risks of violence and any special risks to female employees and young persons.
8. Suitable and adequate safe working procedures and arrangements must be developed and implemented for all lone working activities or situations. Safe working procedures in respect of lone working may include:
 - a. Special alarm devices e.g. Skyguard MYSOS Device
 - b. Periodic visits by managers
 - c. Regular voice contact with lone workers
 - d. Automatic warning devices
 - e. Return to base/home checks
 - f. Mobile first aid kits

New and expectant Mothers

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes dealing with the risks to pregnant employees or those returning after maternity leave.

They will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992, and with the specific Approved Code of Practice(L21) and guidance (HSG122) issued by the Health and Safety Executive and other relevant bodies.

In particular, the following rules and procedures will be applied in relation to this area and associated work activities:

1. It is recognised that pregnancy is not an illness and that the related health and safety implications can be adequately addressed by health and safety management procedures.

2. When carrying out all risk assessments account will be taken of the hazards that could pose a health or safety risk to new and expectant mothers.
3. Where hazards that could pose a risk to new or expectant mothers are identified we will take appropriate action to remove or reduce the risk and will inform relevant female employees of childbearing age.
4. All expectant mothers must inform the school in writing of their pregnancy.
5. In order to protect the health and safety of an employee and her unborn child it is in the employees' best interests that we are informed of the pregnancy as soon as is practicable.
6. Senior managers reserve the right to require expectant mothers to provide written medical evidence of the pregnancy from a qualified doctor.
7. Upon receipt of notification from a new or expectant mother we will carry out a risk assessment specific to the employee, based on the initial assessment and any medical advice provided by the doctor.
8. Following the assessment specific health and safety guidance and instruction will be provided as appropriate. This guidance will usually apply prior to the absence period and, upon her return, whilst she is breast feeding.
9. Where there are jobs or tasks that are unsuitable for expectant mothers due to the serious risk of harm to the mother and/or child we will offer suitable alternative work or, where this is not possible, suspend the employee on full pay for as long as is necessary to protect her and her child's health. This action would only be contemplated in extreme circumstances and would be carried out with full and proper consultation.
10. Senior managers reserve the right to request that pregnant employees attend a medical consultation, and, if necessary, allocate work in accordance with medical opinion.
11. For these purposes we define a new or expectant mother as being someone who is pregnant, has given birth within the previous six months, or is breastfeeding.
12. Anyone who is pregnant and has any concern regarding health and safety at work, because of her pregnancy, must seek advice from her manager before undertaking the task about which she has a concern.

Visitors and Contractors

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes controlling the safety and work of visitors and contractors when present on school and trust premises.

They will endeavour to comply with the relevant legal requirements, as contained within the Management of Health and Safety at Work Regulations 1999 and Construction (Design and Management) Regulations 2007 and with the specific Approved Code of Practice (L144) and guidance issued or approved by the Health and Safety Executive.

In particular, the following rules and procedures will be applied in relation to this area:

1. Visitors and contractors will not be permitted on school premises unless specifically authorised to do so.
2. All visitors and contractors will be required to comply with the Health and Safety Policy. See 'responsibilities of contractors and visitors' and relevant rules and procedures.
3. Reasonable steps will be taken to ensure the health and safety of all visitors and contractors.
4. We will provide all visitors and contractors with such information, instruction and training as required to ensure their health and safety and to assist them in complying with their obligations, including:
 - a. Safety policy
 - b. Relevant risk assessments
 - c. Relevant safe systems of work
 - d. Emergency response procedures
 - e. First aid facilities - Welfare facilities
 - f. Site rules and procedures
 - g. Safety plans
 - h. Site induction training
5. All visitors and contractors must report to the school reception / site office upon arrival and must be supervised at all times, unless cleared via the Trusts safeguarding procedures.
6. The Trust will take account of the possible presence of visitors and contractors when developing, implementing, and practising fire and other emergency procedures.
7. All visitors and contractors must report immediately any accidents or incidents resulting in injury or damage to the FOM.
8. All accidents and incidents involving visitors and contractors will be recorded and comply with the legal reporting requirements under RIDDOR.

9. All contractors will be expected to comply with all relevant legal requirements, codes of practice and guidance relating to their operations and work activities.

Mobile Phones

Headteachers and senior managers recognise their responsibility to provide a safe and healthy working environment and acknowledge that this includes implementing measures to ensure that health and safety is not compromised by the use of mobile phones, particularly while driving.

They will endeavour to comply with the relevant legal requirements, as contained in the Management of Health and Safety at Work Regulations 1999, and with the specific guidance issued by the Health and Safety Executive and other relevant bodies.

In particular, the following rules and procedures will be applied in relation to this area:

1. Although the scientific evidence is unclear regarding the adverse effects on the health of mobile phone users caused by the emission of radio frequency radiation, it is suggested that employees and pupils limit the time spent by them using mobile phones.
2. Wherever possible employees should make every effort to use land-line phones rather than mobile phones.
3. Employees must never use their mobile phones when driving.

Drugs and Alcohol

Staff members are not permitted to consume alcohol or illegal drugs when carrying out their duties; this includes both on and off the premises, e.g. during school trips.

Staff members are instructed that they should not carry out their duties whilst under the influence of alcohol and will be subject to disciplinary procedures if found to do so.

Smoking Policy

The Trust acknowledges that secondhand tobacco smoke is both a public and workplace health hazard and have therefore adopted this 'no-smoking' policy. Please refer to the Academy Trust Smoke Free Policy.

The policy aims to:

- Guarantee a healthy working environment and protect the current and future health of employees, customers, and visitors.
- Guarantee the right of non-smokers to breathe in air free from tobacco smoke.
- To comply with health & safety legislation and employment law.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who smoke and to support those who wish to stop.

Restrictions on Smoking

Smoking is not permitted in any part of the premises including all outside areas.

Wellbeing

Tandridge Learning Trust is committed to promoting the positive mental, physical and emotional wellbeing of its staff and recognises that enhancing individual wellbeing offers benefits not just to our staff but also to the wider communities within our organisation.

As such The Trust will prioritise their commitment to ensuring that all staff work together to create a healthy, safe, caring and positive place to work. The Staff Wellbeing Policy demonstrates this commitment and provides the detail for how we aim to achieve this, together with support mechanisms for dealing with identified issues.

Public Sector Equality Duties

Tandridge Learning Trust is committed to equality, both as an employer and a service provider. We welcome our general duty under the Equality Act 2010 to eliminate discrimination, to advance equality of opportunity and to foster good relations. We will ensure diligence in regard of our specific duties. This policy will be consistently and fairly applied to all stakeholders, with due regard for ensuring no-one experiences less favourable treatment in its application.

Appendices

Appendix 1: Tandridge Learning Trust: Compliance Table

APPENDIX 1

Tandridge Learning Trust : Compliance Table

Pls note: There may be additional maintenance and monitoring checks done locally for specific equipment / procedures etc.

Section	Area	Requirement	Statutory or recommended	Frequency	Contractor vs In house
Building structure and fabric	Conditions Surveys	Full visual Inspection	Recommended	5-10 years	Contractor
Building structure and fabric	Structural stability	Periodic inspection	Recommended	Termly	In House
Building structure and fabric	Display of Notices (DEC, HSE)	Periodic inspection	Statutory	Annual	In House
Building structure and fabric	Working at height and fall protection	Periodic inspection	Recommended	Annually	Contractor / In house
Building structure and fabric	Slips, trips and falls	Periodic inspection	Statutory	Weekly	In house
Building structure and fabric	Glazing	Periodic inspection	Statutory	Weekly, following initial survey	In house
Building structure and fabric	Drainage and sewerage	Periodic inspection	Recommended	Termly	In house
Building structure and fabric	Asbestos	Review of asbestos register and management plan	Statutory	Annual	In House

Health and Safety Policy

Building structure and fabric	Asbestos	Risk Assessment	Statutory	In place and reviewed as required	Contractor
First Aid	First Aid kits, AED	Visual inspection and replenishment	Recommended	Monthly and at time of use	In House
H&S Management	Display Screen and Workstation assessment	Visual and self-assessment	Recommended	For new employees, office moves and upon request	In House
H&S Management	Management , Policies, process and procedures	Health & Safety Audit	Recommended	Annual	In House
H&S Management	Full Premises Inspection	Visual Inspection	Statutory	Annual	In House
H&S Management	Fire Drills	Operational Test	Statutory	Termly	In House
H&S Management	Stay Put Drills	Operational Test	Recommended	Annual	In House
Fire safety	Alarms	Fire alarm function test	Recommended	Weekly	In House
Fire safety	Alarms	Full inspection and test	Recommended	Quarterly	Contractor
Fire safety	Alarms	Annual detailed service and Inspection	Statutory	Annual	Contractor
Fire safety	Fire escape and safety	Fire risk assessment	Statutory	Annual and when there is significant change	In House
Fire safety	Fire doors	Periodic inspection	Statutory	Termly	In House
Fire safety	Fire fighting equipment	Fire extinguisher inspection	Statutory	Annual	Contractor
Fire safety	Fire fighting equipment	Fire blanket & Hose reel inspection	Statutory	Annual	Contractor
Fire safety	Fire fighting equipment	Evacuation Chair Inspection	Statutory	Annual	Contractor
Fire safety	Fire fighting equipment	Fixed fire suppression systems inspection and test	Statutory	Annual	Contractor
Fire safety	Emergency lighting	Operational test	Statutory	Monthly	In House

Health and Safety Policy

Fire safety	Emergency lighting	Full inspection and test	Statutory	6 monthly	Contractor
Fire safety	Signage and exit routes	Periodic inspection	Recommended	Annual	In House
Fire safety	Lightning protection	Inspection and testing	Recommended	Annual	Contractor
Heating, ventilation and water	Gas installations, safety checks and appliances	Gas safety inspection, servicing & CP42 certification	Statutory	Annual	Contractor
Heating, ventilation and water	Oil heating	Servicing	Recommended	Annual	Contractor
Heating, ventilation and water	Oil heating	Visual check of tanks, bunds and pipework	Recommended	Weekly	In House
Heating, ventilation and water	Oil heating	Inspection for damage	Recommended	Annual	Contractor
Heating, ventilation and water	Other heating equipment (biomass/groundsource/airsource/heat recovery)	Servicing	Recommended	Annual	Contractor
Heating, ventilation and water	Ventilation	Filter and duct inspection/cleaning	Recommended	Annual	Contractor
Heating, ventilation and water	Radiators and fan convectors	System inspection and test	Recommended	Termly	In House
Heating, ventilation and water	Hot water temperature	Testing regime	Recommended	Regularly	In House
Heating, ventilation and water	Local exhaust ventilation	Inspection and testing	Statutory	Annual	Contractor
Heating, ventilation and water	Legionella	Testing, cleaning and risk assessment	Statutory	Annual	In House / Contractor
Heating, ventilation and water	Legionella	Temperature checks and flushing, shower heads etc	Statutory	Monthly	In House
Heating, ventilation and water	Air conditioning / Air handling units	Checks and maintenance	Statutory	6 monthly	Contractor

Health and Safety Policy

Electrical safety	Portable appliance testing	Equipment test	Statutory	Annual	Contractor
Electrical safety	Fixed electrical supply/installation	Inspection and test	Statutory	5 Years	Contractor
Electrical safety	Lighting	Operational test	Recommended	Termly	In House
Electrical safety	Stage Lighting / Rigging etc	Inspection / Equipment test	Recommended	Annual and at time of use	Contractor / In house
External areas	Perimeter security	Perimeter inspection	Recommended	Termly	In House
External areas	Access routes, gates, roadways and parking	Review and inspection	Recommended	Termly	In House
External areas	Trees	Inspection & Risk assessment	Recommended	Annual	Contractor
External areas	Radon (if area high risk)	Review risk assessment and management arrangements	Recommended	Annual	Contractor
Other building services and fixed equipment	Lifts and lifting equipment	Statutory inspection	Statutory	6 monthly	Contractor
Other building services and fixed equipment	Lifts and lifting equipment	Emergency alarm test	Recommended	Weekly	In House
Other building services and fixed equipment	Gym and playground equipment	Inspection & Testing	Recommended	Annual	Contractor
Other building services and fixed equipment	Swimming pools and hydrotherapy pools	Inspection and test, water and plant	Statutory	3 x Daily testing Monthly Microbiology	Contractor
Other building services and fixed equipment	Life saving equipment	Visual inspection	Recommended	Daily	In House
Other building services and fixed equipment	Pressure systems	Maintenance and inspection	Recommended	Annual Dependent on type and use	Contractor
Other building services and fixed equipment	Gas cylinders	Inspection	Recommended	Annual	Contractor
Other building services and fixed equipment	Storing and use of hazardous substances	COSHH assessment and review	Statutory	Annual	In House

Health and Safety Policy

Vehicles	Minibus	MOT & servicing	Statutory	Annual	Contractor
Vehicles	Minibus	Visual inspection and maintenance	Recommended	Weekly with driver checks on each use	In House

Appendix 2: Risk Register Template (Headings and Example)

Main Category	Sub Category	Specific Risk	Impact (1-5) (a)	Likelihood (1-5) (b)	Plus Impact	Score (a) x (b)+(a)	Category >=20 High >=11 & <=19 - Medium <=10 - Minor	Control procedures and mitigating actions	Impact (1-5) (a)	Likelihood (1-5) (b)	Plus Impact	Score (a) x (b)+(a)	Retained (net) risk (Low, Medium or High)	Monitoring process	Responsibility for action	Date of review/Frequency of review
EXAMPLE Compliance	COVID 19	- Risk that COVID 19 pandemic will lead to full/partial closure of schools affecting education outcomes for pupils over the next academic year. Plus impact on business developments, finances, staff and pupil mental health and wellbeing.	5	4	5	25	High	TOLERATE/TREAT - rollout of vaccine will significantly improve current position so that children can learn in the classroom. Remote learning in place and constantly monitored for effectiveness. Government funding to be planned to target students in most need. DfE laptop rollout significantly improved effectiveness of remote learning for most vulnerable students.	4	2	4	12	Medium	Monitor student progress	Role	ongoing