




Health and Safety Policy

Part 1

Issue 01 / November 2020



Date	Issue	Comment / Amendment	Reviewed By	Signature
November 2020	01	New Policy Creation	A. Herron	



WORKPLACE
SAFETY SOLUTIONS

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1.0 The Philosophy of the Board of Trustees

The Chelmsford Learning Partnership is responsible, within the terms of the appropriate legislation, for the safety of its employees, visitors and customers. It accepts that the avoidance of accidents involving injury and the consequential human suffering is a common interest to all. Great importance is attached to safety with the commitment to play an influential role in providing a safe working environment.

Safety should be an integrated function of management and each manager/employee should be accountable for the safety performance of his/her department/work area. The active co-operation and understanding of all employees and/or sub-contractors is a vital aspect of the organisation's safety element. The Board believes that all accidents are preventable and that their occurrence demands investigation and timely action. In particular the Board seeks to comply with the spirit as well as the letter of current safety legislation, approved codes of practice and authoritative guidance literature.

2.0 General Statement of Intent

2.1 Health, Safety and Welfare

Barnes Farm Junior School recognises and accepts the responsibilities within its undertaking to provide a safe environment for all of its employees, pupils, contractors, visitors and members of the public. Every aspect of Barnes Farm Junior School must have a responsible and thorough approach to safety, with safety being integrated into all aspects of its work.

Barnes Farm Junior School, strives to provide a safe and pleasant environment for pupils, staff, visitors and contractors. Throughout all projects to improve and develop Barnes Farm Junior School, continuous improvement in safety performance will remain a priority. Barnes Farm Junior School will work and co-operate with all parties to develop and maintain a positive safety culture.

We encourage all to safeguard their own and others safety by evaluating the risks encountered and to adopt sensible precautions to remove or minimise risk. With regard to Barnes Farm Junior School employees, The Chelmsford Learning Partnership must carry out assessments of the risks that you may face. I encourage you to engage fully with this process and so subsequently be pro-active in informing your manager of any safety concerns that you may have.

As an organisation we are committed to ensuring compliance with the requirements of The Health and Safety at Work Act etc 1974 and other such relevant Health and Safety legislation that may from time to time be introduced. We will therefore ensure, so far as is reasonably practicable that: -

- Barnes Farm Junior School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our child protection policy which can be viewed on our website.
- All relevant statutory requirements are observed and are treated as the minimum standards to be applied to any working activities.
- Health, safety and welfare considerations are included in our business planning and decision making. Thus ensuring a safe and healthy working environment along with safe methods of work and conditions are provided, adopted and managed.
- Adequate information, instruction, training and supervision is to be provided so that through the use of formal risk assessment and the communication of the control measures to be adopted, to eliminate or reduce risk, individuals are made aware of the potential hazards they may face as a consequence of their work and work of others.
- Plant, equipment and materials provided for work that is to be undertaken will be fit for purpose and adequately maintained so as to be free from unnecessary risk.
- Employees and Sub-Contractors are actively encouraged to participate in health and safety, raise safety concerns and submit ideas and suggestions for improving standards, thereby facilitating co-operation between individuals, groups and the management team.
- The immediate and underlying causes of work-related injuries and near misses will be identified and the necessary preventive action implemented to prevent a re-occurrence. This will include, as a last option, the provision and use of the correct personal protective equipment to ensure employees health and safety.



To assist in the promotion of a positive Health, Safety and Welfare culture the organisation will establish objectives; develop, implement and maintain management controls; instigate sound communication of information on safety and health; monitor; audit and review matters of Health and Safety & Welfare. In pursuance to that Health, Safety and Welfare will therefore be regularly reviewed at a senior level.

This Policy will be reviewed and developed periodically to ensure it remains effective and any necessary amendments will be communicated to all employees.

Head Teacher
November 2020

Chelmsford Learning Trust
November 2020

2.2 Worksafe Policy

Barnes Farm Junior School actively encourages any employee or sub-contractor to decline to carry out any working activity, if they feel it is unsafe or likely to cause injury to themselves or to others.

Barnes Farm Junior School shall ensure that no employee or sub-contractor shall be penalised for highlighting safety concerns or refusing to work on the grounds of health and safety.

Joint consultation will be held between management and employees including any appointed safety representatives, to resolve any problems which may arise.

Information will be provided to employees on subjects relevant to any consultation that they will be involved with such as the planning of health and safety training; and risk and hazards involved during the course of their work.

To resolve problems both parties, if necessary, will jointly seek expert impartial advice.

Employees who feel that problems are not being satisfactorily resolved by line management should highlight such concerns through the normal lines of communications. However this does not affect employee's rights to contact the Health and Safety Executive independently.

Consultation will be undertaken if a decision is to be made involving work equipment, processes or organisation that could affect the health and safety of employees. Information will be provided and a chance will be given to the employees to express their views on the subject. These will all be taken into account before a decision is reached.

If any Barnes Farm Junior School School employee or sub-contractor has any concern with regard their health and safety, or that of others, they should inform their line manager immediately (or as soon as it is safe to do, dependent upon the circumstances) and if he or she is not available, then they must report to an alternative person in authority. The process for dealing with all health and safety concerns is illustrated in the H&S Concerns Flow Chart (HS37).

Head Teacher
November 2020

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November 2020

2.3 Equal Opportunities Policy

- As an equal opportunities employer we base our employment decisions solely on merit and suitability.
- No job applicant or employee will be discriminated against or disadvantaged on the grounds of race, colour, nationality, ethnic or national origins, sex, sexual orientation, marital status, age, disability or religion.
- Any behaviour by a member of staff resulting in unfair discrimination will be a matter for disciplinary action.
- A flexible approach to working arrangements for disabled employees is taken where possible, including offering flexible hours and working arrangements.

Head Teacher
November 2020

Chelmsford Learning Trust
November 2020

3.0 Organisation

Organisations need to define the responsibilities and relationships, which promote a positive safety culture, and secure implementation and continued development of the safety policy. Structures and processes are required to:

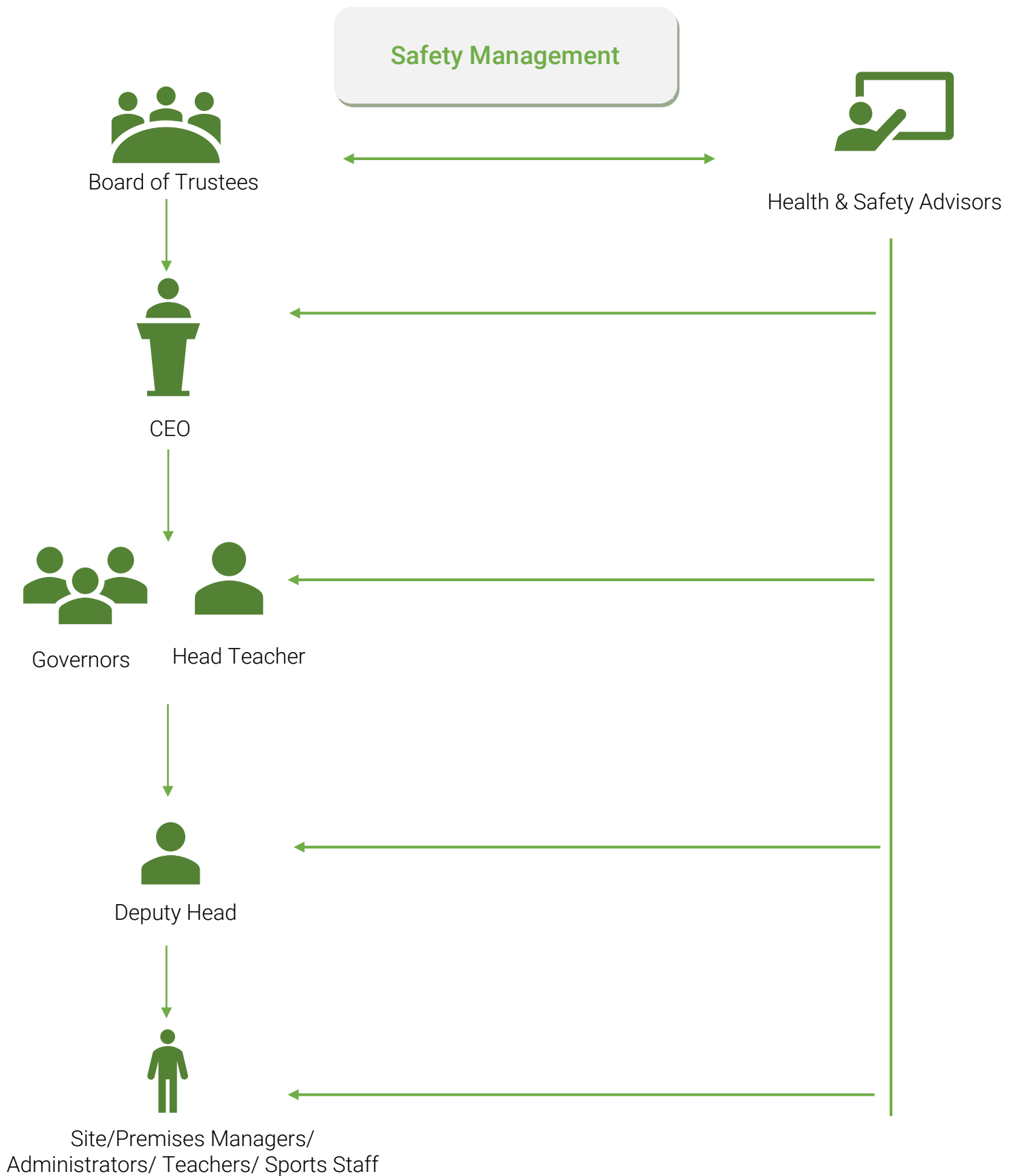
Establish and maintain management control within an organisation; Promote co-operation between individuals and groups so that safety becomes a collaborative effort. Ensure the communication of necessary information throughout the organisation. Secure the competence of employees.

The Board of Trustees understands that they have overall responsibility for the implementation of this Policy however day to day responsibilities for particular health and safety issues have been delegated to key personnel throughout Barnes Farm Junior School organisation.

Barnes Farm Junior School maintains control of its business by;

- Obtaining the commitment of its employees
- Allocation of safety responsibilities to all employees
- Sufficiently resourcing the organisation to manage safety
- The setting of standards for performance
- Monitoring performance, by inspections and audit
- Investigating incidents and implementing improvements to prevent recurrence

Figure 1: Management Flow Chart



3.2 Co-operation and Communication

Barnes Farm Junior School employees can and are encouraged to report any near misses, incidents or concerns they have on safety whilst on Barnes Farm Junior School premises (or when out on work related activities outside of school) to their Line Manager and/or the Caretaker for appropriate action. Any resulting action from such reports will be fed back to the originator of the report.

Barnes Farm Junior School employees will be notified when policies and procedures have been produced or updated, and where necessary they will be provided with any training that may be required.

Further internal communication takes place in relation to safety matters in the form of;

- Staff Meetings
- Safety Bulletins
- Dedicated and managed safety notice boards.

Safety information comes into the organisation from a number of sources, including;

- Health and Safety Executive (HSE)
- Health and safety publications
- Competent health and safety advisor
- Attending relevant conferences and seminars.

3.3 Competence

There is an ongoing requirement for safety related training for Barnes Farm Junior School employees to be undertaken. The Senior Leadership Team will ensure that an induction for all new Barnes Farm Junior School employees is undertaken and subsequently recorded.

This induction will include relevant health and safety information and arrangements. The safety training plans for individuals will be developed via a training/skills matrix which is produced by Barnes Farm Junior School in conjunction with the Health and Safety Advisor and the employee's line manager.

4.0 Planning and Implementation

Planning is essential for the implementation of safety policies and procedures. All members of the organisation can only achieve adequate control of risks through co-ordinated action. An effective planning system for safety requires organisations to establish and operate a safety management system which:

Controls risks by;

- Reacting to changing demands;
- Assisting in developing and sustaining a positive safety culture

Barnes Farm Junior School will compile a safety plan and/or objective on an annual basis, with the implementation being delegated to relevant individuals. The progress of the plan and/or objectives is monitored and is discussed at the monthly senior management meetings.

5.0 Measuring Performance

Measurement is essential to maintain and improve safety performance. There are two ways to generate information on performance:

Active systems, which monitor the achievement of plans and the extent of compliance with policy and safety procedures. Reactive systems which monitor accidents, ill health and incidents;

Effective procedures are needed to capture both sorts of information.

Barnes Farm Junior School monitors safety performance in a number of ways;

Proactive;

- Office and Premises safety inspections
- Work equipment inspections
- Means of escape inspections
- Audit of policy compliance

Reactive;

- Following up reports of dangerous occurrences
- Accident and incident statistics
- Incident/accident investigation
- Near miss reporting

Performance against safety responsibilities identified in the below appendices, these are reviewed on a regular basis (within performance review) between the employee and line manager and corrective action taken if necessary.

Performance objectives are updated annually and may include a safety related objective.

6.0 Audit and Review

Organisations can maintain and improve their ability to manage risks by learning from experience through the use of audits and performance reviews. The audit provides a systematic and independent check of compliance with the system and can also provide a comparison with "best practice".

Barnes Farm Junior School will undertake an independent audit (at least annually) of its performance against its policy on a regular basis and instigate appropriate actions against recommendations.

This policy will also be reviewed to take into consideration the findings of relevant audits, relevant changes in legislation, and relevant changes within the business organisation or any other circumstances that would suggest review is required.

7.0 Roles and Responsibilities

Individual safety responsibilities are detailed within Appendix 1.

8.0 Training

Barnes Farm Junior School monitors the competency of its staff regularly to highlight any training needs.

Below is the process for the identification of a training need and the subsequent implementation of this training

01

Employee recognises a training need and reports this need to their Line Manager/ The Line Manager recognises the need.

The Line Manager recognises the training need during the induction process.

02

03

Administration is made aware of this need and highlights the need on the Safety Training Matrix. The need is then brought to the attention of the Head Teacher

Once the Head Teacher is happy for the training to be implemented, he/she then instructs Administration to arrange for the training to be carried out

04

05

The training is arranged by Administration.

The Employee then attends the training course with the Safety Training Matrix kept updated.

06

9.0 Arrangements

Details of the arrangements that allow for implementation and management of safe working practices are detailed within Part 2 of the Barnes Farm Junior School Health & Safety Policy.

Appendices

10.1 Employee Safety Responsibilities Matrix

Policy Reference	Job Title
Board of Trustees	CEO/Board of Trustees
Governors	Governors
Head Teacher	Head Teacher
Managers	Deputy Head Teacher (s) Assistant Head Teacher Teachers Caretakers/Premises Manager Inclusion Manager Business Manager
Employees	Learning Support Assistants (LSAs) Administrative Staff Cleaners Midday Assistants

10.2 Employee Safety Responsibilities

10.2.1 The Board of Trustees

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Provide positive leadership for Barnes Farm Junior School on H&S issues.
- b) Promote an enthusiastic H&S culture that delivers positive commitment to, and engages all employees in, continuous improvement in H&S performance.
- c) Ensure that personal contributions to Board decisions take proper account of H&S policy commitments.
- d) Champion H&S risk management issues at Board level and have overall line management responsibility for the H&S management system.
- e) Authorise Barnes Farm Junior School H&S Policy Statements.
- f) To ensure that sufficient resources are made available for implementation and management of H&S with Barnes Farm Junior School.

10.2.2 Governors

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Provide individual and collective leadership for Barnes Farm Junior School on H&S issues.
- b) Promote an enthusiastic H&S culture that delivers positive commitment to and engages all employees in continuous improvement in H&S performance.
- c) Ensure their personal contributions to Board decisions take proper account of H&S policy commitments.
- d) Ensure implementation of Barnes Farm Junior School H&S policy with regards to the school premises.
- e) Review H&S performance by receiving and considering H&S reports to the Board
- f) Commit/contribute to the identification of risks and the raising of health and safety related concerns.

10.2.3 Head Teacher

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Provide positive leadership on H&S issues within relevant areas of operation.
- b) Promote an enthusiastic H&S culture that delivers positive commitment to and engages all employees in continuous improvement in H&S performance.
- c) Implement the H&S Policy. In particular:
 - Identify H&S training needs and have the necessary training arranged. When arranged, release those who require training
 - Make arrangements for H&S induction training for all new starters at the workplace under their control
 - Implement operating procedures, including risk assessment procedures, for the planning and control of activities associated with identified risks
 - Appoint appropriate employees to undertake H&S duties
 - Ensure that suitable arrangements are in place for the effective control of changes to planned methods of work.
- d) Monitor and review the effectiveness of the H&S Policy and report deficiencies.
- e) Monitor that employees under their control comply with their individual responsibilities in H&S matters.
- f) Give employees under their control, including contractors, clear instructions as to their responsibilities to ensure correct working methods.
- g) Make adequate provision for dealing with H&S emergencies.
- h) Where appropriate, be involved in the investigation and ensure that the findings are reported and recorded.
- i) Act immediately on any breach of policy or procedures, unsafe situation or potential threat to the environment that comes to their attention and, where necessary, report such breaches.
- j) Ensure that the disciplinary process to address breaches of the H&S Policy or management system is applied where necessary.

10.2.4 Managers

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Provide positive leadership on H&S issues for the members of the work team for which they are responsible, including sub-contractors.
- b) Promote an enthusiastic H&S culture that delivers positive commitment to and engages all employees in continuous improvement in H&S performance.

- c) Completion of suitable and sufficient risk assessments
- d) Organise work to be carried out in accordance with relevant H&S risk assessments/method statements
- e) Monitor that personnel under their control comply with their individual responsibilities in H&S matters.
- f) Give personnel under their control, including contractors, clear instructions about the required methods of work
- g) Where appropriate assess and implement any additional H&S controls required to address the needs of new employees, young persons, non-English speaking workers, disabled persons and pregnant women etc.
- h) Ensure appropriate arrangements are in place for two-way communication and where appropriate deliver safety briefings to those under your control
- i) Assist with identification of H&S training needs, and monitor delivery and recording.
- j) Ensure that personal protective clothing and equipment is used where identified as required and is properly maintained and stored.
- k) Ensure that only competent individuals use relevant plant, equipment or machinery
- l) Ensure that the plant and equipment supplied is appropriate for the work and has any necessary certification. Ensure that plant and equipment is immediately put out of use if unsafe or presents a potential threat to the environment and records are kept and maintained in relation to its condition.
- m) Ensure that the disciplinary process for breaches of H&S procedures and rules applied where necessary.
- n) Ensure that suitable and sufficient records are kept and maintained with regard to attendance and hours worked of employees
- o) Make adequate provision for dealing with Health and Safety emergencies
- p) Ensure that all hazardous substances present within their respective departments have accompanying COSHH assessments available for them.
- q) Ensure that all control measures noted within relevant risk and COSHH assessments are implemented throughout their department.

10.2.5 Health and Safety Advisor

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Provide positive leadership for Barnes Farm Junior School on H&S issues and promote the adoption of the H&S best practice.
- b) Monitor the effectiveness of the H&S management system and make recommendations for improvement as appropriate.
- c) Provide assistance and advice to all Barnes Farm Junior School employees.
- d) Produce reports on H&S performance, where required.
- e) Ensure that there are appropriate processes in place for promptly alerting the business to significant accidents and incidents. Where appropriate, be involved in the investigation and ensure that the findings are reported and recorded.
- f) Review accident and incident reports and investigation reports, identify any trends and ensure that there is an appropriate response to prevent future recurrence.

10.2.6 Managers with Specific Responsibilities for Recruitment*

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Ensure that arrangements exist to deliver the following:
 - All potential recruits receive pre-employment questionnaires which address all relevant H&S issues.
 - On appointment, an appropriate H&S induction is given to all employees.
 - Employees are issued with the H&S policy together with their individual responsibilities under the H&S policy.

Note: These responsibilities are specific to this role and are in addition to the other relevant responsibilities contained in this document

10.2.7 Managers with Specific Responsibilities for Procurement*

Individual Responsibilities in Health & Safety (H&S) Matters

a) Ensure that arrangements exist to deliver the following:

- Orders to suppliers for materials, plant and equipment etc. include relevant H&S requirements notified by the specifier
- Suppliers of materials, plant and equipment etc. are requested to provide all necessary information and operating instructions so that their products can be used safely without risk to persons or the environment.
- Where such information is received by the procurer that it is passed on to the persons who will use the materials, plant and equipment etc.
- Orders to suppliers for employees include sufficient detail to adequately describe the work for which they are required
- Contractors and Labour Agencies are assessed as competent and adequately resourced for the work before contracts are placed.
- Tendering contractors have been provided with the Standard Rules for Sub-Contractors on Safety, Health and the Environment and that compliance with them is a condition of contract.
- No undertakings, either verbal or written, are given to any supplier relieving it of its H&S responsibility.
- Monitor that the above arrangements are effectively implemented.

Notes:

- Procurement includes those individuals managing the procurement of personnel
- These responsibilities are specific to this role and are in addition to the other relevant responsibilities contained in this document

10.2.8 Employees

Individual Responsibilities in Health & Safety (H&S) Matters

- a) Set a good personal example on H&S issues within your area of operation.
- b) Take care of your own health and safety whilst at work; ensure your activities (or omissions) do not adversely affect the health and safety of others or damage the environment.
- c) Co-operate with the Chelmsford Learning Partnership in all matters of Health & Safety protection and make a contribution to reducing accidents.
- d) Ensure you have been fully briefed on, and have a good understanding of, the task at hand. Always work in accordance with the instructions given and any written H&S risk assessments/method statements. Report any conflict.

- e) Never deviate from an agreed method of working unless the or relevant manager has been notified and authorisation has been obtained.
- f) Ensure that you have been provided with, use and take reasonable care of the any access equipment, tools, work equipment and personal protective equipment for your work.
- g) Ensure that before any work is undertaken you check that the area of work is free from hazards and that you are aware of the surroundings and any changes that may occur (or have occurred) that would have an effect on the health and safety of you, or others around you.
- h) Never undertake hazardous operations nor operate any items of plant or equipment unless trained and authorised to do so.
- i) Maintain a tidy workplace with an appropriate level of cleanliness and organisation.
- j) Report to immediate manager any defects in plant or equipment or unsafe methods of work and ensure that plant, equipment and premises are left in a safe and secure state and place when unattended. Do not operate any item of plant or equipment that has become defective.
- k) Report to your immediate manager all potential hazards and incidents that have or could have resulted in personal injury or damage.
- l) Report any work-related personal injury or disease to your immediate manager and ensure that an entry is made in the accident book at your place of work.
- m) If you are asked to undertake a task that you feel is unsafe or for which you feel you do not have the appropriate knowledge or training, report this to your Line Manager in order to review responsibilities to ensure suitability.



Health and Safety Policy

Part 2 - Arrangements
Issue 01 / November 2020



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1.0 Primary Arrangements

1.1 Barnes Farm Junior School Induction

Persons entering into employment with Barnes Farm Junior School shall undergo induction training specific to their area of employment. Inductions will be given by a member of the senior management team. In general, the following topics shall be covered;

- School H&S Commitment
- An Outline of the School Organisation
- Key Personnel
- Access and Egress
- Layout of Premises
- Hazards and Risks
- Fire and Emergency Procedures
- No Smoking Policy
- Alcohol and Drugs Policy
- Accident, Incident & Hazard Reporting
- First Aid Facilities
- Company Management System
- Specific Health and Safety Procedures
- Disciplinary Procedures

Inductions will be recorded for each specific job role using the relevant Induction Records listed below. An Induction Checklist will also be used to ensure the information given to staff is adequate for their type of job role. Once completed both documents will be combined and kept.

Induction Records that will be used are;

- HS15a Teacher, Student Teachers and LSA Induction record
- HS15b Admin and Site staff Induction record
- HS15c MDAs Induction record
- HS15d Student LSA and Volunteer Induction record

Induction Checklists that will be used are;

- HSC04a Teachers Induction Checklist
- HSC04b Admin Staff Induction Checklist
- HSC04c LSA Induction Checklist
- HSC04d MDA Induction Checklist
- HSC04e Student LSA Childcare Induction Checklist
- HSC04f Site Staff Induction Checklist
- HSC04g Volunteer Induction Checklist

In addition to the above, all employees will be given a copy of the Induction Initial Meeting (HS15) to read and sign.

1.2 Accident, Incident & Hazard Reporting

All accident, occupational ill health and dangerous occurrences must be reported as indicated on the Accident and Incident Reporting Flow Chart (HS05a). The details of any accidents, incidents and dangerous occurrences will be recorded using the Accident and Incident Record (HS05).

Any witness statements taken after any accident, incident or dangerous occurrence is to be recorded using the Accident – Incident Witness Statement (HS07).

Any such accident/incident that is RIDDOR reportable must be reported by the Administration Manager. For further information on RIDDOR please use RIDDOR Guidance document (HS05c)

If a child sustains a head injury then parents are informed by a letter which outlines the injury and symptoms to look out for.

Should the office Administration Manager have concerns about the injury the parents will be contacted by phone.

It is important that in addition to accident and incident reporting, that the reporting of hazards (i.e. unsafe acts or conditions) and near misses is undertaken also. All hazards are to be reported and recorded using the Hazard Report Record (HS05b) this is to ensure pro-active safety management and assist in the reduction of injury, damage and loss throughout.

All near misses and hazards will be investigated locally by relevant Barnes Farm Junior School Management. Any corrective actions that may have been identified during any investigation need to be recorded on the relevant Accident and Incident Record, together with those who are responsible for closing out such actions.

1.3 Child Protection Procedures

Barnes Farm Junior School will adhere to the Child Protection Policy and Guidelines that have been agreed by the school Governors.

Refer to Child Protection Policy for details of procedure.

The designated person for Child Protection is the Head Teacher or the Deputy Headteacher/SENCO in the Headteacher's absence.

In addition to the above, Barnes Farm Junior School will also adhere to the Pre-Employment Checks Policy.

2.0 Premises Related Arrangements

2.1 Production Induction

When any contractor/temp staff arrives at Barnes Farm Junior School to carry out work activities within the school premises for the first time, the Contractors/Temp staff on Site Policy (HS16a) will need to be implemented.

2.2 Educational Visits

Barnes Farm Junior School has a separate Educational Visits Policy. The policy follows procedures and guidance set down in the DfEE guidelines for Health and Safety of Pupils on educational Visits.

The school has an Educational Visits Co-ordinator (EVC) who has responsibility for ensuring staff have adhered to the schools Educational Visits Policy when organising a visit.

Guidelines for the transportation of pupils by coach or car are clearly outlined in the Educational Visits Policy.

2.3 Risk Assessment & Method Statement

All work activities and work areas that expose employees or others to foreseeable significant risks will be subject to a Risk Assessment (HS09). All personnel and others affected by the works must be informed of the findings of the risk assessment. Any such briefings or communication of the contents of a risk assessment must be recorded. All risk assessments must be periodically reviewed or when a change in circumstances occurs.

For guidance when reviewing Method Statements and Risk Assessments submitted by others, i.e. sub-contractors, the Risk Assessment & Method Statement Evaluation (HS08) can be used for this purpose.

All assessments will be carried out by personnel who are trained and suitably competent in the activity and/or task area being risk assessed.

Barnes Farm Junior School have a suite of policies in place provided by CLEAPSS and are associated with high risk classroom activities to further support any risk assessment carried out.

These include:

- Art & Design
- Arts Policy
- Design and Technology (DT)
- ICT
- Science

2.4 Chemicals and Substances

The Control of Substances Hazardous to Health Regulations (COSHH) requires the employers assess the adverse health effects of employees and others from exposure to substances in the workplace. Once an assessment has been carried out to quantify the risk, it is necessary to either eliminate or control to an acceptable level the exposure of the individual to that substance.

All hazardous substances used by Barnes Farm Junior School will be subject to a COSHH Assessment with regard to hazard to health. All hazardous substances used or stored at any Barnes Farm Junior School location will be detailed on a COSHH Register. COSHH Assessments and COSHH Register are completed on an electronic system.

All tasks involving employee exposure (or others) where a COSHH assessment has been undertaken, all employees and others affected will be informed of the results and any controls required for its safe use and to avoid or limit exposure.

2.5 Working at Height

Barnes Farm Junior School will;

- Avoid work at height where it is possible to do so
- Use work equipment or other measures to prevent falls where work at height cannot be avoided
- Where risk of fall cannot be eliminated, work equipment or other measures will be implemented to minimise the distance and consequences of a fall should one occur

Working at height shall be undertaken through the use of safe systems of work developed specifically for the working activity via a risk assessment.

Hazards associated with working at height shall be assessed, with control measures developed and implemented to eliminate or minimise any risk.

Step Ladders (Class 1) must only be used as the last resort and upon a specific risk assessment being conducted.

Evidence must also be available that illustrates that alternative methods of working at height have been considered.

All employees who undertake work at height must have had training to ensure that they have a satisfactory level of awareness in relation the hazards of working at height, in particular the requirements of the Working at Height Regulations and the type of control measures needed to eliminate or sufficiently reduce the hazards posed by working at height.

2.6 Electricity

Barnes Farm Junior School will ensure that all electrical works comply with the Electricity at Work Regulations and understand their health and safety duties and responsibilities as detailed within these regulations.

Barnes Farm Junior School uses only competent persons to undertake all electrical works and strive to seek full compliance with BS7671: Requirements for Electrical Installations (Current Edition).

Where a sub-contractor needs to work on any electrical system or equipment, then an Electrical Work Permit (HS28) must be completed and issued by a suitable Barnes Farm Junior School representative.

2.7 Plant and Equipment (including Electrical Equipment)

All plant and equipment must only be used by trained and qualified persons.

The work equipment selected will be ergonomically suitable and fit for purpose. Work equipment inspections will be undertaken relevant to the plant and equipment in use.

Inspections must be carried out before use on a daily basis by operatives using any plant or work equipment. However, these inspections do not need to be formally recorded. Formal inspections on all work equipment must be carried out at suitable intervals, this will be dependent upon frequency of use, the risk of damage and the working environment.

The checklists and registers listed below are to be used as required;

- Ladders Checklist (HSC05)
- Tools and Equipment Checklist (HSC01)
- Ladder Register (HSR06)
- Tools and Equipment Register (HSR05)
- Play Equipment Checklist (HSC02)

Please note, that the above list is not exhaustive.

All relevant plant and work equipment will be the subject of statutory or periodic inspections. Electrical equipment will be the subject of regular Portable Appliance Testing. Results of portable appliance testing are to be recorded, kept and maintained. Employees must not use and report faulty or defective equipment. Repairs will only be carried out, by competent and authorised persons. All portable appliances will be serviced in accordance with the Institute of Electrical Engineers Codes of Practice for Service Inspection and Testing of Electrical Equipment.

All portable tooling/equipment under the control of Barnes Farm Junior School (including tooling used by sub-contractors) must be in possession of an in-date PAT Label.

2.8 Lifting Operations and Lifting Equipment

Barnes Farm Junior School shall ensure that all requirements of the Lifting Operations and Lifting Equipment Regulations 1998 are adhered to, so far as ensuring that all lifting equipment is;

- Sufficiently strong, stable and suitable for the proposed use.
- Positioned or installed to prevent risk of injury, e.g., from the equipment or the load falling or striking people.
- Visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads. Accessories, e.g. slings, clamps etc, should be similarly marked.

Additionally, it will be ensured that;

- All loads to be lifted or lowered shall be suitable ensuring the lifting points and load itself are stable etc.
- lifting operations are planned, supervised and carried out in a safe manner by people who are competent.
- where equipment is used for lifting people it is marked accordingly, and it should be safe for such a purpose, e.g. all necessary precautions have been taken to eliminate or reduce any risk;
- Lifting equipment shall be thoroughly examined in use at the recommended intervals, which are:

At least six-monthly for accessories and equipment used for lifting people and.

At a minimum, annually for all other equipment or at intervals laid down in an examination scheme drawn up by a competent person.

- All examination work shall be performed by a competent person; and
- Following a thorough examination or inspection of any lifting equipment, a report is submitted by the competent person to the employer to take the appropriate action.

2.9 Manual Handling

Before deciding to conduct an operation that requires a load to be lifted, pushed, pulled or moved by bodily force, consideration must be given as to avoiding the need to undertake a manual handling operation by using automated or mechanical equipment. Consideration to such operations can be recorded on the risk assessment conducted for the activity being undertaken.

For activities that require a detailed assessment, a Manual Handling Assessment (**HS06**) can be completed. In conducting the manual handling assessment, the following factors must be taken into consideration;

- The task, i.e. what, where, when, how is the load to be moved?
- The capabilities of the individuals(s) who are to undertake the task
- The weight, shape and centre of gravity of the load
- The environment of where the task is to be performed

All tasks involving the movement of loads by bodily force will, where reasonably practicable to do so, be avoided, by the use of automation or mechanical aids. All personnel involved in manual handling operations will receive suitable information and training.

2.10 Personal Protective Equipment (PPE)

All personnel will be provided with suitable personal protective equipment (PPE) where required to do so by risk assessment. All PPE issued on site will be recorded on the PPE Register (HSR12).

All equipment supplied will be to the relevant British or European standard and training given as to its proper and intended use.

It will be the employee's duty to co-operate in the wearing of the equipment when and where required, to not abuse the equipment and to ensure that any defects noted with any PPE issued is reported to their Supervisor.

It will be the responsibility of the Line Manager to ensure that employees wear the PPE recommended for the specific activities or tasks being undertaken as specified within the relevant risk assessment/method statement and within any site specific rules.

2.11 Noise

Personal exposure to noise levels should not exceed 80dB(A) for excess of 8 hours per day, this is a legal requirement. Steps should be taken to reduce the noise or sound pressure level to the lowest level reasonably practicable.

Wherever there is a noisy environment, where employees need to shout to communicate with a person 2 meters away this is an indicator that noise levels are being exceeded.

Where employees are exposed to noise levels exceeding 80dB(A), employees are provided with hearing protection such as earmuff or ear plugs.

The employee has a responsibility to wear the hearing protection and the Supervisor is responsible to ensure it is worn.

Barnes Farm Junior School are to provide employees with information about the noise levels, the harm this could have on the employee should the protection not be worn and the disciplinary action that will be taken should the PPE not be worn. Signage shall be posted where the noise level exceeds 80dB(A), the sign is a mandatory sign, which has a blue background with a white pictogram showing a head of a person wearing ear protection.

Ear protectors must be maintained and stored as the manufacturer's instructions, any defects are to be reported to the manager.

Ear defenders and/or ear plugs are to be provided to the employee free of charge by the employer.

Barnes Farm Junior School will monitor that employees are wearing their hearing protection as identified in the risk assessment.

The Health and Safety Advisor will audit noise and/or risk assessments to check noise has been suitably considered, controlled and check that relevant control measures have been identified and implemented.

Any noise assessments shall be undertaken and recorded by a competent person.

2.12 Vibration

The Control of Vibration at Work Regulations 2005 are in place to protect staff against risks to their health while working with equipment.

There are 2 areas of concern, which are:

- Hand Arm Vibration (HAV); and
- Whole Body Vibration.

Most people who drive road-going vehicles at work are not likely to experience high levels of whole-body vibration. It is, therefore, unlikely that any action will be required with regard to whole body vibration.

Whilst Barnes Farm Junior School realises that exposure to vibration does occur, it should be considered as a significant risk to its employees. Therefore, this policy outlines the steps to be taken by Barnes Farm Junior School to ensure that the risk of suffering ill health from using hand held power tools, or hand guided machines is eliminated or minimised.

Risk control will be effected by giving careful consideration to the selection and use of new equipment and by ensuring that any use of new or existing equipment does not exceed the daily exposure limit (ELV) value of 5 m/s² A(8).

In addition, where an individual's daily exposure exceeds the exposure action value (EAV) of 2.5 m/s² A(8) steps are taken to minimise exposure.

Assessing the risk and developing an action plan for control

All foreseeable hazards and risks must be considered in advance, in order to determine whether an assessment is necessary, the following questions need to be considered:

- Use impact or percussive (e.g. hammer action) tools for more than about 15 minutes per day?
- Use rotary action machines (e.g. grinders or sanders) for more than about an hour a day?
- Are there vibration warnings from tool/equipment manufacturers or suppliers for the tools being used?
- Have any employees been affected by vibration?

If any of these can be answered positively then an assessment is necessary.

Risk assessment will be conducted by:

- Identification of individuals at risk.
- Observation of specific work practices.
- Referring to relevant information on the probable level of vibration likely to be encountered when the equipment is used in particular working conditions.
- Where necessary, by measuring the level of vibration individuals are liable to be exposed to.

Consideration shall also be given to:

- Duration of exposure, including any exposure to intermittent vibration or repeated shocks.
- Effect of vibration on the workplace or work equipment, including the proper handling of controls, the reading of indicators, the stability of structures and the security of joints.
- Information provided by the manufacturers of work equipment.
- Availability of replacement equipment designed to reduce exposure to vibration.
- Specific working conditions such as low temperatures.
- Appropriate information obtained from health surveillance including, where possible, published information.

Using the probable level of vibration for the equipment and the duration of exposure, a calculation can be made by using the online exposure calculator at <http://www.hse.gov.uk/vibration/hav/hav.xls> or via data supplied by the tooling manufacturer/supplier.

This will assist in determining the daily exposure limit value associated with the equipment and ensure use of the equipment will be kept below this value.

Exposure to vibration is also monitored through the HAVS Operative Weekly Assessment (HS17), by the HAVS Supervisor Weekly Check (HSC09) and Health Surveillance.

2.13 Monitoring & Reviewing Performance

Regular reviews of health and safety performance based upon information from risk assessments, accident records, ill-health records, safety inspections and training allow a constant development and improvement in health and safety management. An annual review of health and safety performance will take place to ensure that a range of key performance indicators are set and achieved.

Barnes Farm Junior School is committed to proactive measurement of its health and safety performance to ensure continuing improvement. This will include:

- Termly Inspections, undertaken by the Premises Manager/Head teacher and possible further inspections by the Health and Safety Advisor.
- Annual Inspections, undertaken by the School Governing Body.

The inspections carried out by Barnes Farm Junior School personnel will be recorded using a Termly Inspection Report (HS12). It is important that any issues identified during inspections are recorded in sufficient detail, the persons responsible for rectifying the issues must also be noted. When the issues noted during the inspection have been completed, the date of completion must also be entered.

2.14 Fire and Emergency Evacuation

The Head Teacher will ensure that a suitable and sufficient Fire Risk Assessment is carried out at Barnes Farm Junior School and that any control measures identified are implemented and that the fire risk assessment is to be reviewed annually or if there is significant change.

It is the duty of all members of staff to be aware of the fire and emergency procedures. Barnes Farm Junior School has identified a responsible person to ensure that all escape routes are kept clear, and to report any defected equipment, damage to extinguishers and any other equipment.

Barnes Farm Junior School has identified a responsible person to ensure firefighting equipment is serviced annually and that an inventory of all equipment, plus a diagram showing the location and type of firefighting equipment is kept up to date.

The fire alarms are tested weekly and recorded on an electronic system.

Fire drills are carried out, the purpose of fire drills is to remove everyone as quickly as possible ensuring any people with disability are adequately provided for, assemble them at a safe place and check attendance.

2.15 First Aid

Barnes Farm Junior School will ensure that the requirements of the Health and Safety (First Aid) Regulations are met as a minimum. The arrangements made for summoning first aid will be clearly displayed throughout the school and they will also be communicated to new employees as part of the induction process. Any changes in the arrangements will be clearly communicated and made available for all.

The First Aid Checklist (HSC03) shall be used by the Finance / Administration Manager, to assist and ensure that these requirements are met.

2.16 Administration of Medicine

Barnes Farm Junior School maintains a separate Policy on administration of medicines during school hours. The school do not accept any medicine unless they are in measured doses or are individually wrapped (such as tablets).

Generally, trained first aiders administer medicines for chronic or long-term conditions, however, as medicines entering the school are in controlled doses support staff can sometimes administer medicine as well under supervision of a qualified first aider.

Medicines are stored safely in the school office. Staff will record the time medication is given using the Medicine Administration Record (HS10). The school request written consent from parents to authorise First Aiders to supervise their child self-medicating.

2.17 Welfare

Suitable and sufficient welfare facilities will be provided for all employees, these will include toilets, washing facility, rest accommodation and where appropriate, changing rooms.

2.18 Asbestos

Under the Control of Asbestos Regulations, Barnes Farm Junior School recognises and accepts its duty to manage asbestos within its premises.

Barnes Farm Junior School has an explicit duty to assess and manage the risks from asbestos. The School Governors are ultimately responsible for the production and implementation of an asbestos management plan within its own premises (should one be required).

The Schools Asbestos Management Plan shall be controlled by the Site Management Team, who will ensure that the management of asbestos is compliant with current legislation.

In order to manage the risk from asbestos, the Duty Holder shall ensure that a suitable and sufficient assessment is carried out as to whether asbestos is or isn't liable to be present within its own premises.

Where works are to be undertaken in premises under the control of other persons, information needs to be obtained as to the known location(s) of Asbestos Containing Materials (ACM's) within the premises.

In the absence of any information (such as asbestos registers, survey reports, etc.) relating to ACM's within the school premises, it shall be assumed that asbestos is present and therefore appropriate controls, dependent upon the activity shall be identified and implemented.

Where, during works, it is considered that other asbestos containing materials may exist, the Site Management Team shall be informed immediately, and the work(s) suspended until remedial action has been agreed.

The Control of Asbestos Regulations (Regulation 10) states that every employer must provide adequate instruction, information and training who are, or maybe exposed to asbestos. In accordance with this Regulation, Barnes Farm Junior School shall ensure that all staff who may come into contact with asbestos shall attend an Asbestos Awareness course that covers the following: -

- The properties of asbestos, its health effects and the interaction of asbestos and smoking
- The type of materials likely to contain asbestos
- What work could cause asbestos exposure and the importance of preventing exposure
- How work can be done safely and what equipment is needed
- Emergency procedures
- Hygiene facilities and decontamination.

Such training shall be undertaken at regular intervals to ensure any staff, that regularly have the risk of becoming exposed to asbestos, have the most up to date training and knowledge.

2.19 Waste Disposal

Where waste is generated during the course of Barnes Farm Junior School activities then that waste shall be disposed of in a controlled, safe and responsible manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then suitable arrangements will be devised and implemented. Any such arrangements will take into consideration current environmental legislation and its requirements.

3.0 Planning & Consultation Arrangements

3.1 Construction, Design and Management

Barnes Farm Junior School recognises that they may be involved in works which fall within the scope of the Construction (Design and Management) Regulations (CDM) 2015 and that failure to meet the requirements of these Regulations may result in injury to persons involved with the construction project. This recognition however is not an acceptance, and it is the expressed intention of Barnes Farm Junior School to take all reasonably practicable steps to ensure that each member of staff and others affected by its undertakings are not exposed to risks that may lead to incidents that may result in injury or ill health. Barnes Farm Junior School is committed to working towards ensuring a safe, healthy and welfare-oriented environment. Barnes Farm Junior School will therefore take all steps necessary to meet this responsibility. In achieving this, Barnes Farm Junior School will ensure that:

As the 'Client' Barnes Farm Junior School:

- a) Make suitable arrangements for managing their project, enabling those carrying it out to manage health and safety risks in a proportionate way. These arrangements include: appointing the contractors and designers to the project (including the principal designer and principal contractor on projects involving more than one contractor) while making sure they have the skills, knowledge, experience and organisational capability
- b) Allow sufficient time and resources for each stage of the project
- c) Make sure that any Principal Designer and Principal Contractor appointed carry out their duties in managing the project
- d) Make sure suitable welfare facilities are provided for the duration of the construction work
- e) Maintain and review the management arrangements for the duration of the project
- f) Provide pre-construction information to every Designer and Contractor either bidding for the work or already appointed to the project
- g) Ensure that the principal contractor or contractor (for single contractor projects) prepares a construction phase plan before that phase begins.
- h) Ensure that the principal designer prepares a health and safety file for the project and that it is revised as necessary and made available to anyone who needs it for subsequent work at the site.

For notifiable projects (where planned construction work will last longer than 30 working days and involve more than 20 workers at any one time; or where the work exceeds 500 individual worker days) Barnes Farm Junior School will:

- a) Notify HSE in writing with details of the project
- b) Ensure a copy of the notification is displayed.

3.2 Procurement

Persons responsible for the process of the procurement of items must ensure that;

- Any item of plant, equipment or goods whether purchased or hired complies with the relevant legislation, standards and safety instructions on the correct use of plant etc. accompanies the goods purchased or hired.
- Relevant manufacturer's Health and Safety information are to be supplied with any product purchased or hired. Relevant information shall include the material safety data sheets that are applicable under the Control of Substances Hazardous to Health Regulations.

3.3 Health, Safety and Welfare Grievances including Consultation

The school recognises that under the "Safety Representatives and Safety Committee Regulations 1977" (as amended) and the "Health and Safety (Consultation with Employees) Regulations 1996" (as amended) it is required to consult with employees and their elected representatives on health and safety matters.

Joint consultation will be held between management and employees including any appointed safety representatives, to resolve any problems which may arise.

Information will be provided to employees on subjects relevant to any consultation that they will be involved with such as the planning of health and safety training; and risk and hazards involved during the course of their work.

To resolve problems both parties, if necessary, will jointly seek expert impartial advice.

Employees who feel that problems are not being satisfactorily resolved by line management should highlight such concerns through the normal lines of communications however this does not affect employees' rights to contact the Health and Safety Executive independently.

Consultation will be undertaken if a decision is to be made involving work equipment, processes or organisation that could affect the health and safety of employees.

Information will be provided, and a chance will be given to the employees to express their views on the subject. These will all be taken into account before a decision is reached.

3.4 Concern with Regard to Health and Safety Issues

If any of Barnes Farm Junior School employees have any concern with regard to their health and safety, or that of others, they should inform their manager/supervisor immediately (or as soon as it is safe to do, dependent upon the circumstances) and if he or she is not available, then they must report to an alternative person in authority. The process for dealing with all health and safety concerns is illustrated in the H&S Concerns Flow Chart (HS37).

4.0 Health Related Arrangements

4.1 Alcohol and Drugs

Barnes Farm Junior School is committed to providing a safe and healthy working environment for all employees, contractors and visitors. The use of illegal drugs, misuse of legal drugs or other substances and the abuse of alcohol present serious risks to the workplace in that they are known to impair performance and increase the likelihood of accidents. Barnes Farm Junior School will (at its own discretion) undertake random testing of its employees and/or sub-contractors.

For the purpose of this policy, unlawful drugs are those substances detailed in the Misuse of Drugs Act 1971 for which no prescription has been obtained.

The consumption of alcoholic beverages prior to commencing work (so that the employee can be reasonably regarded to be under the influence of alcohol) or during working hours is prohibited.

The Company regards any breach of this rule to be a disciplinary matter that may result in formal disciplinary action, including summary dismissal for acts of Gross Misconduct.

Any employee who is medically prescribed drugs, which may affect their safety and efficiency, should seek advice from their GP regarding their fitness to carry out normal duties. The Company prohibits the unlawful use, possession, sale, manufacture and distribution of controlled substances as detailed in the Misuse of Drugs Act. Any employee who is convicted of an alcohol or drug related crime should report this, along with written details, to Barnes Farm Junior School within 7 working days of conviction.

Barnes Farm Junior School regards any breach of this rule to be a disciplinary matter that may result in formal disciplinary action, including summary dismissal for acts of Gross Misconduct.

In addition to the above, please refer to the Chelmsford Learning Partnerships Code of Conduct Policy.

4.2 Smoking

Barnes Farm Junior School discourages smoking and it is not permitted anywhere within the school premises. Signage, as required by current legislation, is displayed accordingly.

4.3 Stress at Work

Stress is a reaction by individuals to pressure both external and self-imposed, which results in physiological changes. These changes can make people feel exhilarated when things are going well or deflated when they are not. Stress is a part of normal life and often enables people to accomplish their goals. At optimal stress levels the individual thrives and maximises performance. Once stress becomes excessive, the person becomes distressed which will affect how they perform. If stress is experienced over a longer period the physiological changes can cause changes to a person's personality and habits, leading to poor working performance and also potentially, changes in lifestyle. The ultimate results can be harm to the individual and ultimately incurs financial costs to the organisation.

Barnes Farm Junior School shall always ensure that the problem of stress is tackled at its source and not dismissed. This shall be achieved by removing or reducing the elements which cause stress, using Health & Safety Survey Form (HS20) and specific stress risk assessment carried out e.g. excessive workloads and limited physical and/or human resources could lead to excessive working hours. Possible solutions might

involve reorganisation of tasks, increased resources, better training etc. Bullying or overbearing management styles may require disciplinary action to resolve them.

In addition to the above, Barnes Farm Junior School also have a separate Stress Management Policy.

4.4 Dermatitis

Barnes Farm Junior School understands that dermatitis within the workplace is a risk that must be controlled. To assist in the prevention of dermatitis, Barnes Farm Junior School will implement the following;

- Avoid contact with materials that cause dermatitis.
- Protect the skin
- Check for early signs of dermatitis.

Barnes Farm Junior School understand that by preventing contact with certain materials, prevents dermatitis from occurring. Barnes Farm Junior School shall take all the steps to avoid contact with materials that cause dermatitis by changing the task or process.

4.5 Respiratory Sensitisers

Barnes Farm Junior School recognises that breathing in substances called respiratory sensitisers at work can lead to occupational asthma. The documentation listed below is to be used to assist in the management of respiratory sensitisers and control the risks of occupational asthma;

- COSHH Assessment Record (HS04)
- Task/Activity Based Risk Assessment
- Health Surveillance Record (HS19)
- Health Surveillance Register (HSR14)

4.6 Infection Control

Barnes Farm Junior School will consider our activities and identify where and when workers and others may be exposed to infectious agents.

Barnes Farm Junior School will risk assess the work identifying the tasks and people who are at risk of a work-related infection.

Barnes Farm Junior School will consider if exposure can be eliminated or whether it can be reduced by restricting access to certain areas to a limited number of people.

Barnes Farm Junior School will identify any control measures already in place and any additional measures that may be required to avoid or reduce risk.

Barnes Farm Junior School will consider issues including;

- Direct physical contact with infectious agents.
- Contact with waste materials - direct, indirect and accidental contact.
- Activities involving skin piercing - intentional and unintentional.
- Contact with contaminated sharp objects.

- Work in areas contaminated with waste.
- Work in cleaning contaminated materials and equipment.
- Are any groups or individual workers at particular risk?
- Is health surveillance required? If yes, at what level?
- Could personal protective equipment give additional protection?
- Keep a written record of our risk assessments and the control measures and systems of work we adopt.
- Explain these arrangements to our workforce. Ensure they are understood.
- Provide training where required and information for staff nominated with responsibility.
- Implement the procedure and ensure that it is followed in practice.
- Report cases of work-related infection which result in a worker being unfit for work and which are confirmed by a medical practitioner to the Enforcing Authority.
- Monitor and review the operation of this procedure from time to time and after any identified case of infection or repeated pattern of absence from work, make changes identified as necessary or beneficial.

Barnes Farm Junior School also has a separate Headlice Policy.

5.0 Specific Workplace Arrangements

5.1 Young Persons

No persons between 16 and 18 years of age will be permitted onto any Barnes Farm Junior School office or site without the following;

- a) Written permission from the person's parent or guardian.
- b) Written permission from Barnes Farm Junior School.
- c) Permission from the Education Body for visiting students for work experience
- d) Completion of a specific risk assessment for the activities that are to be undertaken by the young person.
- e) All of the above are only for activities which have no statutory restrictions based on age.
- f) Young Person's Risk Assessment (HS29)
- g) Task Specific Risk Assessments

5.2 New & Expectant Mothers

There are specific requirements to take particular account of risks to a worker who is pregnant, who has given birth within the previous six months, or who is breastfeeding.

Female employees of childbearing capacity should be informed of any potential risks identified if they are or could be pregnant or breastfeeding. An explanation should be made of the steps that will be taken to ensure that new and expectant mothers are not exposed to the risks that could cause them harm.

Risks to new and expectant mothers could include:

- Manual handling of loads; pregnant workers are especially at risk from manual handling injury. There can also be risks for those who have recently given birth, e.g. after a caesarean section.
- Movements, postures and fatigue; fatigue from standing and other physical work may put pregnant workers at risk. They may also experience problems working at height, e.g. stepladders, or in tightly fitted workspaces or with workstations which do not adjust sufficiently to take account of increased abdominal size.
- Work with certain substances.

Identified risks shall be recorded and assessed using a New and Expectant Mother Risk Assessment (HS18).

5.3 Display Screen Equipment (DSE)

Users of DSE shall review their workstation against parameters detailed on a Display Screen Equipment User Assessment (HS21) to achieve an ideal working situation, and report any non-conformity to their line manager for corrective actions where possible. This document is to be sent to the Health and Safety Advisor upon completion, it will also judge habitual users. The Health and Safety Advisor will then complete the Display Screen Equipment and Workplace Assessment Action Sheet (HS22). The combined completion of these two documents will then establish the necessary remedial action for each workstation, if required.

DSE assessments shall be periodically reviewed, usually within a 12 month period, however there are circumstances, where an assessment may needed to be reviewed earlier, i.e. employee moves to another workstation, receives new DSE equipment or workstation furniture. A review will also be required should the employee's personal characteristics change in any way.

Adequate health and safety training is to be provided. The objective of the training will be to reduce the risk of physical (musculoskeletal) problems, visual fatigue and mental stress. The training should include;

- A simple explanation of the causes and risks of harm whilst using DSE equipment and workstations.
- The desirability of comfortable posture.
- Correct use of the adjustment mechanisms on equipment, particularly furniture.
- Arrangement of workstation components to facilitate good posture.
- The need for regular cleaning of screens and other equipment, and inspections to identify defects.
- The need to take advantage of breaks and changes of activity.

All employees should be issued with or have access "Working with DSE".

5.4 Permits to Work

However, where Barnes Farm Junior School need to implement permit to work controls e.g. within their own premises, then the following permits will be issued;

- Access Permit (HS36)
- Hot Work Permit (HS27)
- Electrical Work Permit (HS28)

5.5 Lone & Out of Hours Working

There is no prohibition for working alone but there are duties under the Health and Safety at Work etc. Act and the Management of Health and Safety at Work Regulations, namely to provide a safe system of work and to carry out a risk assessment where there is a foreseeable significant risk.

Whilst it is noted that lone working is not a situation that affects all staff, it is a possibility for some. All staff must adhere to Barnes Farm Junior School School's Lone Working Policy when working in school after hours or at the weekends.

To ensure risks and hazards associated with the lone working task have been identified, a risk assessment must be carried out also prior to the activity taking place.

5.6 Work Experience

Should Barnes Farm Junior School accept delegates for work experience purposes, completion of the following must take place, prior to the delegates being exposed to any working activities or environment;

- Employee Induction Record (HS15a)
- Site Induction (HS14)
- Work Experience Checklist (HSC13)
- Task/Activity Specific Risk Assessment

5.7 Violence Towards Staff

Any form of bullying, verbal or physical, will not be tolerated in any way. Barnes Farm Junior School will take appropriate measures necessary for its eradication. Measures are in place to prevent, so far as is reasonably practicable, any physical or mental ill treatment by or to our staff, or persons visiting / working on the premises.

Employees are encouraged to report any such treatment to any manager to whom they can relate and with whom they feel comfortable. Where possible, all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.

In addition to these arrangements, Barnes Farm Junior School also have the following supporting policies in place:

- Anti-Bullying
- Code of Conduct
- Staff discipline and dismissal procedure
- Grievance procedure

In addition to this please refer to the Chelmsford Learning Partnership Managing Violence Policy.

5.8 Lunch/Break time

Barnes Farm Junior School have a separate Lunchtime Supervision Policy as well as Playground Rules.

5.9 Playground

To protect children and our workers from playgrounds we need to:

- Assess the playground and equipment to identify where children and others could be harmed.
- Identify the control measures already in place and any additional measures that may be required.

Barnes Farm Junior School will consider;

- Equipment – Is regularly maintained and documented.
- Surfaces – Impact absorbing surfaces to prevent injury from falls from climbing equipment provided. It conforms to any prescribed safety requirements.
- Provision of supervision for the playground. Are risks to any supervisory staff, such as broken glass, contact with biological hazards, physical attack from children or angry parents or guardians, suitably controlled?
- Purchasing - new equipment should meet current safety standards.
- Appropriate fencing, access gates, should be provided and regularly maintained.
- Area inspections - daily or weekly inspections by competent persons using (HSC02)
- Frequent operational checks covering the stability, wear etc. of equipment. Annual inspection by an independent specialist.

- Appropriate waste receptacles and seating should be provided.
- Keep a written record of significant risk assessments and the control measures and systems of work adopted.
- Make sure that Managers and Supervisors understand the procedures and arrangements. Consider whether they need any training.
- Implement the procedure and ensure that it is followed in practice.
- Monitor and review the operation of this procedure from and whenever an incident occurs, make changes to the procedure identified as necessary or beneficial.

5.10 Gym Equipment

To protect workers and others from the risks created by the provision and use of gymnasium equipment we need to;

- Consider our activities and identify where and when workers and others may be exposed to risks from gymnasium equipment.
- Assess the risks to our workforce and others from the use of the equipment, identifying control measures already in place and any additional measures that may be required to avoid risk. Refer to manufacturers' guidance, trade guidance and British, European or Irish Standards etc

Barnes Farm Junior School will consider:

- The position and layout of equipment.
- Access to equipment.
- Secure racks for weights and accessories.
- Purchasing standards.
- Ventilation and air conditioning systems.
- Providing access to a drinking water supply.
- Slips and trips on wet floors in showers and changing rooms.
- Assessment of user fitness levels.
- New user induction.
- Warning and information signs.
- Inspection and maintenance of equipment.
- Keep a written record of significant risk assessments and the control measures and systems of work adopted.
- Make sure that Managers and Supervisors understand the procedures and arrangements.
- Consider whether they need any training.
- Explain our system and arrangements to our workforce. Ensure they are understood and provide further training where necessary.
- Ensure there are adequate numbers of staff trained in the operation of plant, equipment and water treatment.
- Implement the procedure and ensure that it is followed in practice.
- Monitor and review the operation of this procedure periodically and after any incidents, making changes identified as necessary

6.0 General Arrangements

6.1 Temporary Workers & Sub Contractors

Barnes Farm Junior School recognises its duties to persons other than employees under the requirements of Sections 3 and 4 of the Health and Safety at Work etc. Act 1974 and its obligations to fixed term contractors and temporary workers under the Management of Health and Safety at Work Regulations 1999. All contractors and temporary workers will therefore be provided with all necessary information regarding risks to their health and safety whilst on Barnes Farm Junior School premises or site. Suitability of contractors in terms of health and safety will be a prime consideration prior to the awarding of contracts.

This will involve an assessment of contractor competency in safety management as far as can be reasonably ascertained from information submitted by the contractor using a Sub Contractor Evaluation (HS16).

When evaluating Risk Assessments and Method Statements submitted by Sub Contractors to determine whether they are suitable and sufficient, the Risk Assessment & Method Statement Evaluation (HS08) should be used.

Sub-Contractors are subject to the same conditions as the company and will comply with all relevant statutory requirements, codes of practice and guidance notes.

All contractors will be expected to manage risks to the health and safety of Barnes Farm Junior School' employees, other contractors and members of the public exposed to working activities carried out for the company by the contractor.

All plant, equipment, substances, materials and working practices used and/or adopted by sub-contractors shall be safe and used in a manner which meets the requirements of all current legislation and best practice. All sub-contractors and temporary workers will be familiarised with local fire and emergency procedures by persons responsible for the contractor or temporary worker.

6.2 Visitors/ Hirers and Other Users (Production)

All visitors must report to the main reception where a signing in system is in operation.

It is important to provide the relevant information to visitors. The contents of the information will depend on the circumstances (e.g. regular and accompanied visitors) at the particular premises, but is likely to include:

- Directions
- In house rules including signing in, smoking, parking, etc.
- Restricted areas and their identification
- Procedure for obtaining assistance (it is to be remembered that the provision of first-aid to visitors is not mandatory) and reporting problems and defects
- Means of recognising the emergency alarms
- Emergency procedure
- First Aid Arrangements
- Welfare Facilities
- Accident & Incident Reporting Procedure

Hirers and Other users

When the school's premise is used for purposes not under the direction of the Headteacher then the principal person in charge of the activities will have responsibility for safe practices.

The Head will seek to ensure that hirers and others who use the school's premise conduct themselves and carry out their operations in such a manner that all statutory and the school's safety requirements are met at all times.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers that they are familiar with this policy, and comply with all safety directives of the governing body. They will not, unless with prior consent of the governing body:

- a) Introduce equipment for use on the school premises
- b) Alter fixed installations
- c) Remove fire and safety notices or equipment
- d) Take any action that may create hazards for persons using the premises or the staff or pupils of the school

Hirers and others using school premises will receive a school hirer pack, which will include a copy of the health and safety policy, emergency procedures, location of first aid boxes and school premises risk assessment.

In addition to this please refer to Barnes Farm Junior School Lettings Policy.

6.3 Non English Speaking Personnel

All Barnes Farm Junior School documentation will be written and produced in English, therefore all persons undertaking works for Barnes Farm Junior School, must have an acceptable level of ability to read and understand health and safety documentation and information. However, Barnes Farm Junior School will assist all relevant persons, where it is possible and reasonably practicable to do so.

This assistance will be through the use of others who may be available locally, to act as an interpreter. Such persons must also be able understand verbal instructions, which will be given to them in English.

Managers and Supervisors, must clarify and confirm and verbal information given, to ensure that it is understood. As previously noted, assistance will be provided by Barnes Farm Junior School, again where it is possible and reasonably practicable to do so.

6.4 Mobile Phones & Driving

Barnes Farm Junior School is committed to reducing the risks our employees face and create when driving for work. We expect that all employees play their part, whether they use a company vehicle, their own or a hire vehicle.

Managing Director and Directors must ensure:

- They lead by personal example
- They do not expect staff to answer calls whilst driving

- That employees understand their responsibilities not to use hand-held mobile phone while driving
- That employees switch phones to voicemail, or switch them off, while driving, or ask a passenger to use the phone
- That employees plan their journeys to include rest stops which will also provide the opportunity to check messages and return calls
- That work practices do not pressurise staff to use a mobile phone while driving

Employees who drive for work must:

- Never use a hand-held mobile phone while driving
- Plan journeys so they include rest stops when messages can be checked and calls returned
- Ensure their phone is switched off and can take messages while they are driving, or allow a passenger to use the phone, unless a suitable hands free device has been fitted
- Ensure that if using a 'hands free kit' with their mobile phone, that they still do not dial numbers from their phone, only use this equipment to answer incoming calls.

6.5 Document Changes

Changes required to any documentation contained within the Barnes Farm Junior School Health & Safety Policy must be done in a controlled manner. No new documents are to be created or any changes made to existing documentation.

If the need for a new document to be created is identified, or changes required to an existing document, then this requirement is to be made by using the Document Change Request Form (HS39).

7.0 Related Documentation

This is a table of supporting documentation that is used to assist implementation of the Health and Safety Policy requirements. They can be found on the Barnes Farm Junior School Health & Safety Portal (Clinked).

Title of Supporting Documentation	Reference
COSHH Assessment Record	HS04
Accident & Incident Record	HS05
Accident & Incident Reporting Flow Chart	HS05a
Hazard/ Near Miss Report Form	HS05b
RIDDOR Guidance	HS05c
Manual Handling Operations Record	HS06
Accident-Incident Witness Statement Form	HS07
Risk Assessment & Method Statement Evaluation	HS08
Risk Assessment	HS09
Medicine Administration Form	HS10
Termly Inspection Report	HS12
Governor Inspection Report	HS12a
Induction Initial Meeting Record	HS15
Teacher, ST and LSA Induction Record	HS15a
Admin and Site Staff Induction	HS15b
MDAs Induction Record	HS15c
Student LSA and Volunteers Induction Record	HS15d
Sub-Contractor Evaluation	HS16
Contractors on site Policy	HS16a
New and Expectant Mother Risk Assessment	HS18
Health Surveillance Record	HS19
Health and Safety Survey Form	HS20
Display Screen User Assessment	HS21
DSE & Workplace Assessment Actions Sheet	HS22
You and Your Workstation Guide	HS23
HAV Identification Questionnaire	HS26
Hot Work Permit	HS27
Electrical Work Permit	HS28
Young Person's Risk Assessment	HS29
Access Permit	HS36
H&S Concerns Flow Chart	HS37
Document Change Request	HS39











Title of Checklists	Reference
Tools & Equipment Checklist	HSC01
Play Equipment	HSC02
First Aid Checklist	HSC03
Teacher Induction Checklist	HSC04a
Admin Staff Induction Checklist	HSC04b
LSA Induction Checklist	HSC04c
MDA Induction Checklist	HSC04d
Student LSA Induction Record	HSC04e
Site Staff Induction Record	HSC04f
Volunteer Induction Record	HSC04g
Ladders Checklist	HSC05
Work Experience Checklist	HSC13
Contractor Induction Checklist	HSC16b

Title of Registers	Reference
Document Review Register	HSR00
COSHH Register	HSR01
Tools & Equipment Register	HSR05
Ladder Register	HSR06
Method Statement & Risk Assessment Register	HSR07
Risk Assessment Briefing Register	HSR07a
Permit Register	HSR13
Health Surveillance Register	HSR14

COSHH ASSESSMENT

Product Name(s):		Reference Number:	
Description of Substance:		Assessed By:	
Workplace Exposure Limits:		Date:	
Task/Activity: (including application; sprayed/brushed etc)		Risk Phrases:	
		Safety Phrases:	
Supplier: (address & tel. if possible)		MSDS Attached:	Yes / No


SUBSTANCE PROPERTIES

SUBSTANCE PROPERTIES								
Flammable	Oxidisers	Explosive	Acute Toxicity	Serious Systematic Health Hazard	Irritant	Dangerous to Aquatic Environment	Corrosive	Compressed Gas
								


PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

								
Head Protection	Hi-Vis Clothing	Safety Footwear	Eye Protection	Gloves	Dust Mask	Hearing Protection	Breathing Protection	Face Shield

ROUTE OF EXPOSURE

ROUTE OF EXPOSURE					
Skin		Eyes		Inhalation	
Ingestion		Cuts/Abrasions		Injection	

PERSONS AT RISK

PERSONS AT RISK					
Users of the Product		Members of Public		Visitors	
Other Workers		Young Persons			



First Aid / Hygiene Arrangements	Fire Precautions

Storage / Transport Requirements	Monitoring / LEV Requirements

Spillage Procedures	Disposal Requirements

General Precautions	Other Control Measures

OVERALL RISK RATING		
High		
Medium		
Low		
Comments		



AUTHOR	
Author Name:	
Author Signature:	
Date of Assessment:	
Date of Review:	Within 12 months of date of assessment or should other circumstances dictate i.e.; 1. Update of Safety Data Sheet (MSDS). 2. Change in working environment or method of use/application.

An incident report must be completed for all incidents that are related to work activities or premises under the company's control.

Key	
Completed by Barnes Farm Junior School	
Completed by Workplace Safety Solutions	
For Information	

Location:		Date:		Report No.:	
------------------	--	--------------	--	--------------------	--

Type of Accident / Incident: Please tick appropriate box (one only).													
Minor Injury (First Aid Required)	<input type="checkbox"/>	Incident	<input type="checkbox"/>	Minor Environmental	<input type="checkbox"/>	Between 1-6 Days	<input type="checkbox"/>	Work Related Illness	<input type="checkbox"/>	Dangerous Occurrence (RIDDOR)	<input type="checkbox"/>	Fatality	<input type="checkbox"/>
Minor Injury	<input type="checkbox"/>	Security	<input type="checkbox"/>	Major Reportable Environmental	<input type="checkbox"/>	Over 7 Day (RIDDOR)	<input type="checkbox"/>	Major Injury	<input type="checkbox"/>				

General details of Accident / Incident	
Reported By:	Area:
	Date of Accident / Incident:
	Time:

Nature of Accident / Incident. To be completed by the person reporting accident / incident. Include who (if anyone) was injured, how the accident / incident occurred and what the circumstances were. Attaching supporting documentation as required, sketches etc.

--

Witness Details:	
-------------------------	--

Details of injury sustained: (Refer to Table 1 for examples of injuries)	
--	--

Details of Injured Person (Complete if Applicable)

Full Name:	
------------	--

Address:	
----------	--

Post Code:	
------------	--

Occupation:	
-------------	--

Date Of Birth:		Male/Female	
----------------	--	-------------	--

Please Tick One:	Full Time		Part Time / Casual		Work Exp.		Customer		Contractor	
------------------	-----------	--	--------------------	--	-----------	--	----------	--	------------	--

If Contractor, State Company Name:	
------------------------------------	--

First Aid Given? Y/N		If Yes – Name of First Aider:	
----------------------	--	-------------------------------	--

Person Conveyed to Hospital? Y/N		If Yes – State Which Hospital:	
----------------------------------	--	--------------------------------	--

Direct Cause:	Root Cause:
---------------	-------------

--	--

(Refer to Table 2 below for examples of Direct and Root Cause Factors.)
 Note! There may be more than one direct and root cause that contributed to the accident / incident.

Corrective Action Given/Taken:

--

Further Investigation Required By Workplace Safety Solutions: (Delete as Appropriate)

YES

NO

 Incident Report Closed Out By:
 (Print Name)

Signature:

Date:

TABLE 1 - EXAMPLES OF INJURIES

Cut (Please Specify Part of Body)	Foreign Body in Eye (Please Specify Type of Foreign Body)	Broken / Fracture (Finger)	Fatality
Graze (Please Specify Part of Body)	Disease (Please Specify Type)	Broken / Fracture (Hand)	Amputation (Please Specify Part of Body)
Bruise (Please Specify Part of Body)	Rash	Broken / Fracture (Arm)	Unconsciousness
Burn (Please Specify Part of Body)	Poisoning	Broken / Fracture (Leg)	Other (Please Specify)
Scald (Please Specify Part of Body)	Dislocation (Please Specify Part of Body)	Broken / Fracture (Foot)	
Back Strain (Please Specify Upper or Lower)	Crushing (Please Specify Part of Body)	Broken / Fracture (Toe)	

TABLE 2 - EXAMPLES OF CATERGORIES OF DIRECT AND ROOT CAUSES:
DIRECT CAUSE FACTORS (Examples for Consideration)

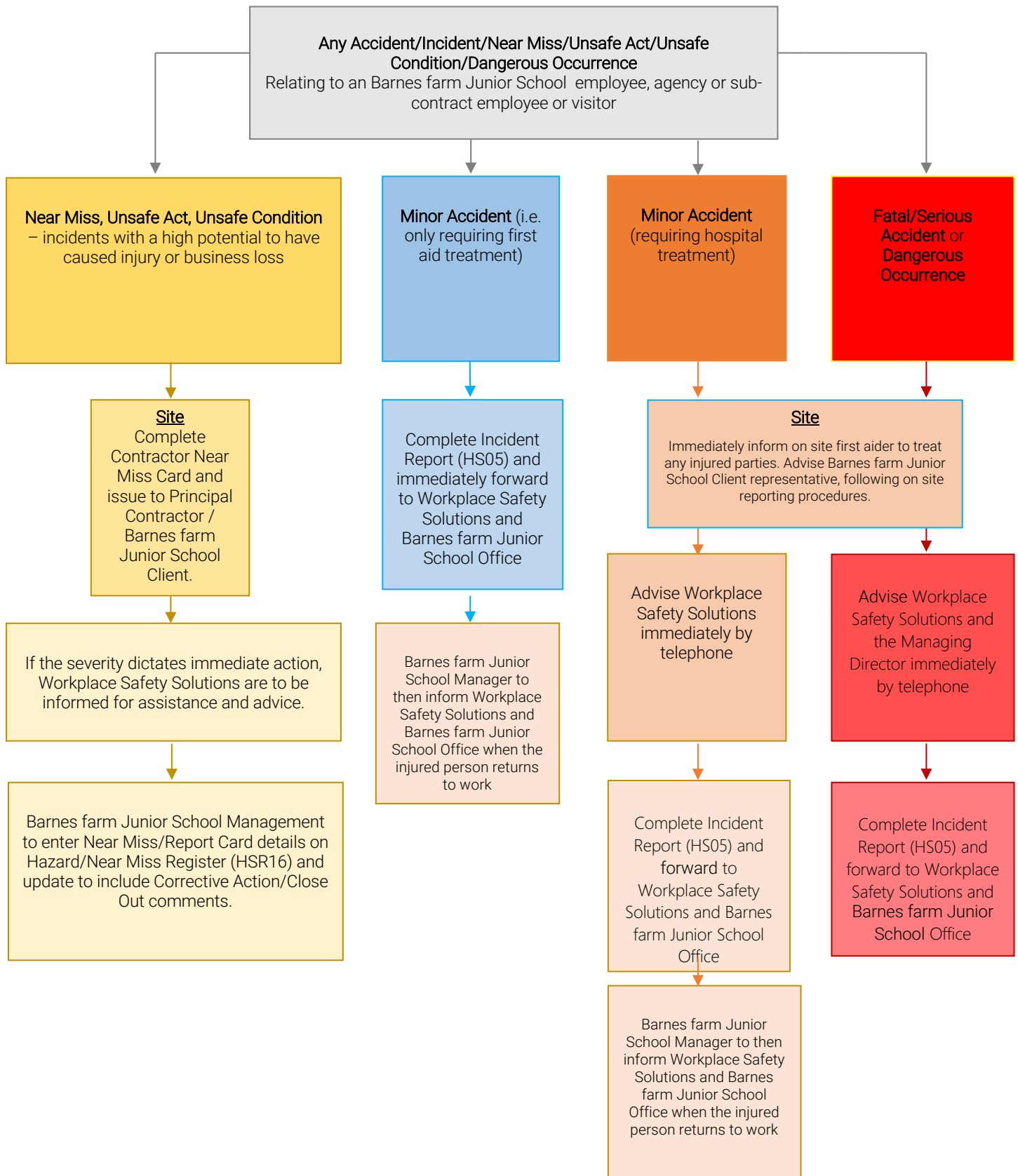
Slip	Slip caused by oil on a floor from plant and machinery or spill from oil container Slip caused by cold weather resulting in ice on ground
Fall	Fall from height, Fall into open pit or excavation
Cut	Cut caused by a slip with knife while stripping cable
Electric Shock	Shock caused by touching exposed live terminal etc

ROOT CAUSE FACTORS: (Examples for Consideration)

Slip	Oil on floor from plant or machinery - Poor or no maintenance procedure in place - Maintenance procedure not used Oil on floor from spillage - No bunding system or drip trays in place - Bunding or drip trays not used Ice on floor from cold weather - Poor or no gritting process in place - Gritting process not used
Fall	Fall from height - No safe system of work in place, hazard not recognised, no edge protection, no fall arrest system, or use of inappropriate equipment (ladders instead of a MEWP). Fall into open pit or excavation - No safe system of work in place, hazard not recognised, no physical barriers in place.
Cut	Cut caused by a slip with knife - Incorrect tool used i.e. Craft knife used not cable stripping tool.
Electric Shock	Shock caused by touching exposed live terminal - No safe system of work in place.



ACCIDENT AND INCIDENT REPORTING FLOW CHART



HAZARD & NEAR MISS REGISTER (HS05b)

An entry must be made on this report form to record all Hazard/Near Misses and detail corrective actions given to close out all significant items.

Ref.	Raised By	Date Raised	Description of Issue Raised	Corrective Action Taken	Date of Corrective Action	Closed Out (Y/N)

Evidence of all corrective actions given is to be retained by Barnes Farm Junior School Management, where applicable.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) Guidance (HS05b)

The purpose of this Guidance is to give you a better understanding of what duties RIDDOR puts on employers with regards to reporting certain serious workplace accidents, occupational diseases and specified dangerous occurrences. RIDDOR accidents should be reported to the HSE by using the HSE report form F2508 (for disease F2508A). <http://www.hse.gov.uk/riddor/>

For an incident (other than a specified Dangerous Occurrence) to be reportable under RIDDOR it must satisfy both of the following:

- It must have arisen “out of or in connection with work” and
- It must have resulted only in those injuries or disease in RIDDOR.

Incidents involving employees should be relatively straightforward to judge, e.g.

- They will be at work, i.e. at their normal or alternative place of work, or driving on business. (Although it should be noted that Road Traffic Accidents are not reportable).

And

- Their injuries must result in death, or specified injury (e.g. fracture, hospitalisation for more than 24 hours), or absence as a result of an injury for more than 7 days, or a specified disease. (Please note: “Stress” is not reportable under RIDDOR).

Incidents involving people not at work, e.g. pupils, clients are not so straightforward. E.g.

Incidents which might “arise out of, or in connection with, work”

- Work organisation (e.g. lack of supervision on a field trip, access to “dangerous” areas in the school).
- Plant or work equipment (e.g. faulty lift, D&T machinery, playground equipment).
- A (chemical) substance (e.g. access to unsecured chemical store) or
- The condition of the premises (e.g. uneven floors, deteriorating playground surface).

Note: If a pupil was injured in the playground solely attributable to the “rough and tumble” of play, that would not be connected with work, but if it was because of the poor condition of the playground, it would be.

And

They were taken direct from the school to hospital for treatment in respect of the injury. (Note: going home first, and then to hospital is not reportable).

Types of reportable injury

Death of any person:

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work related accident, including an act of physical violence to a worker.

Specified Injuries to workers:

- 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
 - 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:
 - leading to hypothermia, heat induced illness
 - requires resuscitation or admittance to hospital for More than 24 hours.

Over-seven-day incapacitation of a worker:

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation:

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (e.g. members of the public):

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostics tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a specified injury.

Occupational Diseases:

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. 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

Dangerous Occurrences:

Dangerous occurrences are certain, specified near miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- plant or equipment coming into contact with overhead power lines
- the accidental release of any substance which could cause injury to any person













This list is not exhaustive, for further information check out the HSE website <http://www.hse.gov.uk/riddor/>






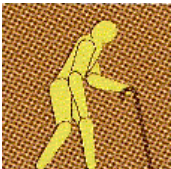










Manual Handling Operations Risk Assessment Record (HS06)

Project				
Premises				
Locations				
Activity				
Materials to be Handled				
Hazardous Contents				
Can Manual Handling be Eliminated?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>



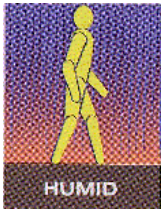


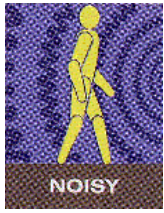




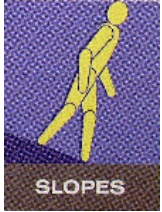

Mark boxes as appropriate. Every activity must be marked

Task	 STOOPING	 LIFTING HIGH	 LIFTING LOW	 HANDLING WHILE SEATED	 REPETITION	 REACHING HIGH
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	 REACHING LOW	 CARRYING	 TWISTING	 BENDING SIDEWAYS	 PUSHING	 PULLING
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>



Individual	 NEED FOR UNUSUAL STRENGTH, ETC	 TRAINING REQUIRED	 PPE TO BE WORN	 18 - 55 YEARS?	 MEDICAL CONDITION OR HISTORY
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Load	 BULKY/ UNWIELDY	 DIFFICULT TO GRIP	 HOT	 COLD	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	 HEAVY	 LIGHT	 SHARP/ ABRASIVE	 UNSTABLE	 ECCENTRIC SHAPE
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>



Environmental	 HOT	 COLD	 HUMID	 WINDY	 DUSTY	 NOISY
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	 VIBRATING	 OBSTRUCTIONS	 STEPS	 CONFINED SPACES	 SLOPES	 UNEVEN SURFACES
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Control Measures

Assessor Name;

Date Of Assessment;



**ACCIDENT / INCIDENT WITNESS STATEMENT
(HS07)**

SITE:

ACCIDENT / INCIDENT REFERENCE NUMBER:		
DATE OF INCIDENT		
CONTRACTOR:		
WITNESS NAME:		
WITNESS ADDRESS:		
INDIVIDUALS STATEMENT:		
I, THE UNDERSIGNED, HEREBY DECLARE THAT THE STATEMENT GIVEN ABOVE IS, TO THE BEST OF MY KNOWLEDGE, A HONEST STATEMENT OF FACT.		
PRINT NAME:		COMPANY:



SIGNATURE:	DATE:
------------	-------

CONTINUATION SHEET NUMBER:	
ACCIDENT / INCIDENT REFERENCE NUMBER:	
DATE OF INCIDENT	
CONTRACTOR:	
WITNESS NAME:	
INDIVIDUALS STATEMENT:	



WORKPLACE
SAFETY SOLUTIONS



I, THE UNDERSIGNED, HEREBY DECLARE THAT THE STATEMENT GIVEN ABOVE IS,
TO THE BEST OF MY KNOWLEDGE, A HONEST STATEMENT OF FACT.

PRINT NAME:

COMPANY:

SIGNATURE:

DATE:

Risk Assessment & Method Statement Evaluation (HS08)

Name of Contractor:	
Department / Project:	
Task / Activity:	

All Risk Assessments and Method Statements (RAMS) submitted by Contractors must be 'suitable and sufficient' for the works being undertaken. This means that they must address the significant risks and be clear on how such risks will be controlled.

The following evaluation must be completed prior to allowing works to proceed, therefore sufficient time must be allowed for receipt of the RAMS, checking and re-submission if required.

Any response which is stated as '**No**' or '**Partly**' must be rejected at that time. The amended RAMS must be re-submitted for review. Works can only proceed once the RAMS are deemed to be 'suitable and sufficient' as indicated at the base of the evaluation.

This evaluation is a guide for minimum requirements and is not exhaustive. There will be other items you may consider need to be included within RAMS.

Risk Assessments

			✓	Yes	No	Partly
1	Project Particulars	– Project name and address, contractor's details, – Date that risk assessment was undertaken, is it signed & dated?				
	<u>Comments:</u>					
2	Risk Assessments follow HSE's 5 steps to Risk Assessment?	– Persons at risk e.g. operatives, public etc? – How they might be harmed? – Risks are evaluated and precautions stated? – The assessment has a review section?				
	<u>Comments:</u>					
3	All significant risks considered?	– All significant risks have been identified. These are risks that if left uncontrolled could result in serious injury / ill-health or damage.				
	<u>Comments:</u>					

Method Statements

			✓	Yes	No	Partly
4	Project Particulars	– Project name and address, contractor's details, date that method statement was undertaken, is it signed & dated?				
	<u>Comments:</u>					
5	Work Detail	– What the activity is, where it will be undertaken, timescales, working hours, estimated size of workforce?				
	<u>Comments:</u>					
6	Method of Work	– How access & egress will be achieved safely? – Measures to control <u>significant</u> risks? – Additional information? e.g. surveys, instructions etc.				
	<u>Comments:</u>					

			✓	Yes	No	Partly
7	Supervision Arrangements	<ul style="list-style-type: none"> Ratio of supervisors against number of operatives? Vulnerable groups e.g. apprentice/young person? Supervision arrangements for sub-let companies? 				
	<u>Comments:</u>					
8	Training and Competency	<ul style="list-style-type: none"> Whether specific training is stated? Experience/knowledge required for specific roles e.g. supervisors. 				
	<u>Comments:</u>					
9	Movement of Materials & Storage	<ul style="list-style-type: none"> Movement of goods between different levels/places. Interface between traffic and others. Other hazards such as sources of ignition. 				
	<u>Comments:</u>					
10	Plant and Equipment	<ul style="list-style-type: none"> Is it clear what plant and equipment will be used? Whether they are correct for the task? How they will be inspected & maintained? 				
	<u>Comments:</u>					
11	Occupational Health / COSHH	<ul style="list-style-type: none"> Respiratory illness (e.g. asbestos, silica dust etc), vibration, manual handling, noise etc. 				
	<u>Comments:</u>					
12	Personal Protective Equipment	<ul style="list-style-type: none"> Whether specific PPE is stated rather than being a generic requirement? Has the correct PPE been stated? 				
	<u>Comments:</u>					
13	Environment	<ul style="list-style-type: none"> Whether arrangements for waste disposal are stated? Whether pollution prevention measures are stated? 				
	<u>Comments:</u>					
14	First Aid and Emergency Planning	<ul style="list-style-type: none"> That first-aid arrangement is adequate e.g. numbers of first-aiders, geographical spread etc. Arrangements are in place for emergencies e.g. fire. 				
	<u>Comments:</u>					

Status Review

1 st	Reviewer:	Date:	Sections to be Reviewed:	Accept	Reject
2 nd	Reviewer:	Date:	Sections to be Reviewed:	Accept	Reject
3 rd	Reviewer:	Date:	Sections to be Reviewed:	Accept	Reject

If the Risk Assessment or Method Statement fails to meet the required standard after the 3rd review then seek guidance from your Health & Safety Manager or Advisor.



RISK ASSESSMENT (HS09)

Project Title:		Description of Works:							
Author:		RA Reference & Revision:							
Location:		Date:							
Risks above 6 are not acceptable; control measures must be implemented to reduce risks to below 6.									
No	Hazard	Consequence	Without Controls			Control Measures to Reduce the Risks	With Controls		
			L	S	RS		L	S	RS
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

People Affected by Works			
Staff		Managers	
Public		Young Persons	
Visitors		Others	

Likelihood (L)	Risk (L x S)			Severity (S)
Frequent	5	X	5	Fatality
Probable	4	X	4	Major Injury
Occasional	3	X	3	7 Day/LTI Injury
Possible	2	X	2	Minor Injury
Improbable	1	X	1	No Injury

MEDICINE ADMINISTRATION RECORD (HS10)

Record of medicines administered in a school setting to all children

Name of School/Setting _____

Date	Childs Name	Time	Name of Medicine	Dose Given	Any Reactions	Signature of Staff	Print Name

TERMLY INSPECTION CHECKLIST (HS12)

Suitable for all general areas of school, for large sites you may decide to inspect a different area(s) or block(s) each time, ensuring that the whole site has been inspected over the course of 12 months.

School Name:		Area(s) Inspected:	
Date of Inspection:		Inspected By:	

	Y	N	N/A	COMMENTS / ACTIONS NEEDED
FIRE PRECAUTIONS				
FIRE ALARM CALL POINTS TESTED WEEKLY (CALL POINTS NUMERATED, DIFFERENT CALL POINT EACH WEEK IN ROTATION) AND RECORDED?				
TERMLY FIRE DRILL CONDUCTED AND RECORDED (OCCUPANTS ABLE TO EVACUATE TO PLACE OF SAFETY IN A REASONABLE TIME < 3MINS)?				
FIRE ALARM AUDIBLE IN ALL AREAS?				
EMERGENCY LIGHTING TESTED MONTHLY (IN HOUSE) AND RECORDED?				
FINAL EXIT DOORS OPERATIONAL AND UNOBSTRUCTED?				
DOORS WITH ELECTROMAGNETIC LOCKS RELEASE ON OPERATION OF FIRE ALARM / LOSS OF POWER?				
KEY INTERNAL FIRE DOORS (E.G. CROSS CORRIDOR AND STAIRWELL) IN PLACE AND FULLY CLOSING?				
CURRENT EVACUATION NOTICES POSTED IN EACH CLASSROOM AND FIRE ACTION NOTICES ADJACENT TO CALL POINTS?				



	EMERGENCY EXITS / ROUTES CLEARLY SIGNED AND UNOBSTRUCTED?				
	APPROPRIATE FIRE EXTINGUISHERS IN PLACE ?				
	BOILER ROOM AND ELECTRICAL INTAKES FREE OF COMBUSTIBLE MATERIALS?				
FIRST AID / MEDICATION		Y	N	N/A	
	ACCIDENT REPORTS CHECKED FOR TRENDS THIS TERM?				
	FIRST AID BOXES IN APPROPRIATE PLACES AND CONTENTS MAINTAINED, NO UNAPPROVED CONTENT (MEDICINES ETC.)?				
	MEDICINES STORED SAFELY AND IN ORIGINAL CONTAINERS?				
	EXPIRY DATES CHECKED ON PUPIL MEDICATION?				
	PRESCRIBED MEDICINES LABELLED WITH NAME OF CHILD / DOSE AND FREQUENCY OF ADMINISTRATION?				
	EMERGENCY MEDICATION (ASTHMA INHALERS EPI-PENS ETC) READILY AVAILABLE AND NOT LOCKED AWAY?				
ASBESTOS		Y	N	N/A	
	ASBESTOS PERMISSION TO WORK SYSTEM USED ON EVERY OCCASION BEFORE ANY WORK IS CONDUCTED ON BUILDINGS FABRIC?				
	ALL PERMISSION TO WORK ENTRIES SIGNED BY ASBESTOS OFFICER AND PERSON UNDERTAKING WORK?				
	ANY VISIBLE DAMAGE TO FABRIC OF BUILDING?				
HOUSEKEEPING		Y	N	N/A	COMMENTS / ACTIONS NEEDED
	WORK AREAS & WALKWAYS FREE FROM RUBBISH AND OBSTRUCTIONS?				
	FLOORING IN GOOD CONDITION AND FREE OF SLIP / TRIP HAZARDS (EG NO RIPPED CARPETS, BROKEN TILES)?				
	IS THERE AN EFFECTIVE CLEANING SCHEDULE (INCLUDING THE CLEANING OF WINDOWS, EMPTYING OF WASTE BINS ETC)?				



	ITEMS STORED AT HEIGHT (EG FILES/FOLDERS ON SHELVES) ARE ACCESSIBLE, SECURE AND SAFE?				
	SUFFICIENT STORAGE SPACE AVAILABLE AND REASONABLY TIDY, NO ACCUMULATION OF MATERIALS IN WORKING AREAS?				
ELECTRICAL / GAS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
	ALL EMERGENCY SHUT OFFS CLEARLY IDENTIFIED, ACCESSIBLE AND FUNCTIONING?				
	ALL PORTABLE APPLIANCES (ITEMS WITH A PLUG) HAVE BEEN TESTED IN PAST YEAR ?				
	PLUGS, SOCKETS, SWITCHES ETC IN GOOD CONDITION (NOT BROKEN, CRACK ED OR LOOSE ETC/) AND CHECKED PRE-USE BY STAFF?				
	LEADS AND CABLES ARE NOT STRAINED/CAUSING TRIP HAZARDS?				
	THE USE OF EXTENSION LEADS IS KEPT TO A MINIMUM, NOT OVERLOADED AND NOT 'DAISY CHAINED'. (NOTE: ONLY DOUBLE INSULATED/FUSED EXTENSION LEADS SHOULD BE USED)				
TOOLS / EQUIPMENT		Y	N	N/A	COMMENTS / ACTIONS NEEDED
	ARE TOOLS & EQUIPMENT (INCLUDING LADDERS) STORED SECURELY & OUT OF REACH OF UNAUTHORISED PERSONS?				
	LADDER REGISTER AND CHECKLIST IN PLACE AND REVIEWED TERMLY?				
	IS THERE SUFFICIENT ACCESS EQUIPMENT TO ALLOW STAFF MEMBERS TO REACH HIGH AREAS SAFELY?				
	OPERATING INSTRUCTIONS AVAILABLE AND DISPLAYED ADJACENT TO MACHINERY (WHERE APPROPRIATE)?				
	WEEKLY AND PRE USE MINIBUS CHECKS CONDUCTED?				
HAZARDOUS SUBSTANCES		Y	N	N/A	COMMENTS / ACTIONS NEEDED
	INVENTORY OF CHEMICALS AND MATERIAL SAFETY DATA SHEETS AVAILABLE?				
	ALL HAZARDOUS SUBSTANCES STORED IN A LOCKED ROOM / CUPBOARDS?				
	ALL CONTAINERS CLEARLY MARKED WITH LABEL TO IDENTIFY THE CONTENTS?				



	IF CHEMICALS HAVE BEEN DECANTED INTO OTHER VESSELS (EG SPRAY BOTTLES), IS THERE A LABEL TO IDENTIFY THE CONTENTS?				
WELFARE		Y	N	N/A	COMMENTS / ACTIONS NEEDED
	DRINKING WATER AVAILABLE AND TAPS LABELLED?				
	SELDOMLY USED WATER OUTLETS IDENTIFIED AND FLUSHED THROUGH WEEKLY?				
	HOT WATER TEMPERATURES CONTROLLED (MAX 43 DEG C IN AREAS WHERE VULNERABLE PUPILS MAY COME INTO CONTACT)				
	WATER SYSTEM FLUSHED THROUGH AFTER HOLIDAY PERIODS?				
	FINGERGUARDS IN PLACE ON VULNERABLE DOORS I.E. TOILET & CLASSROOMS IN NURSERY, KS1 / SPECIAL SCHOOLS?				
	SUITABLE AREA FOR STAFF MEMBERS TO REST AND EAT? (CLEAN, WITH SEATING)				
	ADEQUATE TOILET PROVISION, CLEAN AND HAVE LIQUID SOAP, TOWELS/ DRYERS AND HOT WATER?				
GENERAL WORK ENVIRONMENT		Y	N	N/A	COMMENTS / ACTIONS NEEDED
	HAVE THERE BEEN COMPLAINTS BY STAFF MEMBERS REGARDING LIGHTING, HEATING AND VENTILATION WITHIN THE SCHOOL?				
	ADEQUATE SPACE FOR SIZE OF CLASS AND ACTIVITIES CONDUCTED?				
	WALLS / WALL COVERINGS CLEAN AND IN GOOD CONDITION (EG PAINT NOT FLAKING, NO DAMP ETC)?				
	HAZARD AREAS (KITCHEN, LABS / WORKSHOPS ETC.) LOCKED WHEN UNSUPERVISED?				
	LIGHTING ADEQUATE FOR ACTIVITIES TAKING PLACE?				
	HANDRAILS SECURE?				
	WINDOWS OPENING ONTO EXTERNAL WALKWAYS / PLAY AREAS RESTRICTED / BARRIERS IN PLACE?				
	GLAZING FILMED / SAFETY GLAZING TO BS 6206 IN VULNERABLE AREAS?(E.G. PANES >250MM WIDE IN OR ADJACENT TO DOORS, PE AREAS ETC.)				
	NO SMOKING SIGNAGE IN PLACE AT ENTRANCES?				



	IS THERE SUFFICIENT EQUIPMENT TO ASSIST WITH MANUAL HANDLING TASKS? (EG TROLLEYS, SACK TRUCKS, HOISTS)				
OUTDOOR AREAS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
	ARE PATHWAYS / WALKWAYS STABLE UNDERFOOT AND WITHOUT SIGNIFICANT TRIP HAZARDS? (EG NO POTHOLES, NO RAISED /SUNKEN SLABS)				
	PEDESTRIAN ROUTES CLEARLY DEFINED AND SEGREGATED FROM VEHICLES?				
	ADEQUATE ACCESS FOR EMERGENCY SERVICES?				
	IS OUTDOOR PLAY EQUIPMENT ADEQUATELY MAINTAINED AND IN GOOD CONDITION?				
SECURITY		Y	N	N/A	COMMENTS /ACTIONS NEEDED
	CLEAR SIGNAGE DIRECTING VISITORS TO RECEPTION / OTHER SERVICES ON SITE?				
	GATES AND PERIMETER FENCING OF ADEQUATE HEIGHT AND MAINTAINED?				
	GATES LOCKED WHEN SCHOOL NOT IN USE?				
	NUMBER OF ENTRANCE POINTS ONTO SCHOOL SITE MINIMISED (RESTRICTED TO ONE DURING SCHOOL DAY)?				
	CLEARLY DEFINED ROUTE BETWEEN SITE ENTRANCE(S) AND RECEPTION WITH ACCESS TO CHILDREN AVOIDED WHERE PRACTICABLE?				
	NUMBER OF FREELY AVAILABLE ACCESS DOORS MINIMISED?				
	EXTERNAL LIGHTING ADEQUATE?				
	ACCESS TO LOW ROOFS RESTRICTED? (WHERE ANTICLIMB PAINT IS USED THIS IS SIGNED)				
	FRAGILE ROOF SURFACES IDENTIFIED BY SIGNAGE ON SITE?				
	EXTERNAL STORAGE / WASTE BINS SECURED AND LOCATED AWAY FROM BUILDINGS?				
OTHER ITEMS SPECIFIC TO YOUR SCHOOL		Y	N	N/A	COMMENTS / ACTIONS NEEDED



WORKPLACE
SAFETY SOLUTIONS



Barnes Farm
Junior School

SCHOOL GOVERNOR ANNUAL INSPECTION SAFETY CHECKLIST (HS12a)

		Y	N	N/A	COMMENTS / ACTIONS NEEDED
POLICY	Is there a health & safety policy (signed & dated by Head teacher / Chair of Governors)?				DATE OF LAST REVIEW: (Good practice is to review annually, max of 2 yearly)
	Policy in line with latest SBC for schools?				
	Are there effective arrangements for ensuring that all staff are aware of the relevant contents of the Health and Safety policy?				
RISK ASSESSMENT	Are school specific risk assessments in place for those school activities presenting a <i>significant</i> risk?				DATE OF LAST REVIEW : (Should be reviewed annually / sooner if circumstances change)
	Are individual risk assessments being carried out where applicable? (e.g. pregnant employees, known medical conditions where there are H&S implications, such as epilepsy etc.)				
	Is there evidence that heads of department/ curricular leads are adopting / adapting model risk assessments for curriculum activities?				
	Are staff aware of the content and location of all relevant risk assessments?				
	Are all notifiable off site visits (overseas, self-led adventurous activities, field work in wild /open country etc.) entered and approved on Evolve (LA's online system) ?				
	Is a member of staff designated as an Educational/External Visits Coordinator (EVC) and have they received training?				

INSPECTION	Regular (e.g. termly) health and safety inspections of site undertaken and documented?				DATE OF LAST INSPECTION:
	Have recommendations arising from inspections been actioned?				
	Curriculum specific inspections completed by heads of department?				
	Have recommendations arising from inspections been actioned?				
		Y	N	N/A	COMMENTS / ACTIONS NEEDED
FIRE	Has a fire risk assessment been completed / reviewed within the last 12 months?				DATE OF LAST REVIEW:
	Have there been any recent changes to the building? If YES has the Fire risk assessment been altered to reflect these changes?				
	Documented school evacuation plan in place?				
	Evacuation plan considers any individuals who may need specific assistance during evacuation? (e.g. due to mobility impairment etc.)				
	Fire drills conducted termly and recorded ?				DATE OF LAST DRILL:
	Have any issues identified as a result been resolved ?				TIME TAKEN TO EVACUATE BUILDING:
	Fire alarm call points tested weekly (different call point each week on a rotational basis) and documented?				
	Appropriate fire extinguishers are available and inspected annually?				DATE OF ANNUAL INSPECTION:
	All emergency exits / routes clearly signed and unobstructed?				
Areas of school used for lettings outside of ambient daylight hours have emergency lighting available on escape routes?					

	Emergency lighting tested monthly (in house) and full discharge test completed annually (by competent service engineer)?				DATE OF FULL DISCHARGE TEST:
	Fire alarm serviced / inspected by a competent engineer (6 monthly for systems with a battery backup, annually for mains only systems)?				DATE OF LAST SERVICE / INSPECTION:
	Does the fire alarm system have a battery back up?				If fire alarm is mains powered only (240V) there should be a plan for replacement and in the interim a management procedure for how an alarm would be raised in event of a power failure.
	Key internal fire doors (e.g. cross corridor and stairwell) in place and fully closing?				
		Y	N	N/A	COMMENTS / ACTIONS NEEDED
FIRST AID	Adequate numbers and levels of first aiders on site?				Number of staff trained in: Pediatric first aid: First aid at work : Emergency first aid :
	First aid boxes in appropriate places and maintained, no unapproved content (medicines etc.)?				
MEDICATION	Pupils with medical needs and allergies are clearly identified, annual review of care plans undertaken for complex cases?				
	Documented system for acceptance and administration of medication in line with DfE guidance 'Managing Medicines in Schools and Early Years Settings'?				
	Training for epi-pens / medical procedures up to date? (Should be carried out annually)				
ACCIDENT REPORTING	Accident records kept locally and monitored for trends?				
	Have all accidents to employees and significant incidents to pupils / visitors been reported using HS07 accident forms?				
	Are governors notified of any significant accidents, such as those that are RIDDOR reportable and ensured that an appropriate investigation has taken place?				

COMMUNICATION	Is there a system whereby all defects found with equipment / plant /premises are notified to management and taken out of service?				
	Is health and safety a standing agenda item at relevant governing body committee meetings?				
	Are there formal arrangements in place to discuss health & safety matters with other users/groups/other occupants of the site? E.g. Children's Centre.				
TRAINING	All staff health and safety training needs are assessed?				
	All health and safety training recorded and available to view?				
	Have all staff received an effective and documented health and safety induction?				
		Y	N	N/A	COMMENTS / ACTIONS NEEDED
PLANT/ TOOLS & EQUIPMENT	Has training and instruction been given to relevant members of staff in the safe use of tools & equipment (including ladders and mobile tower scaffolds)?				
	Have Work at height risk assessments been conducted?				
	Is a Ladder register and checklist in place and reviewed termly?				
	Is there any significant use of power tools / machinery ? If so a register of such equipment should be in place which identifies if there are there any significant safety issues to consider, (Noise and vibration levels, guards that should be in place, PPE required, maintenance or training / instruction required)?				
	Planned preventative maintenance schedule in place for all plant / equipment ?				
	PE and outdoor play equipment inspected annually by competent contractor?				DATE OF INSPECTION
LIFTS	Are passenger lifts serviced regularly (6 monthly) ?				DATE OF LAST SERVICE
	Is there a protocol for responding to passenger alarms in place?				

MINIBUSES	List of nominated minibus drivers maintained and training conducted?				
	Are driving licenses checked annually to identify any penalties which might affect insurance cover?				
	Are inspection, MOT / servicing records in place?				
HAZARDOUS SUBSTANCES	Inventory of chemicals (e.g. cleaning and maintenance products) and safety data sheets available and reviewed in last 12 months?				
	Have substances identified as presenting a significant risk (for example, swimming pool chemicals) had a COSHH risk assessment conducted?				
	Are hazardous substances stored appropriately e.g. secured out of the reach of children?				
	Are all containers clearly labeled and marked (e.g. irritant, flammable)?				
		Y	N	N/A	COMMENTS / ACTIONS NEEDED
ASBESTOS	Has a suitable management plan been developed and implemented with regard to the management of asbestos?				
	Have staff that may be exposed to Asbestos had training (i.e asbestos awareness training - minimum annually)				DATE OF LAST TRAINING:
	Are suitable controls in place to inform contractors of relevant locations of asbestos within the premises				
ELECTRICAL / GAS	Portable electrical appliances tested by a competent according to relevant timescales?				DATE OF PAT TEST:
	All emergency shut offs accessible, clearly identified and functioning?				
	Fixed electrical wiring inspected within last 5 years and all remedial actions completed?				DATE OF LAST TEST-
	All gas appliances tested in past 12 months by gas safety registered contractor?				DATE OF LAST TEST
	Gas cylinders stored appropriately? (Secured upright, separated from flammables, room signed and location marked on plan within fire risk assessment)				

	LPG tanks External above ground pipework and fittings visually checked for any signs of corrosion or damage? Emergency control valves checked for accessibility and operation?				
CONTRACTORS	When awarding contracts health and safety is included in specifications and contract conditions?				
	Are appropriate competency checks undertaken prior to engaging a contractor? (Is document HS16 Sub Contractor Evaluation being utilised)				
WELFARE AND ENVIRONMENT	Fingerguards in place on vulnerable doors i.e. toilet & classrooms in nursery, KS1 and special schools?				
	Any outstanding items from the last EHO report for the school kitchen?				DATE OF REPORT
	All DSE (computer) users identified and workstations assessed?				
		Y	N	N/A	COMMENTS / ACTIONS NEEDED
WELFARE AND ENVIRONMENT	Glazing filmed / safety glazing to BS 6206 in place in vulnerable areas?(e.g. panes >250mm wide in or adjacent to doors, areas where PE is conducted etc.)				
	Lettings policy in place and emergency procedures clearly communicated to hirers?				
	Water risk assessment conducted and operational controls being recorded in water log book?				DATE OF ASSESSMENT
	Hazard areas (kitchen, labs, workshops etc.) locked when unsupervised?				

	Is kitchen access restricted to authorised personnel only?				
	Do catering providers have a food safety management system compliant with HACPP (hazard analysis and critical control point)?				
HOUSEKEEPING	Housekeeping satisfactory?				
	Is flooring in good condition and free of slip / trip hazards ?				
	Are items that are stored at height (e.g. files/folders on shelves) accessible, secure and safe?				
	Are boiler rooms and electrical intake areas kept free of combustible materials?				
EXTERNAL AREAS	Pedestrian routes clearly defined and segregated from vehicles?				
	Risk assessment in place?				
	Tree survey conducted by arboriculturist?				DATE OF SURVEY
	Adequate access maintained for emergency services?				
SECURITY / SAFEGUARDING	Clear signage directing visitors to reception / other services on site?				
	Visitor access to buildings adequately controlled?				
	Where visitors can gain access to pupils, e.g. playgrounds there is a risk assessment in place which demonstrates that there is effective supervision?				
	External lighting adequate?				
	Clearly defined route between site entrance(s) and reception with access to children avoided where practicable?				
		Y	N	N/A	COMMENTS / ACTIONS NEEDED
SECURITY / SAFEGUARDING	Gates and perimeter fencing of adequate height and maintained?				
	Access to low roofs restricted?				
	(Any anti-climb paint/ anti-scale devices clearly signed)				
	Fragile roof surfaces identified by signage on site?				



	External storage / waste bins secured and located away from buildings?				
SWIMMING POOLS	Has a swimming pool risk assessment been carried out and all identified actions addressed?				
	Have the H&S arrangements for the swimming pool been identified in the schools H&S policy?				
	Is there a written Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) for the swimming pool?				
	Have staff who operate the swimming pool plant undertaken the 2 day National Pool Careers Certificate within the last 5 years?				
	Do staff who teach swimming hold an appropriate qualification ¹ ?				
	suitable rescue provision available? national rescue award for teachers and coaches for structured sessions (swimming lessons, etc.) National Pool Lifeguard Qualification (NPLQ) for unstructured sessions (recreation sessions)				
	is the area secure when unsupervised to prevent unauthorised access?				
	Have risk assessments and qualifications been verified for any external lettings?				



WORKPLACE
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Barnes Farm

		Y	N	N/A	COMMENTS / ACTIONS NEEDED
ANY OTHER SPECIFIC ITEMS FOR YOUR SCHOOL					

INDUCTION MEETING (HS15)

I confirm that I have had a meeting with a senior member of the school.
I have had the following made available and explained to me and I confirm that I will follow school policies and procedures at all times.

- Information about the school (verbally and via Staff Handbook)
- Roles and responsibility
- School routine and procedures, including dress code (via Staff Handbook)
- Emergency procedures (via Staff Handbook)
- Health and Safety policy and procedure, including H&S Code of Conduct
- First aid arrangements
- Child Protection Policy and Procedure
- Keeping Children Safe in Education Part 1
- Confidentiality
- Arrangements in the event of absence

I am aware of the induction process and have been given all necessary details.

I am aware who my Mentor will be.

Name:
Date:

Signature:

Senior Leader:
Date:

Signature

Mentor for the duration of the Induction period is.....

Induction Questionnaire for Teachers, inc Student Teachers and LSAs (HS15a)

Please answer Yes / No to the following questions which relate to your induction programme Following my induction I am clear about the following and have received relevant information	Yes/No	Comments: To help us monitor and improve our practice it would be helpful if you made relevant comments below
<u>Welcome and Introduction</u> <ul style="list-style-type: none"> I was made to feel welcome when I started at the school 	Yes/No	
<u>Information about the school</u> <ul style="list-style-type: none"> I was given/had information explained to me regarding the school in general, including Child Protection procedures 	Yes/No	
<u>Payroll</u> <ul style="list-style-type: none"> I have received details of payroll, pension and sickness absence procedures 	Yes/No	
<u>Positive Behavior</u> <ul style="list-style-type: none"> I understand the importance of the Positive Behaviour Policy, including 5Rs, core values, golden rules along with the rewards and sanction system, and will use these consistently within my role I understand the importance of the Anti-Bullying policy and the procedures that need to be followed. 	Yes/No	
<u>Help with reprographic procedures</u> <ul style="list-style-type: none"> I have received details of how to use the photocopier 	Yes/No	
<u>Introduction to Staff</u> (where possible) <ul style="list-style-type: none"> I have been introduced to all staff, where possible 	Yes/No	



<u>The School Systems and Safety Policies</u> <ul style="list-style-type: none">I understand about the School pastoral systems and safety policies/policies of the school and who to go to if I have any queries. I have received a copy of the Staff Handbook. I will adhere to all school policies and procedures at all times	Yes/No Yes/No	
<u>Performance Management</u> I am aware how the school organises Performance Management and who my reviewer is	Yes/No	

Name: _____
Signature: _____

Mentor Signature: _____
Date: _____

Induction Questionnaire for Admin and Site Staff (HS15b)

<p>Please answer Yes / No to the following questions which relate to your induction programme</p> <p>Following my induction I am clear about the following and have received relevant information</p>	Yes/No	Comments: To help us monitor and improve our practice it would be helpful if you made relevant comments below
<p><u>Welcome and Introduction</u></p> <ul style="list-style-type: none"> I was made to feel welcome when I started at the school 	Yes/No	
<p><u>Information about the school</u></p> <ul style="list-style-type: none"> I was given/had information explained to me regarding the school in general, including Child Protection procedures 	Yes/No	
<p><u>Payroll</u></p> <ul style="list-style-type: none"> I have received details of payroll, pension and sickness absence procedures 	Yes/No	
<p><u>Help with reprographic procedures</u></p> <ul style="list-style-type: none"> I have received details of how to use the photocopier, if relevant 	Yes/No	
<p><u>Introduction to Staff</u> (where possible)</p> <ul style="list-style-type: none"> I have been introduced to all staff , where possible 	Yes/No	
<p><u>The School Systems and Safety Policies</u></p> <ul style="list-style-type: none"> I have received a copy of the Staff Handbook I understand about the School pastoral systems and safety policies/policies of the school and who to go to if I have any queries and <p>I confirm that I will adhere to these consistently within my role at all times</p>	Yes/No Yes/No	



WORKPLACE
SAFETY SOLUTIONS



<u>Performance Management</u> I am aware how the school organises Performance Management and who my reviewer is	Yes/No	
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Name: _____
Signature: _____

Mentor Signature: _____
Date: _____

Induction Questionnaire for MDAs (HS15c)

Please answer Yes / No to the following questions which relate to your induction programme Following my induction I am clear about the following and have received relevant information	Yes/No	Comments: To help us monitor and improve our practice it would be helpful if you made relevant comments below
<u>Welcome and Introduction</u> <ul style="list-style-type: none"> I was made to feel welcome when I started at the school 	Yes/No	
<u>Information about the school</u> <ul style="list-style-type: none"> I was given/had information explained to me regarding the school in general, including Child Protection procedures I understand my job role and standards that are required for it, especially surrounding the interaction with pupils 	Yes/No Yes/No	
<u>Payroll</u> <ul style="list-style-type: none"> I have received details of payroll, pension and sickness absence procedures 	Yes/No	
<u>Positive Behavior Policy</u> <ul style="list-style-type: none"> I have received a copy and understand the Positive Behaviour Policy including 5Rs, core values, golden rules along with the rewards and sanction system. I received a copy and understand the Anti Bullying policy & Procedures I confirm that I will use all of these consistently within my role	Yes/No	
<u>Introduction to Staff</u> (where possible) <ul style="list-style-type: none"> I have been introduced to all staff, as necessary 	Yes/No	



<u>The School Systems and Safety Policies</u> <ul style="list-style-type: none">• I understand about the School pastoral systems and safety policies/policies of the school and who to go to if I have any queries. I will adhere to all school polices at all times• I have received a copy of the staff handbook and will adhere to its conditions at all times	Yes/No	
<u>Performance Management</u> <p>I am aware how the school organises Performance Management and who my reviewer is</p>	Yes/No	

Name: _____
Signature: _____

Mentor Signature: _____
Date: _____

Induction Questionnaire for Student LSAs and Volunteers (HS15d)

Please answer Yes / No to the following questions which relate to your induction programme Following my induction I am clear about the following and have received relevant information	Yes/No	Comments: To help us monitor and improve our practice it would be helpful if you made relevant comments below
<u>Welcome and Introduction</u> <ul style="list-style-type: none"> I was made to feel welcome when I started at the school 	Yes/No	
<u>Information about the school</u> <ul style="list-style-type: none"> I was given/had information explained to me regarding the school in general, including Child Protection procedures 	Yes/No	
<u>Help with reprographic procedures</u> <ul style="list-style-type: none"> I have received details of how to use the photocopier, if relevant 	Yes/No	
<u>Introduction to Staff</u> (where possible) <ul style="list-style-type: none"> I have been introduced to all staff, as necessary 	Yes/No	
<u>The School Systems and Safety Policies</u> <ul style="list-style-type: none"> I understand about the School pastoral systems and safety policies/policies of the school and who to go to if I have any queries I have received a copy of the Staff Handbook and will adhere to the conditions of it along with all school policies and procedures at all times. 	Yes/No Yes/No	



Name: _____
Signature: _____

Mentor Signature: _____
Date: _____

Barnes Farm Junior School

Contractors on Site Policy

Barnes Farm Junior School
Safe Management of
Contractors Policy

INTRODUCTION

1.1 Barnes Farm Junior School accepts the statutory responsibility for maintaining the health, safety and welfare at work of its pupils, employees, visitors and others by the way it conducts its undertakings.

1.2 Barnes Farm Junior School is not absolved of its duty of care where external contractors are appointed to perform tasks. On the contrary the school must ensure that all appointed contractors carry out their activities in a safe manner.

1.3 This policy covers all Barnes Farm Junior School employees involved in the selection monitoring and review, of contractors and sub-contractors and all those in agreeing and planning the work of a contractor.

2. LEGISLATION

2.1 Barnes Farm Junior School Primary School acknowledges the requirements of: -

- The Management of Health and Safety at Work Regulations 1999
- The Control of Asbestos Regulations 2006
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations 2002
- The Construction (Design and Management) Regulations 2007
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Noise at Work Regulations 2005
- Health and Safety (First Aid) Regulations 1981
- The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995
- The Regulatory Reform (Fire Safety) Order 2005 which supplements the general obligations contained within the Health and Safety at Work etc. Act 1974. Section 3.1 of this Act deals with the general safety responsibility of employers towards other persons who are not in their employment. Recent case law has reinforced the need for close liaison and agreement between both the client and the contractor's employees as regards the systems and methods of work adopted by the contractor.

3. SCOPE

3.1 This policy applies to all persons engaging the services of a contractor. The scope of the contract should be clearly defined

4. DEFINITION OF TERMS

4.1 Contractor: any person(s) that Barnes Farm Junior School Primary School engages to undertake work who is not an employee of the school

4.2 Sub Contractor: any person(s) that the main contractor engages to undertake work who is not an employee of the main contractor. The relationship between the main contractor and the sub-contractor will be governed by the contractual arrangements into which they have entered.

4.3 Client: the person for whom a project is carried out, whether it is carried out by a contractor or department from within the Council.

4.4 Construction Work: the carrying out of any building, civil engineering or engineering construction work and includes: -

- The construction, alteration, conversion, fitting out, commissioning, renovating, repair, upkeep, redecoration, maintenance (including cleaning involving the use of water/abrasive at high pressure or corrosive /toxic substances), de-commissioning, demolition or dismantling of a structure.
- Preparation, site clearance, exploration, investigation (but not site survey), excavation, foundation work and some highway maintenance systems
- Assembly or disassembly of prefabricated units forming a structure
- Removal of structures or part of a structure or waste resulting from demolition, dismantling or disassembly of structures or parts of structures
- Installation, commissioning, maintenance, repair removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

4.5 Non Construction Work: There are many different types of contractor employed by Barnes Farm Junior School that do not undertake construction work e.g. window cleaners, grounds maintenance, transport work etc. The principles of this policy must be applied to all contractors.

4.6 Competence: For the purpose of this policy a competent person can be described as *“A person shall be regarded as competent where he has sufficient training, experience, knowledge and other qualification to enable him to properly undertake the activity without any assistance.”*

4.7 Risk Assessment: A risk assessment is the procedure for identifying the level of risks and hazards, which may exist in order to introduce procedures to eliminate, reduce or control the risk to injury.

4.8 Method Statements: A method statement should be based on the assessment of the risk to the health and safety of employees and others who could be affected by the work. The method statement is a step-by-step guide of how the work is to be undertaken in a safe manner.

5. POLICY

5.1 In recognition of the fact that contractors regularly operating within our workplace this policy will assist in the safe management of those contractors.

5.2. Only competent contractors are to be employed to carry out work for or on behalf of Barnes Farm Junior School. Suitable checks of the contractor's health and safety competence must be made before employing any contractor. This can be achieved by requesting copies of all appropriate qualifications and relevant training documentation, copies of the method statements for the tasks to be carried out and all relevant risk assessments. An example of a basic contractors Health and Safety Questionnaire can be found in Appendix 2.

5.2.1 All relevant health and safety information must be communicated between Barnes Farm Junior School and the appointed contractor.

5.2.3 Responsibility for safe working cannot be left entirely to the contractors or sub- contractors. The client has the duty to ensure, as far as is reasonably Practicable, those contractors have safe working procedures, risk assessments and method statements and also adhere to them.

5.3 This policy does not in any way relieve the contractor of his responsibilities or duties under statute and common law.

5.4 No matter how small the job or activity is, or how quickly it needs to be done, health and safety must be considered from the moment the need for the job is identified. Successful control and management of contractors may be achieved in five steps: -

- i. Planning the work or task
- ii. Selecting a competent contractor
- iii. Control of contractors
- iv. Supervising and monitoring
- v. Review

6. PLANNING THE WORK OR TASK

6.1 Successful use of contractors requires effective management and planning. Health and safety aspects need to be considered at the planning and design stage.

6.2 Risk assessments will still be required even though the department of the initiating manager will not carry out the work. This is to be interpreted using the following guidance:-

- The manager's own department is to carry out the work – that department is responsible for the risk assessments
- Another department is to carry out the work – that other department should carry out the risk assessments
- A contractor is to carry out the work – the contractor should carry out the Risk assessments.

6.3 Hazards identification will form an integral part of the risk assessment process and as a minimum the following should be considered: -

- Asbestos materials
- Chemical storage and the safe use of
- Noise and disturbance
- Working at heights
- Working in excavations
- Underground, overhead and other hidden services e.g. gas, electricity and fuel supply
- People including employees, contractors, visitors, pupils, clients, residents and members of the public
- The use of plant and equipment
- Safe access and egress for personnel, plant and equipment
- The provision of effective safety signage
- Clear separation between the work area and others
- The emergency procedures
- The provision of training, information, instruction and supervision for those Affected

6.4 The above is non-exhaustive.

6.5 The above and any other hazards identified should be discussed with the contractor at the design and planning stage to ensure that the risks are reduced to an acceptable level. Contractors must ensure that all relevant information is brought to the attention of all employees and sub-contractors affected by the work.

6.6 Risk assessments must be produced as a minimum for every job or task, which is contracted and may be accompanied by detailed method statements for all work processes. The detail must be proportionate to the risk involved in the task.

7. SELECTING A COMPETENT CONTRACTOR

7.1 All Barnes Farm Junior School staff appointing contractors must be satisfied that the contractor is competent and has, so far as is reasonably

practicable, considered all potential health and safety issues and secured adequate provision for their control. The staff appointing contractors shall stipulate that Barnes Farm Junior School shall exercise their rights to suspend any activity, which it feels endangers the health and safety of any employee, contractor, visitor, pupil, clients or member of the public.

7.2 Where contractors will be deployed to work activities that enable them to have unsupervised access to children the contractor and all persons who will be employed by the contractor must be the subject of Disclosure & Barring (DBS) checks.

7.3 The following health and safety information must be obtained from the contractor prior to the commencement of any activity: -

- Ensure that the contractor is competent and that if sub-contractors are to be Used how does the main contractor ensure the competence of his subcontractors
- Specific risk assessments for the tasks
- Method statements detailing how the activity will be carried out in a safe manner must be provided if identified by the risk assessment process.

7.4 The above list is the minimum standard. Additional health and safety information may be requested at the discretion of the department appointing the contractor and should be commensurate to the risks associated with the project. If the contractor is to perform the same tasks in a similar environment within the department then generic risk assessments may be satisfactory and will not be required every time they undertake that task.

8. CONTROL OF CONTRACTORS

8.1 The contractor is the responsibility of the individual who commissioned them to carry out the work.

8.3 From the first day at Barnes Farm Junior School to the completion of the works, contractors can present risks to staff, pupils, clients, visitors and members of the public and premises. By implementing the following guidelines these risks can be effectively reduced:

8.3.1 All contractors must sign in and out of all Barnes Farm Junior School premises and a visitor or contractor pass shall be issued along with an orange high vis vest which the contractors must wear whilst on site.

8.3.2 Managers shall liaise with the relevant contractor and monitor their health and safety standards. The level of supervision must be provided on a risk priority basis.

8.3.3 Managers should also liaise with the Health and Safety Coordinator/Officer when health and safety advice is required in the work undertaken by the contractor.

8.3.4 Details of all known asbestos and the information contained within the asbestos register and completed surveys must be communicated to all contractors whose work may involve the breaking of the surface fabric of a Building.

8.3.5 Ensure that the manager and the contractor keep each other informed about hazards and changes to plans or systems which may affect health and safety.

8.3.6 Ensure good communications are maintained between staff e.g. if the manager responsible is unavailable (sick, on holiday etc.), who will liaise with the contractor?

8.3.7 Ensure that Barnes Farm Junior School rules are communicated to all contractors e.g.

No smoking, fire procedures, hazardous substances etc.

8.3.8 Ensure that all accidents to contractors working on Barnes Farm Junior School projects or premises are reported using the Accident Recording System.

8.3.9 Frequency of visits to contractor's sites should be determined by:

- The nature of the work
- The degree of hazard and risk
- The perceived expertise of the contractor and willingness to follow agreed Procedures.

8.3.10 Records of supervisory visits should be maintained, a copy of any adverse comments concerning the contractors work or working practices should be passed to the contractor as soon as practicable.

8.3.11 Appointed staff must not ignore breaches of safe working practices; they are obliged to notify contractors of any deficiencies and require remedial actions forthwith. If supervisory staff considers the practice poses imminent danger then the contractor should be ordered to cease working.

8.3.12 there are obviously times when the control of contractor is extremely difficult e.g. where specialist knowledge is required, equipment that is specific to the contractors area of work, callout to reactive repairs and burst pipes in the middle of the night etc. It is advised that the manager consults with the

Health and Safety Coordinator. For the control of contractors within a School environment please see Appendix1.

9. SUPERVISING AND MONITORING CONTRACTORS

9.1 Although contractors are responsible for supervising their own work and ensuring they carry out their activities in a safe manner, Barnes Farm Junior School still has a legal duty to monitor and supervise the work. This step is absolutely critical in the management of contractors. The work must be adequately monitored and supervised to ensure that safe methods of working are being adopted and to ensure the work is progressing appropriately. Any changes or unforeseen circumstances need to be assessed and the

appropriate control measures implemented to resolve the situation. A competent person must carry out all monitoring.

9.2 Where monitoring identifies an unsatisfactory situation, immediate actions must be taken to rectify the situation and if necessary suspend work until the situation is rectified. The person carrying out the monitoring must be empowered to suspend the work. All actions taken must be recorded and work should not recommence until it can be carried out safely and in accordance with their method statements and risk assessments.

10. REVIEW

10.1 A completion visit, with the contractor, to ensure the work has been properly completed and that the site has been left in a safe condition is essential.

10.2 A review of the work and the contractor's health and safety performance should be conducted. The contractor should be involved in the review, they should know if they have to improve.

10.3 The results of the review should be recorded for future reference.

APPENDIX 1

CHECKLIST

This checklist can be used as a quick guide to ensure that you are complying with legislation and fulfilling all requirements of this policy.

Self-help Scheme

1. Have you appointed a competent contractor and sub-contractors, using Appendix 2 to obtain all relevant documentation?
2. Have you followed all processes in the policy?
3. Have you notified your appropriate H&S Team?
4. Does the manager of the project have the appropriate competence?

Managing Contractors

1. Do you have an appropriate signing in and out process for contractors?
2. Do you have a nominated competent person to liaise with the contractor and monitor activities?
3. Has all relevant information been communicated to the contractors e.g. asbestos documentation, prohibited areas, emergency procedures etc.
4. Has all relevant information been shared with other building users/other? Contractors on site to ensure any additional controls have been considered, Where applicable?
5. Has all relevant information been made available to you e.g. risk assessments, method statement etc.?
6. Has all relevant information been communicated to the contractors e.g. asbestos documentation, prohibited areas, emergency procedures etc.?
7. Has a completion visit and review of the work been undertaken?
8. Have any accidents/incidents/near misses been reported and recorded appropriately?

9. If action has been taken to rectify an unsatisfactory situation or unsafe practice, has this been recorded?

Supervision and Monitoring of Contractors

1. Have they parked safely outside the building without causing an obstruction?
2. Have they signed in on arrival?
3. Are they wearing an identity badge/orange high vis vest while on site?
4. Have they liaised with the designated responsible contact person, where applicable?
5. Are they adhering to any building policies and procedures e.g. no smoking prohibited access etc.?
6. Are they working in accordance with their method statement and have implemented all control measures in their risk assessments, which would include controls in 7,8,9,&10?

7. Are they using warning notices and barriers where appropriate?
8. Are they using suitable equipment sufficient for the job?
9. Are they using appropriate personal protective equipment where necessary?
10. Are they adhering to building evacuation and emergency procedures?
11. Are they leaving work areas in a tidy, safe condition removing all waste?
12. Have they signed out before leaving the building?

When work has stopped for the day, have contractors;

1. Secured fencing/barriers to prevent access?
2. Removed ladders so that they cannot be used.
3. Securely covered or fenced off excavations/openings.
4. Immobilised plant and equipment to prevent unauthorised use.
5. Stacked and stored materials safely?
6. Securely stored and locked away flammable or dangerous.

New and Expectant Mothers Risk Assessment (HS18)

Name of Employee;

Date of Assessment;

Assessment undertaken by;

Hazard	Level of Risk High / Medium / Low	Recommended Action
Insufficient Rest Periods		
Slips, Trips and Falls		
Falling Objects		
Manual Handling		
Working at Height		
Stress		
Temperature		
Confined Space		
Noise		
Posture		
Cigarette Smoke		
Fumes		
Biological Agents		
Lead and Lead Derivatives		
Other Toxic Substances		
Ionising Radiation		
Other		

Comments;

HEALTH SURVEILLANCE RECORD (HS19)

NAME:	
DATE:	
OCCUPATION:	
EMPLOYER:	
LOCATION OF WORK:	
DETAILS OF CONDITION/SYMPTOMS:	
FURTHER ACTION AGREED:	
I, THE UNDERSIGNED, HEREBY DECLARE THAT THE INFORMATION STATED ABOVE IS, TO THE BEST OF MY KNOWLEDGE, A HONEST STATEMENT OF FACT AND I AGREED WITH THE FURTHER ACTION(S) NOTED.	
INTERVIEWER NAME:	
INTERVIEWER SIGNATURE:	
INTERVIEWEE NAME:	
INTERVIEWEE SIGNATURE:	



Employee Name: _____ Post Title: _____

Work Address: _____

Manager: _____ Post Title: _____

_____ Manager's Contact Number

[illegible]

1 = Strongly Agree 2= Agree 3= Disagree 4=Strongly Disagree Please tick the box to indicate your agreement or disagreement with the statement	1	2	3	4
Demands: You are able to cope with the demands of your job When you raise concerns regarding the level of demand they are addressed Your current level of skill is sufficient to meet the demands of your job				
Control: You have an acceptable level of control on how to do work, (your ability to use, and develop, your initiative and skill) You have the opportunity to raise concerns/views on how your job should be carried out Your concerns/views are addressed				
Support: You receive support from your line manager and the company, particularly when you are dealing with difficult situations You receive information and support from your colleagues You receive timely and adequate constructive feedback				
Relationships: Your relationship with colleagues are satisfactory You are not exposed to unacceptable behaviour, e/g bullying at work You are able to raise any concerns relating to behaviour at work Positive behaviour is promoted at your place of work (conduct, equalities, etc)				
Role: You understand how your role fits into the aims and objectives of the company You understand your duties and responsibilities You have opportunity to raise, and discuss, any concerns relating to your role and responsibilities, for example those relating to conflicting roles and responsibilities				



You have access to training opportunities, where appropriate, to support any change that may affect your job

[illegible]

■

Display Screen Equipment User Assessment (HS21)

Name;	
Department;	
Date;	
Office / Location;	

#	Question	Yes	No	N/A
1.	Do you depend on the use of display screen equipment to do your job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do you need to use the display screen equipment to achieve the desired results?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Do you need significant training and/or particular skills in the use of display screen equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Do you normally use the display screen equipment for continuous spells of an hour or more?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Do you use the display screen equipment in this way more or less daily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is data input speed an important requirement of the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Does the performance of the system demand high levels of attention and concentration, i.e. where the consequences of error may be critical?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are the characters in the screen well defined and clearly formed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Is the image on your screen stable and free from flicker and can the brightness and contrast level between characters and background be adjusted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Can the screen swivel and tilt easily and freely to suit your needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Is the display screen free from reflective glare and reflections liable to cause discomfort?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Is your keyboard separate from the screen and can it be tilted to allow a comfortable work position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Is there sufficient space in front of your keyboard to provide support to hands and arms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Is the work surface sufficiently large and of low reflectance material to allow a flexible arrangement of the screen, keyboard and documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Can a document holder be provided and positioned to minimise the need for uncomfortable head and eye movement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Is your chair stable, e.g. minimum of 5 spokes and castors? Are all castors serviceable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Can the height of the seat be adjusted and can the back be adjusted in both height and tilt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Are you able to rest your feet on the floor when sitting in the designed working position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Is there adequate space for you to find a comfortable position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Is the level of lighting adequate for all the tasks undertaken at the workstation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Does the room lighting provide appropriate contrast between the screen and the background environment, taking into account your vision requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Is the workstation positioned so that sources of light, such as windows and other openings and brightly coloured fixtures, etc. cause no glare and distractive reflections on the screen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Can curtains and blinds be adjusted to prevent unwanted light?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Is the workstation designed so that excess heat, produced by equipment does not cause you discomfort?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DSE & Workplace Assessment Action Sheet (HS22)

User Name;		PC Reference No.:	
Department;		DSE Reference No.;	
Date;		Office / Location;	

Recommendations/Comments	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Assessor Name;		Assessment Date;	
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Access Permit (HS26)

PERMIT No.				
Sub-Contractor Company Name:				
Name:		Title:		
Name:		Title:		
Name:		Title:		
Name:		Title:		
Reason for Entry				
Work Area (Or Specified Location)				
	Start Date	Start Time	End Date	End Time
Period Of Permit				
Specific Conditions or other Permits Required:				
<p>This access permit is issued for access purposes only ensuring that all instructions given by Barnes Farm Junior School are adhered to. It is the responsibility, via the respective location, to provide a relevant safe system of work for the activity being undertaken as required by the sub-contractors own Health and Safety Policy & procedures.</p>				
Authorisation and Acceptance				
<p>Authorisation: I have personally checked the above conditions, risk assessments and method statements and consider it safe to carry out the work as detailed.</p>				
Manager Name				
Date				
Time				
Signature				
<p>Acceptance: I understand the hazards of this work and the precautions to be taken. These have also been fully explained to the operatives carrying out this work and I consider them competent to work safely, I will also ensure the location of work is restored to safe orderly condition.</p>				
Work Supervisor Name				
Date				
Time				
Signature				
	Name:	Sign:		



WORKPLACE
SAFETY SOLUTIONS



Permit Cancellation (Area Checked & Left Safe)	Date:	Time:
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Hot Work Permit (HS27)

PERMIT NO.				
	Start Date	Start Time	End Date	End Time
Period of Permit				
Contractor Company Name				
Permit Holders Name				
Location of Work				
Description of Work				
Please answer the following Questions			Yes	No
Has all necessary documentation specific to the task in hand been completed / submitted, to insurance documentation, risk assessment, method statements				
The appropriate fire extinguisher as indicated in the risk assessment been placed in close vicinity of the work area.				
Are all operatives fully qualified / trained to undertake the works				
Has all necessary fire alarm sensors been isolated.				
Will there be a one hour fire watched carried out upon completion of the hot works				
IF THE ANSWER TO ANY OF THE ABOVE IS NO, THEN NO WORK IS TO COMMENCE				
Authorisation and acceptance				
I confirm that I have verified the above information and ensured that the necessary precautions have been implemented. It is safe to carryout the works as defined above and the permit information has been explained to all workers involved and I accept responsibility for the works.				
Permit holders name				
Company				
Signature		Date		
Authorising Person		Date		
Permit Cancellation (Area Checked & Left Safe)	Name:		Sign:	
	Date:		Time:	

Electrical Work Permit (HS28)

PERMIT No.				
	Start Date	Start Time	End Date	End Time
Period of Permit				
Contractor Company Name				
Permit Holders Name				
Location of Work				
Description of Work				
Were Any Keys Issued?		If Yes, State No's;		
Please answer the following Questions			Yes	No
Has all necessary documentation specific to the task been completed / submitted (please reference risk assessment and/or method statements below)				
Risk assessment/method statement references;				
Will the equipment be isolated from all live supplies other than for testing purposes?				
How will this isolation be achieved?				
Will danger and/or caution notices be posted?				
Please state where notices will be posted;				
Any Further Comments;				
Authorisation and Acceptance				
I confirm that I have verified the above information and ensured that the necessary precautions have been implemented. It is safe to carryout the works as defined above and the permit information has been explained to the person carrying out the works or supervising the workers involved.				
Permit Holders Name				
Company				
Signature		Date		
Authorising Person		Date		
Permit Cancellation (Area Checked & Left Safe)	Name:		Sign:	
	Date:		Time:	

Young Person's Risk Assessment (HS29)


Name;	
Department;	
Job Title/Occupation;	
Assessed By;	

We have a greater duty of care to ensure the safety of young people who work for Barnes Farm Infant School.

When a young person is being employed, i.e. a person that has yet to reach the age of 18 years, our responsibilities are intensified. Taking into consideration that it is likely to be the young person's first employment, they will be subjected to a completely different environment than that to which they are accustomed. With the additional factor that both construction and maintenance activities have particular risks, supervision has an even greater responsibility of ensuring the safety of these employees.

	Yes	No
Are your parents/guardians aware you are working in this industry?	<input type="checkbox"/>	<input type="checkbox"/>

In addition to the normal induction procedure, the following must be explained in detail and agreement obtained from the young person that they fully understand the importance of these requirements.

#	Requirement	
1.	You must be supervised by Line Management at all times and act in the manner instructed.	
2.	Do nothing that you have not been instructed to do.	
3.	Report any items of safety that you may consider to be detrimental to your wellbeing to your Line Manager immediately.	
4.	Always use the correct access/egress routes – never take short cuts.	
5.	Always obey warning notices and instructions.	
6.	Do not lift heavy loads – Be aware of any existing manual handling procedure. Always seek assistance if in any doubt regarding capability to handle a load.	
7.	Control of Substances Hazardous to Health (COSHH) requirements to be fully explained.	
8.	Should you suffer an accident, it must be reported immediately to your Line Manager.	
9.	Emergency Procedures to be explained.	
10.	Your safety must come first. Do not allow your concern for the task or your employment, cloud judgment. Never take chances.	
11.	Have you anything you wish to ask or be advised on?	

Comments;	
Signature of Person Undertaking Assessment:	
Signature of Young Person:	
Signature of Line Manager:	

DOCUMENT CHANGE REQUEST (HS39)

Please complete Section 1 of the 'Document Change Request' form for any document that you believe, requires an amendment or if you believe a new document is required to be produced. Once completed please submit this request to the nominated document reviewer who shall complete Section 2 and respond to your request.

Section 1; To Be Completed By Originator

Please complete either section **A** or **B**.

A; Amendment Required		B; New Document Required	
Document Title:		Document Title:	
Document Revision:			
Brief Outline Of Change Required:		Brief Outline Of New Document Required and Reasons:	

Originator Details	
Name:	
Position:	
Date:	
Issued To:	

DOCUMENT CHANGE REQUEST (HS39)

Section 2; To Be Completed By Document Reviewer

Response	
Name:	
Position:	
Date:	
Approved/Rejected?	
Action Taken:	
Comment:	

Tools & Equipment checklist (HSC01)

A Tools and Equipment Checklist should be completed for the Tools and equipment in use.

Location:

Date:

Equipment Reference Numbers Must Be Entered

QN	Question
1	Is the item of tools or equipment listed on the tools& equipment register?
2	Are there records of maintenance & inspection checks?
3	Has a competent person undertaken the inspection?
4	Is the item of tools or equipment free from defects?
5	Are operators trained to use the item of equipment?
6	Are trained but inexperienced operators being adequately supervised?
7	Are appropriate signs and notices clearly displayed on equipment and machinery?
8	If applicable, is the item of equipment within the calibration dates?

Ref:		Ref:		Ref:	
Yes	No	Yes	No	Yes	No

Actions are required for all NO answers above

QN	Equipment Ref No.	Corrective Action Required	Responsible	Date	Closed

Completed by: _____ Sign _____ Print

OUTDOOR PLAY EQUIPMENT CHECKLIST (HSC02)

School Name:		Area Inspected:	
Date Inspected:		Inspected By:	

ITEMS OF EQUIPMENT CHECKED	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Feature	Check For	Satisfactory			Comments / Actions Needed
		Y	N	N/A	
STRUCTURE	Cracking, breaking, warping, loosening and bending				
SURFACE FINISH	Protective coating missing, rust, cracks, splinters				
CONSUMABLE ITEMS E.G. ROPES, CHAINS	Missing, bent, broken, loosened, worn, open hooks				
EDGES	Protrusions, sharp edges				
PINCH OR CRUSH POINTS	Exposed mechanisms, joints or moving components				
MOVING PARTS	Worn, lack of lubrication, seizure or excessive motion				
GUARDS / HAND RAILS / SWING BARRIERS	Missing, bent, broken, loosened				
ACCESS	Missing or broken rungs, steps or treads etc.				
SWING AND OTHER SEATS	Missing, damaged, loosened etc.				
IMPACT ABSORBING SURFACES	Ineffective by being compacted, displaced or not extensive enough to cover possible impact area				
FOUNDATIONS	Cracked, loose in ground exposed				



WORKPLACE
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OTHER ITEMS SPECIFIC TO YOUR SCHOOL					
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FIRST AID CHECKLIST (HSC03)

A First Aid Checklist should be completed to ensure that adequate first aid arrangements are available and suitable for the maximum anticipated levels of labor on site at the beginning of the project

Location:

Date:

QN = Question Number

QN	Question	Yes	No
1.	Are adequate first aiders currently available? (See Table 1)		
2.	Are notices posted identifying the name and normal location of the first aider?		
3.	Is there a first aid box readily available on site?		
4.	Is the first aid box adequately stocked? (See Table 2)		
5.	Are other first aid facilities provided as required or detailed within risk assessments (e.g. eye wash facilities, showers, etc)?		

Table 1	
No. of Employees	Requirement
Less than 5	At least one appointed person
5 - 50	At least one EFAW / FAW trained person
More than 50	At least one FAW trained person per 50 employees
EFAW = Emergency First Aid at Work / FAW = First Aid at Work	

Table 2 to be completed at the beginning of each project and on a monthly basis unless tags have been fitted to Site First Aid Boxes. Checks are then only required upon discovery of damaged/broken seals.

Table 2			
Product	HSE Std 20 Person Kit	Actual Quantity	Expiry Date
First Aid Guidance Leaflet	1		
Adhesive Plasters (Sterile)	40		
Eye Pads	4		
Triangular Bandages	6		
Safety Pins	12		
HSE Medium Dressing (12x12cm)	9		
HSE Large Dressing (18x18cm)	3		
Individual Wrapped Wipes	10		
Disposable Gloves (Pair)	2		

Note; An "appointed person" is not a first aider, only a nominated individual responsible for upkeep of first aid facilities etc.

Actions are required for all NO answers above

QN	Corrective Action Required	Responsible	Date	Closed

Completed by: _____ Sign _____ Print

Teachers Induction checklist (HSC04a)

Area/Details * = talk through, no star = give out paperwork	Person responsible	Week 1	First Month	Comments
<u>Welcome and Introduction</u> <ul style="list-style-type: none"> Aims and visions of the school * School improvement plan - overview 	Headteacher			
<u>Information about the school</u> <ul style="list-style-type: none"> Premises guide and map (with tour) A talk through the staff handbook * Importance of confidentiality at all times* School prospectus Help with administrative procedures* School holiday/INSET dates School routines, timetables and duties * Access to resources * Caretakers hours and contact details 	DHT/Inclusion Manager			
<u>Payroll</u> <ul style="list-style-type: none"> Sickness, holiday and absence procedure * Salary payment system* Pension Signed agreement around holiday leave 	DHT/Inclusion Manager			
<u>Help with reprographic procedures</u> <ul style="list-style-type: none"> Procedures for copying * Demonstration and practice with photocopier * 	School Business Manager/Administrative Assistant			
<u>Introduction to ancillary Staff, where possible</u> <ul style="list-style-type: none"> Office staff * LSAs* Senior midday supervisor and midday assistants * 	DHT/Inclusion Manager			

<ul style="list-style-type: none"> • Caretaker * • Cleaners * 				
Area/Details * = talk through, no star = give out paperwork	Person responsible	Week 1	First Month	Comments
<u>Positive Behavior</u> <ul style="list-style-type: none"> • Policy including 5Rs, core values, golden rules along with the rewards and sanction system • Anti-Bullying policy 	DHT/Inclusion Manager			
<u>The School Systems and Safety Policies</u> <ul style="list-style-type: none"> • Pupils records * • Communicating concerns and information to parents * • First aid procedures * • Accident/Incident/Hazard reporting procedures • Child protection policy/information to sign • Keeping Children Safe in Education Part 1 • Guidance on Physical Contact • Handling complaints from parents * • Fire alarm and evacuation procedures * • No Smoking Policy • Alcohol and Drugs Policy • Health and safety policy inc. Code of Conduct • Risk Assessments • Internet Policy • Cleaning up bodily Fluids • Social Networking policy • Manual Handling procedures • School visits* • Medical Bag contents* 	DHT/Inclusion Manager			
<u>Teaching and Learning</u>	DHT/Inclusion Manager			



<ul style="list-style-type: none">• Staff letter about school policies• Long and medium term planning/location on server *• Weekly planning/location on server *• Numeracy policy and scheme of work *• Literacy policy and scheme of work *• Foundation Stage policies and schemes of work *• Learning Environment and Displays *				
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Admin Staff induction checklist (HSC04b)

Area/Details * = talk through, no star = give out paperwork	Person responsible	Week 1	First Month	Comments
<u>Welcome and Introduction</u> <ul style="list-style-type: none"> Aims and visions of the school * School improvement plan - overview 	Headteacher/School Business Manager			
<u>Information about the school</u> <ul style="list-style-type: none"> Premises guide and map (with tour) A talk through the staff handbook * Importance of confidentiality at all times* School prospectus School holiday/INSET dates School routines, timetables and duties * Access to resources * Caretakers hours and contact details 	Headteacher/School Business Manager			
<u>Payroll</u> <ul style="list-style-type: none"> Sickness, holiday and absence procedure * Salary payment system* Pension Signed agreement around holiday leave 	Headteacher/School Business Manager			
<u>Help with reprographic procedures</u> <ul style="list-style-type: none"> Demonstration and practice with photocopier * 	School Business Manager/Administrative Assistant			
<u>Introduction to other staff (where possible)</u> <ul style="list-style-type: none"> Teachers Other office staff * LSAs* Senior midday supervisor and midday assistants * Caretaker * 	Headteacher/School Business Manager			



• Cleaners *				
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Area/Details * = talk through, no star = give out paperwork	Person responsible	Week 1	First Month	Comments
<u>Positive Behaviour</u> <ul style="list-style-type: none"> • Policy including 5Rs, core values, golden rules along with the rewards and sanction system • Anti-Bullying policy 	Headteacher/School Business Manager			
<u>The School Systems and Safety Policies</u> <ul style="list-style-type: none"> • Pupils records * • Communicating concerns and information to parents * • First aid procedures * • Accident/Incident/Hazard reporting procedures • Child protection policy/information to sign • Keeping Children Safe in Education Part 1 • Guidance on Physical Contact • Handling complaints from parents * • Fire alarm and evacuation procedures * • No smoking Policy • Alcohol and Drugs Policy • Health and safety policy inc. Code of Conduct • Risk Assessment • Internet Policy • Cleaning up bodily Fluids • Social Networking policy • Manual Handling procedures • Staff letter about school policies 	Headteacher/School Business Manager			



<u>Performance Management</u> <ul style="list-style-type: none"> • Performance Management policy * • Expectation of admin role, including interaction with pupils* • CPD needs * • Code of Conduct Policy * 	Headteacher/School Business Manager			
<u>Electronic Systems</u> <ul style="list-style-type: none"> • Accessing the server * • In-Touch messaging 	Headteacher/School Business Manager			

Date Induction Completed _____

Completed by _____

Date 6 week review completed _____

Completed by _____

Date 12 week review completed _____

Completed by _____

Date further review completed, if relevant _____

Completed by _____

Date probation signed off _____

Signed off by _____

LSA Induction checklist (HSC04c)

Area/Details * = talk through, no star = give out paperwork	Person responsible	Week 1	First Month	Comments
<u>Welcome and Introduction</u> <ul style="list-style-type: none"> Aims and visions of the school * School improvement plan - overview 	Headteacher			
<u>Information about the school</u> <ul style="list-style-type: none"> Premises guide and map (with tour) A talk through the staff handbook * Importance of confidentiality at all times* School prospectus Help with administrative procedures* School holiday/INSET dates School routines, timetables and duties * Access to resources * Caretakers hours and contact details 	DHT/Inclusion Manager			
<u>Payroll</u> <ul style="list-style-type: none"> Sickness, holiday and absence procedure * Salary payment system* Pension Signed agreement around holiday leave 	DHT/Inclusion Manager			
<u>Help with reprographic procedures</u> <ul style="list-style-type: none"> Procedures for copying * Demonstration and practice with photocopier * 	School Business Manager/Administrative Assistant			
<u>Introduction to other staff (where possible)</u> <ul style="list-style-type: none"> Teachers* Office staff * Senior midday supervisor and midday assistants * 	DHT/Inclusion Manager			

LSA Induction checklist (HSC04c)

<ul style="list-style-type: none"> • Caretaker * • Cleaners * 				
Area/Details * = talk through, no star = give out paperwork	Person responsible	Week 1	First Month	Comments
<u>Positive Behaviour</u> <ul style="list-style-type: none"> • Policy including 5Rs, core values, golden rules along with the rewards and sanction system • Anti-Bullying policy 	DHT/Inclusion Manager			
<u>The School Systems and Safety Policies</u> <ul style="list-style-type: none"> • Pupils records * • Communicating concerns and information to parents * • First aid procedures * • Accident/Incident/Hazard reporting procedures • Child protection policy/information to sign • Keeping Children Safe in Education Part 1 • Guidance on Physical Contact • Handling complaints from parents * • Fire alarm and evacuation procedures * • No Smoking Policy • Alcohol and Drugs Policy • Health and safety policy inc. Code of Conduct • Risk Assessments • Internet Policy • Cleaning up bodily Fluids • Social Networking policy • Manual Handling procedures • School visits* • Medical Bag contents* 	DHT/Inclusion Manager			

LSA Induction checklist (HSC04c)

<u>Teaching and Learning</u> <ul style="list-style-type: none"> • Staff letter about school policies • Long and medium term planning/location on server * • Weekly planning/location on server * • Numeracy policy and scheme of work * • Literacy policy and scheme of work * • Foundation Stage policies and schemes of work – if applicable * 	DHT/Inclusion Manager			
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Area/Details	Person responsible	Week 1	First Month	Comments
<u>Targets, Marking and Assessment – General Overview</u> <ul style="list-style-type: none"> • Marking and feedback policy • Individual pupil profiles * • Individual pupil progress data * • Teaching and Learning policy • Assessment policy and timetable* 	DHT/Inclusion Manager			
<u>Informing and involving parents – general overview</u> <ul style="list-style-type: none"> • Home link /leaf point/ work books * 	DHT/Inclusion Manager			
<u>Special Needs</u> <ul style="list-style-type: none"> • SEND Policy and procedures • Provision Map * • Intervention strategies 	DHT/Inclusion Manager			
<u>Performance Management</u> <ul style="list-style-type: none"> • Performance Management policy * • Timetable * • Lesson observations * 	DHT/Inclusion Manager			



LSA Induction checklist (HSC04c)

<ul style="list-style-type: none"> • CPD needs * • Code of Conduct Policy * • Expectations of LSA role * 				
<u>Electronic Systems</u> <ul style="list-style-type: none"> • Electronic registration • Accessing the server * • In-Touch messaging 	DHT/Inclusion Manager			

Date Induction Completed _____

Completed by _____

Date 6 week review completed _____

Completed by _____

Date 12 week review completed _____

Completed by _____

Date further review completed, if relevant _____

Completed by _____

Date probation signed off _____

Signed off by _____

MDA Induction checklist (HSC04d)

Area/Details * = talk through, no star = give out paperwork	Person responsible	Week 1	First Month	Comments
<u>Welcome and Introduction</u> <ul style="list-style-type: none"> Aims and visions of the school * 	Headteacher/Inclusion Manager			
<u>Information about the school</u> <ul style="list-style-type: none"> Premises guide and map (with tour) A talk through the staff handbook * Importance of confidentiality at all times* School holiday/INSET dates School routines, timetables and duties * Access to resources * Caretakers hours and contact details 	DHT/Inclusion Manager			
<u>Payroll</u> <ul style="list-style-type: none"> Sickness, holiday and absence procedure * Salary payment system* Pension Signed agreement around holiday leave 	Financial Manager			
<u>Introduction to Staff (where possible)</u> <ul style="list-style-type: none"> Teachers* Office staff * LSAs* Senior midday supervisor* Caretaker * Cleaners * 	DHT/Inclusion Manager			

MDA Induction checklist (HSC04d)

<u>Positive Behaviour</u> <ul style="list-style-type: none"> • Policy including 5Rs, core values, golden rules along with the rewards and sanction system • Anti-Bullying policy 	DHT/Inclusion Manager			
Area/Details * = talk through, no star = give out paperwork	Person responsible	Week 1	First Month	Comments
<u>The School Systems and Safety Policies</u> <ul style="list-style-type: none"> • Staff letter about school policies • First aid procedures * • Accident/Incident/Hazard reporting procedures • Child protection policy/information to sign • Keeping Children Safe in Education Part 1 • Guidance on Physical Contact • Fire alarm and evacuation procedures * • No Smoking Policy • Alcohol and Drugs Policy • Health and safety policy inc. Code of Conduct • Risk Assessment • Internet Policy • Cleaning up bodily Fluids • Social Networking policy • Manual Handling procedures 	DHT/Inclusion Manager			
<u>Performance Management</u> <ul style="list-style-type: none"> • Performance Management policy * • Expectations of MDA role, including lunchtime guidance* 	DHT/Inclusion Manager			



MDA Induction checklist (HSC04d)

- | | | | | |
|---|--|--|--|--|
| <ul style="list-style-type: none">• Observations *• CPD needs *• Code of Conduct Policy * | | | | |
|---|--|--|--|--|

Date Induction Completed _____

Date 6 week review completed _____

Date 12 week review completed _____

Date further review completed, if relevant _____

Date probation signed off _____

Completed by _____

Completed by _____

Completed by _____

Completed by _____

Signed off by _____

Student LSA Induction Checklist (HSC04e)

Area/Details paperwork	* = talk through, no star = give out	Person responsible	Week 1	First Month	Comments
<u>Welcome and Introduction</u>		DHT/Inclusion Manager			
<ul style="list-style-type: none"> Aims and visions of the school * 					
<u>Information about the school</u>		DHT/Inclusion Manager			
<ul style="list-style-type: none"> Premises guide and map (with tour) A talk through the staff handbook * Importance of confidentiality at all times* School prospectus School holiday/INSET dates School routines, timetables and duties * 					
<u>Introduction to other staff (where possible)</u>		DHT/Inclusion Manager			
<ul style="list-style-type: none"> Teachers and LSAs* Office staff * Caretaker /Senior midday supervisor and midday assistants * 					
<u>Positive Behaviour</u>		DHT/Inclusion Manager			
<ul style="list-style-type: none"> Policy including 5 R's, core values, golden rules along with rewards and sanction system Anti-Bullying policy 					
<u>The School Systems and Safety Policies</u>		DHT/Inclusion Manager			
<ul style="list-style-type: none"> Code of Conduct policy First aid procedures * Accident/Incident/Hazard reporting procedures Child Protection Policy/information to sign Keeping Children Safe in Education Part 1 Guidance on Physical Contact Fire alarm and evacuation procedures * No smoking Policy Alcohol and Drugs Policy 					



WORKPLACE
SAFETY SOLUTIONS

Student LSA Induction Checklist (HSC04e)



<ul style="list-style-type: none">• Health and safety policy inc. Code of Conduct• Risk Assessments• Internet Policy• Cleaning up bodily fluids*• Manual Handling procedures				
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Date Induction Completed _____

Completed by _____

Site Staff Induction Checklist (HSC04f)

Area/Details * = talk through, no star = give out paperwork	Person responsible	Week 1	First Month	Comments
<u>Welcome and Introduction</u> <ul style="list-style-type: none"> Aims and visions of the school 	Headteacher			
<u>Information about the school</u> <ul style="list-style-type: none"> Premises guide and map (with tour) A talk through the staff handbook * Importance of confidentiality at all times* School prospectus Help with administrative procedures* School holiday/INSET dates School routines, timetables and duties * Access to resources * Caretakers hours and contact details 	Manager			
<u>Payroll</u> <ul style="list-style-type: none"> Sickness, holiday and absence procedure * Salary payment system* Pension Signed agreement around holiday leave 	School Business Manager			
<u>Introduction to other staff</u> <ul style="list-style-type: none"> Office staff * Other staff as necessary* 	Manager			
<u>The School Systems and Policies</u> <ul style="list-style-type: none"> First aid procedures * Accident/Incident/Hazard reporting procedures Child Protection policy/information to sign Keeping Children Safe in Education Part 1 Guidance on Physical Contact 	Manager			

Site Staff Induction Checklist (HSC04f)

<ul style="list-style-type: none"> • Fire alarm and evacuation procedures * • No Smoking Policy • Alcohol and Drugs Policy • Health and safety policy inc. Code of Conduct • Risk Assessments • Cleaning up bodily Fluids • Social Networking policy • Staff letter about school policies • Manual Handling procedures • Positive Behaviour policy* 				
<u>Performance Management</u> <ul style="list-style-type: none"> • Performance Management policy * • CPD needs * • Code of Conduct Policy * 	Manager			

Date Induction Completed _____

Completed by _____

Date 6 week review completed _____

Completed by _____

Date 12 week review completed _____

Completed by _____

Date further review completed, if relevant _____

Completed by _____

Date probation signed off _____

Signed off by _____

Volunteer Induction Checklist (HSC04g)

Area/Details * = talk through, no star = give out paperwork	Person responsible	Week 1
<u>Welcome and Introduction</u> <ul style="list-style-type: none"> Aims and visions of the school * 	DHT/Inclusion Manager	
<u>Information about the school</u> <ul style="list-style-type: none"> Premises guide and map (with tour) A talk through the staff handbook * Importance of confidentiality at all times* School prospectus School holiday/INSET dates School routines, timetables and duties * 	DHT/Inclusion Manager	
<u>Help with reprographic procedures</u> <ul style="list-style-type: none"> Demonstration and practice with photocopier, if relevant * 	School Business Manager/Administrative Assistant	
<u>Introduction to other staff (where possible)</u> <ul style="list-style-type: none"> Teachers* LSAs* Office staff * Senior midday supervisor and midday assistants * Caretaker * 	DHT/Inclusion Manager	
<u>Positive Behaviour</u> <ul style="list-style-type: none"> Policy including 5Rs, core values, golden rules along with the rewards and sanction system Anti-Bullying policy 	DHT/Inclusion Manager	
<u>The School Systems and Safety Policies</u> <ul style="list-style-type: none"> Code of Conduct policy First aid procedures * Accident/Incident/Hazard reporting procedures 	DHT/Inclusion Manager	



Volunteer Induction Checklist (HSC04g)

- | | | |
|---|--|--|
| <ul style="list-style-type: none">• Child Protection Policy/information to sign• Keeping Children Safe in Education Part 1• Guidance on Physical Contact• Fire alarm and evacuation procedures *• No Smoking Policy• Alcohol and Drugs Policy• Health and safety policy inc. Code of Conduct• Risk Assessments• Internet Policy• Cleaning up bodily Fluids• Social Networking policy• Manual Handling procedures | | |
|---|--|--|

Date Induction Completed _____

Completed by _____

Ladder Checklist (HSC05)

A Ladder Checklist should be completed for all ladders found on the premises. Regular inspections must be carried out, when ladders are used or at intervals not exceeding 7 days since the last inspection.

Location: _____

Date: _____

QN	Question
1	Is the ladder suitable for use?
2	Are all rungs and styles in good order?
3	Is the ladder clean and free from grease and mud?
4	Is the ladder identifiable coded?
5	Are ladders locked away when not in use?

Equipment Reference Numbers Must Be Entered

Ref:		Ref:		Ref:	
Yes	No	Yes	No	Yes	No

Actions are required for all NO answers above or other items to be addressed

QN	Equipment Ref No.	Corrective Action Required	Responsible	Date	Closed

Completed by: _____ Sign _____ Print

A Work Experience Checklist should be completed for any work experience personnel that are placed within Lakeland Primary School and should be undertaken before they begin placement.

Site/Location:

Date:

QN	Question	Yes	No	Comments
General Safety				
1	Have contact details for the delegate been obtained for use, in the event of an emergency?			
2	Has a tour of the workplace been given?			
3	If not, will this take place as soon as possible after the student begins work?			
4	Are there any areas on-site that will be out of bounds during the visit?			
5	If so, will these be pointed out and the dangers explained?			
6	Have any risks in the work tasks allocated to the student been identified?			
7	If so, has a risk assessment been carried out?			
8	Has the delegate been inducted?			
9	Have any risks identified been explained to the delegate?			
10	Have the student been informed on how to obtain first aid?			
11	Is any personal protective equipment necessary?			
12	If so, has it been made it available in the right size(s)?			
13	Has the delegate been instructed on the importance of wearing it?			

WORK EXPERIENCE CHECKLIST (HSC13)

QN	Question	Yes	No	Comments
Fire Safety		Please Confirm The Following Has Been Explained		
1	What the fire alarm sounds like?			
2	The means of escape from where the delegate will be working			
3	The action to be taken on discovery of a fire			
4	The importance of keeping any fire doors shut			
5	The location of the muster point			
6	The rules on smoking			

Please sign to confirm that the above items that have been explained and understood by the student.

Delegate Sign Off	
Name	
Signature	

Supervisor/Manager Sign Off	
Name	
Signature	



An entry should be made in this COSHH register for each substance hazardous to health used and/or stored on this site.

Site:

[illegible]

COSHH Assessments and Safety Data Sheets must be retained for all hazardous substances on the site.



TOOLS & EQUIPMENT REGISTER (HSR05)

An entry should be made in this Tools & Equipment register for each item of plant & equipment used on the premises.

Location:

Tool or Equip' No	Type of Tool or Equipment	Next Calibration or Examination Date

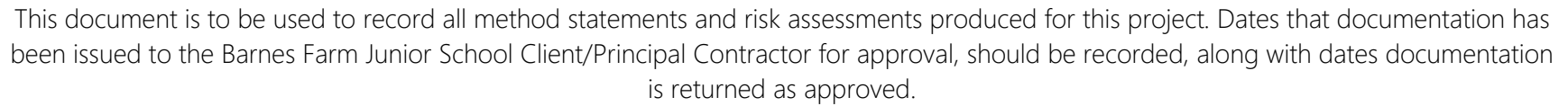
Calibration certificates, Examination Reports and Operator Training Records must be retained for all relevant items of tools & equipment used on the premises.



An entry should be made in this register for each ladder/stepladder on site.

Site:

[illegible]

Document Date/Version: 01 / November 2020

**RISK ASSESSMENT BRIEFING REGISTER (HSR07a)**

Assessment Title:	
Assessment Reference:	

We, the undersigned, confirm that we have read and understood the Risk Assessment/COSHH Assessment, as detailed above and will ensure that our working activities are undertaken in accordance with the control measures detailed.

No.	Date	Name	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

PERMIT REGISTER (HSR13)

An entry must be made in this register to record the issue and cancellation of each permit issued on the site.

Site:

Permit No	Issued to (Contractor)	Date Issued	Authorised By (Barnes Farm)	Cancelled by (Contractor)	Date Cancelled	Authorised By (Barnes Farm)

Risk Assessments and Method Statements must be retained for all permit activities conducted on the site.

HEALTH SURVEILLANCE REGISTER (HSR14)

To be undertaken in accordance with Barnes Farm Junior School Health, Safety and Environmental Policy.

We, the undersigned, confirm that we individually discussed any noticeable changes within our health or general well being that may have been caused by activities (including exposure to noise, substances, vibration, etc.) undertaken whilst working for Barnes farm Junior School.

Date	Name	Follow Up Required (Y/N)	Date Follow Up Completed