



HEADLANDS SCHOOL
SINCE 1965

Health and Safety Policy

Reviewed by	Director of School Business Operations
Adopted by Governors	Autumn 2009
Last Reviewed date	Summer 2023
Next Review Date	Summer 2025

Headlands School

Health & Safety Policy

Headlands School recognises the benefits of a positive health and safety culture in promoting an effective learning environment in which employees, students and visitors are protected from harm.

We also appreciate that whilst managing our activities we need to be risk aware, but not risk averse.

In particular, the school will provide sufficient resources, time, effort and finance, to ensure, that as far as is reasonably practicable:

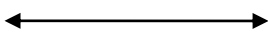
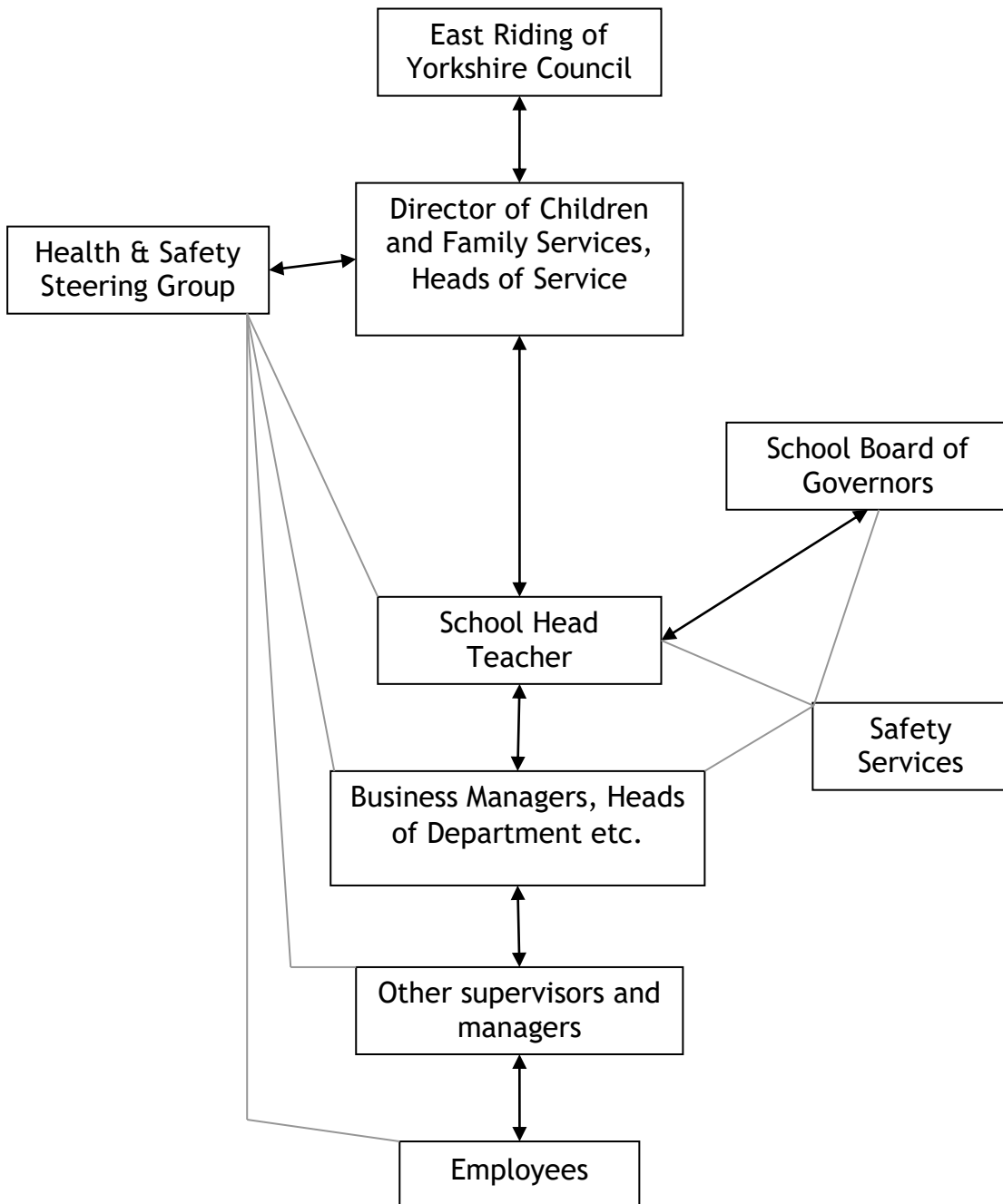
- It will safeguard the health, safety and welfare of its employees and anyone else who may be affected by its activities.
- High standards for health and safety are set and achieved by controlling identified hazards, assessing risks, monitoring incidents and accidents, and establishing suitable and sufficient risk control measures.
- Have arrangements to ensure that articles and substances are free from risks to health and are safe to use, handle, store and transport.
- Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of its employees and students.
- Maintain the school in a condition that is safe and without risks to health including; safe means of access and egress and welfare facilities.
- Consult with employees or their recognised representatives about health and safety matters.

This policy will be reviewed on a regular basis and in any event, not less than every two years.

This policy does not replace the East Riding of Yorkshire Councils' Corporate Health & Safety Policy but is additional to it, for the benefit of all employees, visitors and other individuals who may be present on site.

Organisation for Safety

Lines of Responsibility



Lines of authority/accountability



Available lines of guidance & support

Roles and Responsibilities

School Governors

Governing bodies must act as a corporate body.

The governing body carry out their function with the aim of taking a largely strategic role in the running of the school. This includes setting up a strategic framework for the school, setting aims, objectives, policies and targets for achieving the objectives and reviewing progress.

In foundation and voluntary aided (VA) schools the governing body as the employer has overall responsibility for health and safety matters. In community and controlled schools, the local authority has overall responsibility.

In all cases the governing body will ensure: -

- A health and safety policy has been produced reflecting the health and safety management arrangements specific to their individual school;
- Relevant risk assessments are carried out, as required;
- All health and safety matters within the school are effectively managed;
- Wellbeing of the Headteacher and all members of staff remains a high priority and that a wellbeing policy is implemented and managed effectively at all levels.
- That an annual audit of the school's health and safety management system is completed.

Headteacher

The Headteacher, under the direction of the governing body, are responsible and accountable for implementing the corporate and directorate health and safety policies. To achieve this, Headteachers must:

- Produce, maintain and bring to the attention of the governing body a school specific health and safety policy and supporting safety procedures.
- Ensure that all health and safety matters within the school are effectively managed;
- Produce, monitor, review and report progress on the school's health and safety plan to the board of governors;
- Arrange for appropriate consultation with employees in the workplace to ensure that suitable methods are adopted for promoting health and safety at work and provide arrangements for the participation of employees in the development of such measures;
- Ensure all new employees, volunteers, work experience placements or regular visitors to the school receive a suitable and sufficient safety induction and that training needs are identified and fulfilled;
- Ensure the wellbeing of all staff remains a high priority and that the wellbeing policy is implemented and managed effectively at all levels;
- Ensure that suitable and sufficient risk assessments are carried out, reviewed and that safe systems of work and procedures are developed and communicated to all staff;
- Ensure appropriate equipment, tools and protective equipment is provided, maintained and inspected to enable work to be done safely, and that it is maintained in a safe condition, through regular monitoring and inspection, including the recording of any periodic servicing and testing of systems and equipment;
- Ensure regular, programmed health and safety inspections take place within their school and systems are established to document and manage reported health and safety defects or hazards, with remedial action taken where necessary;
- Ensure all accidents, incidents and dangerous occurrences are investigated and recorded promptly in accordance with the accident reporting procedure;
- Ensure that arrangements are in place to manage health and safety on educational visits, including competent staff and suitable risk assessments being completed in line with the schools own Educational Visits Policy;

- Ensure that statutory inspection and maintenance programmes are in place, such as fire systems, water systems or asbestos management;
- Ensure that health and safety is a standard agenda item on appropriate staff meetings.

These duties may be delegated to other responsible managers, but oversight and responsibility remain with the Headteacher.

NOTE: In the absence of the Headteacher, these responsibilities fall to the immediate deputy. At the time of producing this policy, this would be the Head of School.

Headlands School has reviewed its arrangements and has delegated duties to a number of individuals.

These individuals are responsible, and will be held accountable, for achieving compliance with their delegated duties as stated within this policy.

In particular, they have the following responsibilities;

PFI Provider

As a PFI school, the upkeep of the school premises, grounds, utilities and fixed equipment is included within the PFI scheme. The company that manages this is PPP-IML.

PPP-IML are responsible to the school for:

- Ensuring the requirements of the Occupier's Liability 1957/1984 are complied with for the staff and visitors of the school and that the responsibility of such requirements are upheld, as specified in the PFI contract
- The day to day management of health and safety matters in the establishment in accordance with the health and safety policy and ensuring health and safety arrangements are carried out in practice. **Please see Appendix A**
- Monitoring contractors and ensuring that only competent, approved contractors are engaged to work on the school site
- Ensuring that Health and Safety manuals and associated logs are kept up to date (to include but not limited to) fire alarm systems, emergency lighting, fire-fighting apparatus, fixed electrical testing, heating systems, water systems, asbestos, legionella and fire exit signage
- Ensuring that all statutory inspections are completed and records kept
- Ensuring that risk assessments are made and recorded of all the company's work activities including those off site which could constitute a significant risk to the health and safety of employees or other persons
- Ensuring risk assessments are made
- Identifying health and safety training needs and arranging for them to be provided

Director of School Business Operations

Responsible to the Headteacher for:

- Attending appropriate health and safety training courses to enable them to discharge their duties effectively
- Promoting health and safety matters throughout the school and assisting the Headteacher in the implementation of the LA and School's Health and Safety procedures
- Ensuring that risk assessments are made and recorded of all of the general school work activities
- Monitoring that risk assessments are completed by departments heads relevant to their work related activities
- Leading on correct accident reporting procedures are followed and where appropriate accidents are investigated

- Arranging termly health and safety inspections and ensuring follow up action is completed
- Participating in Health and Safety Audits arranged by the LA
- Monitoring that health and safety inductions for all new staff are completed
- Maintaining a central log ensuring Health & Safety training is up to date
- Ensuring that all statutory inspections are completed by Heads of Department and records kept (where PPP-IML are not responsible)
- Ensuring that emergency drills and procedures are carried out regularly and monitored for effectiveness
- Monitoring school contractors and ensuring that only competent, approved contractors are engaged to work on the school site
- Monitoring the purchasing and maintenance of equipment and materials and ensuring that they comply with current health and safety standards
- Seek specialist advice on health and safety matters where appropriate
- Coordinating repairs and other remedial works identified as being required and monitoring progress
- Reporting to governors any significant health and safety issues or outcomes

School Business Operations Officer

- New starter general health and safety induction
- Accident reporting to comply with ERYC reporting procedures
- Organises termly fire drills and delivers de-brief to provide feedback to staff
- Provides health and safety information for all new staff
- Co-ordinating completion of the DSE on an annual basis
- Fire procedures annual briefing delivery

Line Managers

- Identify training needs
- Complete PEEP's and individual risk assessments, including health needs and new and expectant mum's with support from the School Business Operations Officer
- Departmental induction for all new staff

Assistant Headteachers

- Ensures the Critical Incident Policy is updated and reviewed annually and that drills are carried out annually

Associate Assistant Headteacher - Behaviour

- Ensure that educational visits, are managed in respect of the Educational Visits Policy. That staff undertaking the visit are competent and suitable risk assessments are in place

SENCO

- Behaviour plans for students and sharing with relevant staff
- Preparing PEEP's and individual health assessments for students

Heads of Department

Heads of Department are responsible for:

- The day to day management of health and safety within their departments in accordance with the Health and Safety Policy
- Responsible for accident reporting and near misses to Director of School Business Operations or the School Business Operations Officer when they occur promptly
- Hazard and defect reporting to the Director of School Business Operations
- Drawing up and reviewing departmental policies, procedures and risk assessments regularly (at least once annually)
- Ensuring that a programme of inspection within their work area(s) are in place, completed and recorded
- Ensuring that hazardous substances used as part of the curriculum and work activities are stored, handled and used safely
- Maintaining records with regards to COSHH where appropriate
- Carrying out regular health and safety monitoring inspections and making reports for the Director of School Business Operations where appropriate
- Taking part in external health and safety audits and as part of the local authority audit if deemed necessary
- Ensuring follow up and remedial action are taken following health and safety audits/inspections
- Arranging for the appropriate subject specific health and safety training to be provided to all staff within the department
- Ensuring all relevant training to operate machinery is carried out when due within the department
- To ensure all mini-bus drivers within your department are up to date on Midas training as appropriate
- Ensuring that a Radiation Protection Supervisor is appointed and local rules are in place, monitored and complied with (Science dept. only)
- Passing on health and safety information received to the appropriate people

Employees

Every employee is expected to co-operate with the Council, Board of Governors and the Headteacher on all aspects of health and safety and in accordance with section 7 of the Health and Safety at Work etc. Act take reasonable care of their own safety and that of others who may be affected by their acts or omissions.

Furthermore, the following requirements are expected of every employee: -

- Carry out assigned tasks and duties in accordance with the information, instruction and training given, following agreed risk assessments and safe methods of working;
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health or wellbeing, or to do anything likely to endanger themselves or others;
- Use tools, equipment and materials provided for their intended use only, in accordance with the information, instruction and training they have been given ensuring that damaged faulty equipment is not used and reported to their supervisor/line manager;
- Through the school's performance management process and regular meetings, cooperate with managers in identifying any training needs, including updates and refresher training;
- All employees have a responsibility to act immediately upon discovering or receiving a report of a workplace hazard to rectify or otherwise make the situation safe,
- Raise any concerns about their wellbeing in an open and frank way so that appropriate support can be given and action taken to address these concerns in line with the Council's wellbeing policy;
- Report all accidents and any unsafe practices or conditions to their supervisor/line manager.

Arrangements for the Management of Health & Safety

Policy and Guidance

School policies and guidance are produced and regularly reviewed. These will be brought to the attention of all relevant employees at induction on first appointment and thereafter, following any significant change.

Health & Safety Advice

Advice is available from the council's Safety Services section and in addition to visits, email and telephone advice, a range of guidance documents and resources are available on Here for Schools.

Consultation on Health, Safety and Wellbeing

The school will:

- Consult with employees about matters affecting their health, safety and wellbeing,
- Ensure that health and safety is a standing item on all team and management meetings,
- Where requested under the Safety Representatives and Safety Committees or the Health & Safety (Consultation with Employees) Regulations, form a school Health and Safety Committee.

Training

All employees, including temporary and agency employees will receive,

- Induction training - on commencement of employment or immediately after any significant change to their duties, responsibilities or place of work, It will include:
 - Emergency procedures
 - First aid arrangements
 - Accident reporting
 - Hazard/safety issue reporting
 - Location of policy, guidelines and other relevant documents
 - Relevant risk assessments and safe systems of work
 - Smoking restrictions
 - A tour of the premises/site
 - Other relevant information
- Competency based training - relevant to the individual's role and development needs will be identified by managers and Headteacher's and delivered by the most efficient means, e.g. specialist courses or local in house team discussions.

Records of competencies, skills and training will be kept for management and monitoring purposes.

Employees are expected to attend training courses as requested.

Audits

The school governors and headteacher or those delegated with the task, are expected to ensure that the school's health and safety management systems and records are audited once per year to identify any areas for improvement. An action plan will then be prepared by the headteacher in consultation with relevant staff to address the areas highlighted, and progress against the action plan will be reported to the governing body.

Inspections

Periodic health and safety inspections (including fire safety) will be carried out by the headteacher or those delegated with the task. The frequency of inspection of any particular item or topic may vary from daily, weekly, monthly, six monthly or annually as required by legislation (Statutory Inspections), risk assessment or good practice.

General health and safety inspections of the premises and site will be carried out at least once per term by the Special Projects Team at ERYC in addition the Director of School Business Operations will complete a Health and Safety Report annually which will be presented to governors.

Results of inspections, including any remedial actions, will be recorded.

All staff are expected to report any hazards or defects promptly to ensure that swift action can be taken.

Risk Assessments

All school activities will be subject to a risk assessment and where there are any significant risks identified, they will be recorded.

The process of recording a risk assessment will include identifying the relevant control measures and devising a safe system of work that the person carrying out the task follows to ensure the health and safety of themselves and others who may be affected.

Specific assessments will be completed as required, including assessments for new and expectant mothers as soon as the school have received notification and Display Screen and Workstation Assessments for identified individuals.

The school will endeavour to use non-hazardous substances as part of its work activities wherever possible. However, the school will ensure that an inventory of all substances is maintained and that appropriate safe systems of work are documented and shared with all relevant staff where necessary. All substances will be stored securely and only handled by authorised persons.

Risk assessments will be reviewed annually or earlier in the event of an accident, incident or near miss; due to a change in work activity, environment or equipment; or following staff feedback.

Staff are expected to support in the completion of risk assessments relevant to their work activities.

Educational Visits

The school will ensure that a robust procedure is in place for the management of outdoor learning and educational visits.

The school has in place specific arrangements to ensure safety is paramount when facilitating such learning experiences, including:

- Appointment of an Educational Visits Coordinator;
- Ensuring that all staff who organise and lead visits are familiar with the LA Visits Guidance, and that they are suitably trained and competent;
- Ensuring that the school has its own, up to date Educational Visits Policy and that this is brought to the attention of all relevant staff.

Health Surveillance

Where required by specific legislation and/or a risk assessment, health surveillance will be carried out to monitor and ensure that the individual suffers no work related adverse effects from their employment at our school.

Fire and Other Emergency Procedures

The school will ensure that an annual fire risk assessment is completed, thereby ensuring that sufficient management arrangements are in place that the risk of fire is managed so far as is reasonably practicable.

The school will ensure that there are written procedures in place that are to be followed in the event of an emergency that may affect the occupiers of the school premises or site including those temporarily off site on educational visits.

The procedures will extend beyond fires and bomb threats and will also consider any other significant threat.

Where necessary, training will be delivered to anyone with specific roles to play within the procedures and this may extend to practice drills, e.g. fire drills.

Other arrangements to ensure that safety systems are maintained and tested will be put in place.

Personal Emergency Evacuation Plans where assistance or support may be required in the event of an emergency evacuation will be completed and recorded, and shared with relevant staff.

Accidents, Injuries, Diseases and Dangerous Occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR) stipulate that certain events have to be reported to the Health and Safety Executive (HSE).

It is essential that the guidance from Safety Services is followed in a timely manner so that accidents are recorded, investigated and reported to the HSE appropriately.

Therefore, all staff are encouraged to report accidents, incidents and near misses promptly so that the school can identify and implements measures to prevent reoccurrence.

Within our school accidents are reported using the following process:

1. Complete Accident Book (For students - First Aider in Student Services and for staff and visitors the School Business Operations Officer)
2. Ensure that the Director of Business Operations is made aware of the accident as soon as possible to determine whether or not the council's accident reporting form is required
3. The accident should be investigated and the findings of any short term action must be recorded

The School Business Operations Officer will ensure that accident trends are monitored on a regular basis.

Administration of Medication

The school has in place suitable arrangements to support children who have medical conditions in school. Arrangements will be in line with the Managing Medical Conditions at School for both prescribed and non-prescribed medication.

The school has in place a Medical Policy, which outlines the expectations of parents and the school's arrangements both within the school environment and educational visits.

Where necessary the school will consult with the appropriate services to prepare individual health care plans.

Specific training needs will be identified and fulfilled by nominated staff.

First Aid

The school will undertake an assessment of first aid needs and ensure that there is adequate first aid provision in terms of number of staff trained; the level of training, stock provision and emergency arrangements.

A First Aid Coordinator will be appointed to ensure provision remains sufficient. They will also ensure all departmental first aid kits are fully equipped.

Records of first aid treatment provided at our school will be maintained and monitored.

Employment of Young or Vulnerable People

The safety of young (under 18 years) and vulnerable people (under 25 years) has to be subject to a specific risk assessment and/or a review of relevant existing risk assessments to take account of their inexperience and ensure they are not subject to any additional risk of harm or injury. The parent or carer must be provided with comprehensive and relevant information before the young person begins work.

Premises and Equipment Statutory Arrangements and Regulations

Where relevant, the school headteacher will ensure that appropriate management arrangements are in place to maintain premises, equipment and systems in a safe condition. This includes lifting equipment, asbestos, water hygiene, etc.

Contractors and Self Help Maintenance or Construction

Visiting contractors must be managed whilst on the school site.

Information about the risks, hazards and control measures (e.g. emergency procedures, asbestos, segregated area of work, etc.) that each party will be exposed to for the duration of an activity must be exchanged. Contractors must be provided with a site induction, particularly when working during school hours, to include safety and safeguarding requirements and arrangements.

School staff must raise any concerns about contractor safe working practices immediately. If it looks wrong or anyone is unsure, stop and ask. Seek further guidance if necessary.

Any proposal to engage contractors to carry out construction activities must be notified to PPP-IML and ERYC through the schools Self Help Form, to follow all relevant permissions being granted (internal, planning, building control, etc.) before the activity commences.

Such projects must comply with the Construction, Design and Management Regulations which places duties on clients (the school), designers, contractors etc.

Safeguarding and Security

The school will have in place measures to safeguard young people, vulnerable individuals, and visitors including;

- A policy;
- Security measures;
- Vulnerable areas that are well supervised;
- Appropriate disclosure and barring checks;
- Visitor signing in and identification arrangements.

BRIDLINGTON SCHOOLS PFI PROJECT HEALTH & SAFETY AUDIT/ CHECKLIST

N.B. PPP IML = PPP Infrastructure Management Limited (PFI Contractor)

			WHO	
1	Health & Safety Policy			
1.1	School Health and Safety Policy	Should be written specifically for the school, signed and reviewed regularly	SCHOOL	
2	Health and Safety Codes of Practice, Guidelines and information			
2.1	Corporate Health and Safety Codes of Practice and Guidelines	Available on the Council's Intranet Service for reference (http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/safety-topics/corporate-hs-policy/)	SCHOOL	
2.2	“Safe Practice in Physical Education, School, Sport and Physical Activity” (Association for Physical Education - afPE)	2020 edition now available - https://www.afpe.org.uk/physical-education/safe-practice-in-physical-education-school-sport-and-physical-activity/ . For details of how to obtain a copy, Sports, Play and Arts team - Sport and Active Communities officer, Tel: (01482) 392514	SCHOOL	
2.3	ERYC Inflatable Structures Safety Guidance	Sent to Schools as issued and available on the Council's Intranet Service (http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/safety-topics/inflatable-structures/)	SCHOOL	
2.4	Safety information - HERE for Schools	Safety bulletins issued via HERE for Schools / Headteacher Bulletins https://www.hereforschools.co.uk/	SCHOOL	
2.5	Kitchens on School Premises used for food preparation ERYC Catering Unit Health & Safety Manual	The main school kitchen(s) used for the School Meals Catering Service is the responsibility of PPP IML. Any other kitchen areas (if applicable) are the school's responsibility. The Catering Unit Health & Safety Manual is available from East Riding Catering Services - cateringservices@eastriding.gov.uk , alternatively refer to https://www.hereforschools.co.uk/Services/5322 (School's own gas & electric cookers need to be regularly serviced)	-	PPP IML
2.6	“ Educational Visits Guidance”	For the latest guidance & advice refer to HERE for Schools website. Alternatively contact Clare Johnson, Education Visits Consultant, Tel: (01482) 392417 School should have a designated Educational Visits Co-ordinator	SCHOOL	
3	Risk Assessments			

N.B. Where specimen safe systems of work or risk assessments are available, e.g. in the Safety Services web pages, they need to be adapted or amended according to the schools individual circumstances. Risk assessment is a continuous process; your assessments must be reviewed and updated over time, after any incident or when there are significant changes in working practice.

3.1	Fire risk assessment	<p>A Fire Risk Assessment Form is available on the Council's Intranet (http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/resources/risk-assessments-templates/)</p> <p>Specific items, such as maintenance & testing of detection, alarm & lighting systems will require input from PPP IML.</p> <p>NB: PPP IML also carry out their own risk assessments for their own areas, e.g. kitchens, plant rooms, caretakers/cleaning rooms, FM offices, and make available the findings. Both the PFI Contractor and the School need to discuss and agree the way forward with the recommendations of both assessments. Both parties are building users, therefore both need to carry out the assessments as it will affect the different parties in different ways</p>	SCHOOL	PPP IML
3.2	Control of Substances Hazardous to Health (COSHH assessments)	<p>CFAS have bought into the Council's web hosted COSHH assessment system provided through Sevron COSHH 365. It does not cover hand-wash, Tippex or washing up liquid. To access the site contact Rob Couch, Interim Occupational Health Manager & Principal Safety Officer. Link attached for further COSHH guidance, for further queries contact safety.services@eastriding.gov.uk</p> <p>http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/schools-model-documents-and-templates/</p> <p>PPP IML are responsible for carrying out assessments on their own products, e.g. cleaning materials purchased and used by their staff. Copies are kept in the caretakers & cleaners area.</p>	SCHOOL	PPP IML
3.3	Manual Handling activities	<p>Schools are responsible for carrying out their own risk assessment of significant manual handling tasks carried out by their employees and volunteers</p> <p>PPP IML are responsible for assessments in respect of their staff.</p>	SCHOOL	
3.4	Display Screen Equipment (DSE assessments)	<p>A Display Screen Self Assessment form is available on Insight Intranet - Safety - Display Screen Equipment (eastriding.gov.uk) / https://east-riding-dash.achieveservice.com/service/DSE</p> <p>All work stations used for purposes other than presentations (e.g. classroom electronic whiteboards) and for student learning should be subject to an annual assessment</p>	SCHOOL	

3.5	Educational visits risk assessment	<p>Please contact Clare Johnson, Education Visits Officer, Tel: (01482) 392417 for queries relating to generic educational visits risk assessments.</p> <p>School should have a designated Educational Visits Co-ordinator.</p>	SCHOOL	
3.6	First Aid	<p>Guidance of first aid at work is available here: http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/safety-topics/first-aid-at-work/ . Guidance effective from December 2022</p> <p>An assessment of first aid provision should be carried out in conjunction with the guidance.</p> <p>PPP IML are responsible for assessments in respect of their staff.</p>	SCHOOL	
3.7	Health and Wellbeing	<p>Guidance on health and wellbeing including mental, social, financial, physical, emotional wellbeing at work is available here:</p> <p>Intranet - Health and Wellbeing (eastriding.gov.uk)</p>	SCHOOL	
3.8	Lone Working	<p>A specimen Lone Working Safe System of work is available here:</p> <p>http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/resources/specimen-documents/</p>	SCHOOL	
3.9	Traffic Management	<p>A Basic Inspection & Risk Assessment Form is available on the Council's Intranet (http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/resources/risk-assessments-templates/).</p> <p>This risk assessment is carried out in conjunction with PPP IML during Service Review Meetings/Inspections.</p>	SCHOOL	PPP IML
3.10	Kitchen activities	<p>The main school kitchen(s) used for the School Meals Catering Service is the responsibility of PPP IML, who are responsible for risk assessments for activities undertaken by their staff. Copies are kept in the kitchen.</p>		PPP IML
		<p>Any other kitchen areas (if applicable) are the school's responsibility.</p>	SCHOOL	
3.11	Cleaner / Caretaking activities	<p>The cleaning & caretaking services are provided by PPP IML, who are responsible for risk assessments for activities undertaken by their staff. Copies are kept in the caretakers & cleaners area. Cleaning of non-healthcare Government guidance replaced with Living safely with respiratory infections, including COVID-19</p> <p>Guidance updated 16 June 2022 - Living safely with respiratory infections, including COVID-19 - GOV.UK (www.gov.uk)</p> <p>If schools do employ any staff to undertake these activities, risk assessments and safe systems of work must be developed</p>		PPP IML

3.12	Education Health and Care Plans	For further information on Education and Health Care Plans contact SEND 01482 396469 or visit SEND East Riding Local Offer - https://eastridinglocaloffer.org.uk/education/education-health-and-care-plans/	SCHOOL	
3.13	Has the person(s) undertaking risk assessments received suitable training?	Visit The Learning Point - http://insight.eastriding.gov.uk/learning-point/learning-opportunities/ . Learning opportunities include health and safety, wmplyee wellbeing, compliance, digital and administration skills, occupation specific skills and essential skills for East Riding managers	SCHOOL	
3.14	Coronavirus (COVID-19) (School)	There are currently no coronavirus (COVID-19) restrictions in the UK.	SCHOOL	
3.15	Coronavirus (COVID-19) (PPP IML)	There are currently no coronavirus (COVID-19) restrictions in the UK.		PPP IML
4	First aid / Accident and Incident Reporting			
4.1	Are appropriate numbers of staff trained in First Aid?	As per 3.6 above, an assessment of first aid provision should be carried out.	SCHOOL	
4.2	Relevant accidents and incidents must be reported to Safety Services	Guidance available on Insight for accidents/ incidents and near misses. Incidents/ accidents must be reported via - https://east-riding-self.achieveservice.com/service/Incident_Report	SCHOOL	
		Completion of Health and Safety Incident Report Form guidance notes can be found here:- https://fs-filestore-eu.s3-eu-west-1.amazonaws.com/eastriding/Files/H%26S%20Achieve%20form%20v1.0.pdf		
5	Fire and Bomb Evacuation Procedures			
5.1	Are Fire and Bomb evacuation procedures/ plans displayed?	The School is responsible for displaying.	SCHOOL	
5.2	Are Fire Evacuation exercises carried out each term?	The School is responsible for arranging and recording fire drills carried out during school hours. PPP IML will be informed in advance. PPP IML are responsible for ensuring that fire drills are carried out outside of school hours for the benefit of staff, such as cleaners, who do not work during school hours.	SCHOOL	PPP IML
5.3	Is the Fire Log Book up to date?	PPP IML responsible for maintaining Log Book: the School's Fire Plan should say who at the school is responsible for checking the fire log on behalf of the school, normally on a monthly basis.	SCHOOL	PPP IML
5.4	Is the Fire Alarm tested weekly using a different alarm call-point?	PPP IML responsible for testing – records available for inspection by School or Council on request.		PPP IML
5.5	Is the Fire Alarm system serviced	PPP IML responsible for servicing – records available for inspection by School or Council on request.		PPP IML

	regularly? When was it last serviced?			
5.6	Is Emergency lighting installed? If yes when was it last serviced?	PPP IML responsible for servicing – records available for inspection by School or Council on request.		PPP IML
5.7	Are Fire Extinguishers serviced annually? When were they last serviced?	PPP IML responsible for servicing – records available for inspection by School or Council on request.		PPP IML
6	Management and Maintenance of Project Co Assets - BSSL/ PPP IML			
6.1	Is there an “in date” five yearly electrical inspection certificate for the building? If yes, when was the last inspection carried out?	PPP IML responsible for inspection – records available for inspection by School or Council on request.		PPP IML
6.2	Are portable electrical appliances tested annually? If yes, what was the date of the last test?	Portable (electrical) Appliance Testing of equipment owned by PPP IML is the responsibility of PPP IML. PAT testing is documented and copies available for inspection if required. Document how failed items are disposed of. For reference, see https://www.hse.gov.uk/pubns/books/hsr25.htm PPP IML responsible for testing their own equipment.		PPP IML
6.3	Is the heating system serviced regularly? If yes, what was the date of its last service?	PPP IML responsible for servicing – records available for inspection by School or Council on request.		PPP IML
6.4	Are gas appliances on site serviced regularly? If yes, what was the date of the last service	PPP IML responsible for servicing – records available for inspection by School or Council on request.		PPP IML
6.5	Are water systems regularly inspected?	PPP IML responsible for inspection – records available for inspection by School/ Library or Council on request. The school should be provided with information about the hazards that may exist, the level of risk and any control measures they may need to adopt by PPP IML		PPP IML
6.6	Has an asbestos survey of the premises been carried out?	PPP IML responsible for completing/maintaining survey – Schools should have a copy of annual inspection report Intranet - Infrastructure and Facilities - Health and Safety (eastriding.gov.uk)	SCHOOL	PPP IML

		Schools must ensure that they recognise the contents of the asbestos report and adopt all necessary measures to ensure that no one is exposed to asbestos. New staff should be made aware of the register, locations of and what to do/ what not to do with the areas for example, reporting concerns if peeling/ cracking. School employed contractors must be fully briefed if asbestos is present on site before any works commence.		
7	Management and Maintenance of Excluded Assets - Schools and Library			
7.1	Routine premises Health & Safety Inspections	School is responsible for routine premises inspections of the parts they occupy and use at least once per term, preferably twice.	SCHOOL	
7.2	Are School owned gas and electric appliances on site serviced regularly? (cookers/ D & T) If yes, what was the date of the last service	School are responsible for servicing and maintaining their own gas and electric cookers and appliances	SCHOOL	
7.3	Are school owned excluded assets serviced and maintained regularly? (loose sports equipment, ladders, hoists, playground equipment, etc)	School are responsible for servicing and maintaining their own excluded assets	SCHOOL	
7.4	Are portable electrical appliances tested annually? If yes, what was the date of the last test?	Portable (electrical) Appliance Testing of equipment owned by the School is the responsibility of the School. Ensure PAT testing is documented and copies available for inspection if required. Document how failed items are disposed of. For reference, see https://www.hse.gov.uk/pubns/books/hsr25.htm PPP IML responsible for testing their own equipment.	SCHOOL	
8	Staff Training			
8.1	Have all staff members (including part time/ temporary staff and volunteers) received Health and Safety Induction training?	Reference: East Riding of Yorkshire Council Corporate Health & Safety Policy – Includes Safety Induction Checklist at Appendix I. Council Intranet - (http://insight.eastriding.gov.uk/directorates/cr/hr/safety-services/safety-topics/corporate-hs-policy/).	SCHOOL	

		PPP IML responsible for H & S induction training for their own staff.		
8.2	Do you have evidence of induction/ and specific H & S training for all staff?	As above – Safety Induction Checklist should be signed and retained. Record when staff have completed H & S training including asbestos, fire training, incident reporting, manual handling etc.. PPP IML retain records for their staff at the Contract Office.	SCHOOL	
8.3	Have staff received specialist H & S training? For example, Working at Height if relevant to role	Record when staff have completed role specific H & S training including working at height etc..	SCHOOL	
8.4	Has the Head teacher or other member of staff received training on the Construction, Design and Management Regulations, and the Council's Standing Orders for Self-Help schemes etc?	Under the PFI Project arrangements any construction or relevant project will be managed by the PFI contractor or arranged by the Council.		PPP IML / ERYC

SECTION 2. VISUAL INSPECTION

(Not including routine premises Health & Safety Inspections that are carried out least once per term) Recommended this is carried out in conjunction with PPP IML and/or ERYC Special Projects

9	Welfare Facilities			
9.1	Are Male and Female toilet/ washing facilities adequate:	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
9.2	Is there an adequate supply of drinking water?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
9.3	Other comments			
10	Fire Safety			
10.1	Are fire exit signs displayed correctly?	Observations and actions to be discussed/agreed with the PFI contractor and Council. (Part of Fire Risk Assessments)	SCHOOL	PPP IML / ERYC

10.2	Are fire exits and evacuation routes clear of combustible materials and unobstructed?	Observations and actions to be discussed/agreed with the PFI contractor and Council. (Part of Fire Risk Assessments) PPP IML carry out weekly checks.	SCHOOL	PPP IML / ERYC
10.3	Are there any additional sources of oxygen on site?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
10.4	Are fire extinguishers appropriately positioned and easily accessible?	Observations and actions to be discussed/agreed with the PFI contractor and Council. (Part of Fire Risk Assessments)	SCHOOL	PPP IML / ERYC
11	Miscellaneous			
11.1	Do you have a system for monitoring visitors on site?	School responsible for visitors and school employed contractors. Ensure both are briefed on fire/ emergency evacuation if unescorted Contractors arranged by PFI contractor – PPP IML responsible (includes permits to work & signing in book)	SCHOOL	PPP IML
11.2	Self Helps - Are School contractors due to carry out works on site?	School to submit a 'Self Help' request to ERYC - including risk assessments, method statements, insurance details and details of their competencies, depending on works. Responsible person to be identified at the school for supervision of contractors whilst on site	SCHOOL	
11.3	Do any buildings incorporate a Fragile Roof? If yes, are warning signs displayed?	PFI contractor responsible. (Where appropriate, warning signs must be in place and appropriate safe systems of work in the event that anyone has to access the fragile roof)		PPP IML
11.4	Are sealed or unsealed radioactive sources kept on site? If yes, when was it last "leak tested"?	Most likely in Science Depts. School will need to have a designated Local Radiation Protection Supervisor (Usually a member from the Science Department) to ensure that the day to day procedures follow the local rules set out by the Health Protection Agency.	SCHOOL	
12	Internal Activities			

12.1	Are floor surfaces in good condition?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
12.2	Is all equipment in good condition and regularly maintained?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
12.3	Is all glazing in the area of a standard to withstand impact?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
12.4	Are heating, lighting and ventilation adequate?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
11.5	Is there sufficient provision for storage of equipment?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
12	External Areas (walkways, car parks, play areas etc)			
12.1	Are pedestrian access / egress route surfaces in good condition?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
12.2	Are car parking facilities adequate, and are surfaces in good condition?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
12.3	Is there adequate means for segregation of pedestrians and vehicular traffic?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
12.4	Are all hard sport/ play areas in good condition?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
12.5	Are equipment storage facilities adequate?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
12.6	Is the equipment used regularly maintained?	Observations and actions to be discussed/agreed with the PFI contractor and Council. Sports equipment should be tested annually by an independent body (Continental Sports, ROSPA etc).	SCHOOL	PPP IML / ERYC
12.7	Are all grassed playing fields in good condition?	Observations and actions to be discussed/agreed with the PFI contractor and Council.	SCHOOL	PPP IML / ERYC
12.8	Other comments			