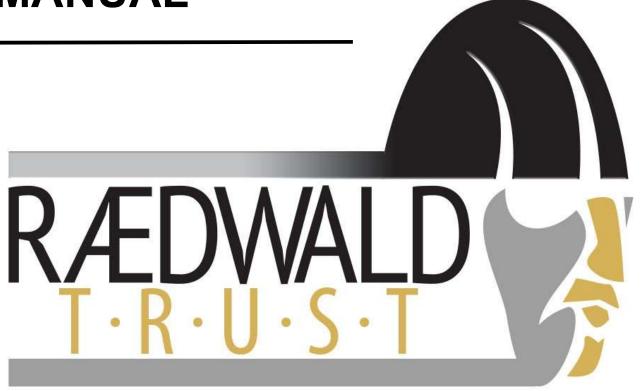
HEALTH & SAFETY MANUAL



DECEMBER 2020

The Health & Safety manual an additional section for Covid 19 with checklists for sites.

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Daily Premises Inspection



Date: Performed By: Submitted to Trust (Y/N):

Inconceted Avec	Observations	Satisfactory? ('X' in Box)		Astion Dominado	
Inspected Area	Observations	Yes	No	Action Required?	
Exit Routes					
Clear of obstructions					
Bags and coats hung or removed from floor areas					
Doors open freely without hindrance					
Toilets					
Supplies available (toilet rolls / soaps / towels)					
Hygiene acceptable (basins / bowls / floors)					
Waste Stores					
Correctly segregated (Council Approved)					
Bags / lids secure – acceptable waste volume					
Plant Rooms					
Combustibles and flammables removed					
Fault panels reading 'Healthy' status					
Perimeter and Boundary Lines					
Fencing / barriers and gates free from damage					
Slip / trip / fall hazards limited and controlled					



Weekly Premises Inspection



Date: Performed By: Submitted to Trust (Y/N):

La caracte di Ausa		Satisfactory? ('X' in Box)		A - 11 D 1 12
Inspected Area	Observations	Yes	No	Action Required?
Fire Alarm				
All sounders operable and audible from all areas				
Panel not displaying faults or poor signals				
Fire Doors				
All doors open and close without restriction				
Closers / Hinges / Latches / Handles undamaged				
Fire doors and frames free from cracks / damage				
Water Purging and Flushing				
Little and unused outlets purged each week				
Limescale and deposits removed from outlets				
Shower heads clear of scale and nozzles clear				
Outdoor faucets used and purged each week				
Gymnasium Equipment				
Wall brackets / mountings padded / visible / firm				
Frames / ramps / platforms stable / solid				
Equipment free of defects or damage from use				



Monthly Premises Inspection



Date: Performed By: Submitted to Trust (Y/N):

	-1	Satisfactory	? ('X' in Box)	Action Required?				
Inspected Area	Observations	Yes	No					
Water Systems	Water Systems							
Hot outlets >45 / cold outlets <20 (within 2 min)								
Running water clear and without deposits or scale								
Emergency Lighting								
Flick test performed / all switches work, LED visible								
Extinguishing Devices								
Devices located near to doors and exit routes								
Devices serviced / tags / pins / labels in place								
Ladders, Stepladders and Po	odiums							
Standards of equipment meet BS Class 1 / EN 131								
Hinges / platform / stabilisers / rungs / stiles undamaged								
Ladders secured when not in use								
Miscellaneous								
Front gates and entrance barriers secured and restrict access								
Tool sheds and out houses secured, roofs and panels damage free								
Playing fields / hedges and shrubs inspected (divots / sharps etc.)								



Annual Premises Inspection



Date: Performed By: Submitted to Trust (Y/N):

		Satisfactory	? ('X' in Box)	
Inspected Area	Observations	Yes	No	Action Required?
Tree Surveys and Roots Insp	pections			
Trunks / bows / branches / roots inspected for weakness and hazards				
Survey report completed by a qualified arborist				
Electrical Testing and Inspec	ction			
5 year electrical test remains valid / remedial actions completed				
Appliance testing completed according to annual / bi-annual regime				
Chargers / lamps / laptops / projectors etc. in good conditions				
Gas Installations and Applia	nces			
5 year gas system integrity test remains valid / actions completed				
Boiler, Kitchen appliances tested / flues clear / emissions acceptable				
Gas isolation valves provided for appliances visible, signed, accessible				
Fire Installation Servicing and Testing				
Fire alarms / extinguishers / emergency lights tested				
Miscellaneous				
Water tanks cleaned / bacteriological tests completed				
Asbestos Materials Inspected twice annually /				

Survey Reviewed (check		
RED Asbestos folder)		



Daily Responsible Person Inspections Classroom



Date: Performed By: Submitted to Trust (Y/N):

Complete the following inspection checklist and list any observations that are presented. List any further action which may be required, regardless of whether the inspection was satisfactory, or not

	-1	Satisfactory	? ('X' in Box)		
Inspected Area	Observations	Yes	No	Action Required?	
Entrances					
Unobstructed / no coats or bags etc. blocking exit					
Exit signage / fire action notices / extinguisher / alarm provided					
Electrical Equipment					
Computers / laptops / projectors and tablets turned off					
All portable appliances tested within 12 / 24 months					
Electrical sockets not overloaded / avoidance of extension lead use					
Desks, Chairs and Storage U	Inits				
Tables provided are arranged with adequate space for movement					
Chairs have space to slide from under tables / exits not blocked with chair use					
Storage units not covering plug sockets or limiting ventilation					
Windows and Doors (Hinges and Fixtures					
Doors open freely / closure of doors less than 30 seconds					
Doors close sufficiently and latch to the frame / Gaps closed / seals made					
Windows open and close easily and have locks and stays to control access					

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Daily Responsible Person Inspection



Corridors, Offices and Staff Areas

Date:	Performed By:	Submitted to Trust (Y/N)
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Inspected Area	Observations	Satisfactory	/? ('X' in Box)	
		Yes	No	Action Required?
Corridors and Halls				
Exit route corridors free from obstructions				
Extinguishers / signage provided through out exit routes and visible				
Main hall flooring / doors / fixtures free of defects and damage				
Offices and Waiting Rooms				
Office desks not cluttered or heavy with combustibles				
Chairs in offices in a functional condition and free from damage				
Workstations adjustability of screens / keyboards / layout adequate				
Waiting areas accessible to exit routes / plants and sockets separated				
Staff and Communal Areas				
Staff rooms provided with hot and cold water				
Kettles separated from electrical sockets / appliance condition good				
Fire blanket and extinguisher provided				
Notice boards contain health and safety information / posters				



Daily Responsible Person Inspections SAFETYBOSS CONSULTANCY AND TRAINING External Areas and Perimeters

Date:	Performed By:	Submitted to Trust (Y/N):
-------	---------------	---------------------------

Incorporate of Aven	Observations	Satisfactory	? ('X' in Box)	
Inspected Area		Yes	No	Action Required?
Car Parking Areas				
Car park barriers operable / unauthorised access preventable				
Car parking areas accessible to pedestrians / walkways provided				
Speed limit signed / implemented / parking contained within bays				
Perimeters and Boundaries				
Perimeter fencing free from holes / damage / defects				
Gates and locks in good condition and secure				
Unauthorised access preventable and observable				
Observations of boundaries possible from internal rooms / patrols				
Play Areas (Fields and Playg	rounds)			
Play equipment in good condition / rust free / damage free				
Posts and supports stable / concrete foundations covered and protected				
Felids inspected / potholes and divots identified and rectified				



Daily Responsible Person Inspections Plant and Hazardous Areas



Date. Performed by. Submitted to Trust t	Date:	Performed Bv:	Submitted to Trust (Y/N)
--	-------	---------------	--------------------------

		Satisfactory	/? ('X' in Box)		
Inspected Area	Observations	Yes	No	Action Required?	
Plant Rooms		,			
Doors locked and keys stored in a secure location					
Combustible materials storage limited and away from plant					
Control panels and diagnostic boards accessible					
Electrical Cupboards					
Unauthorised access preventable / doors lockable					
Combustible storage restricted / Combustibles away from ignition					
Distribution board doors closed and locked / wiring schematics provided					
Rubber mats laid on floor under distribution boards					
Boiler Areas					
Gas valves accessible and undamaged / no coverings / signage visible					
Boiler plant in good condition / service in date / Flue not covered					
Fire extinguishers provided / signage visible / next to door					



Risk Assessment Checklist

Complete the table below to review which risk assessments are required, who is responsible for their completion and the validity dates of each assessment. If additional assessments are identified should be inputted at the end of this table, and a responsible person appointed for their completion.

Risk Assessment	Responsible Person	Date Completed	Date of Next Review
Premises Assessments		'	,
Fire Risk Assessment			
Water Risk Assessment			
Asbestos Survey			
Confined Spaces Survey			
5 Year Electrical Test			
5 Year Gas Inspection			
Tree Survey			
Operational Assessments	1		
Safeguarding Assessment			
Working at Height			
Manual Handling			
Use of Electrical Items			
Work Stations			
Lone Working			
Physical Education			
School Visits			
Personal Emergency Plans			
Gardening Equipment			
Lawnmowers / Strimmers			
Use of Ladders / Steps			
Use of Mobile Towers			
Erection of Staging			
Festive Decorations			
Catering for Pupils			
Food Preparation			
Use of Ovens / Fryers			
Storage of Consumables			
Provision / Use of Vans			
Cleaning Toilets			
Use of Chemicals			
Personnel Assessments			
Pre / Post-Natal Employee			
Display Screen Equipment			
Driving for Work			
Violence and Aggression			
Stress and Anxiety			
Young Persons			

Risk Assessment – Lone Working

RÆDWALD	

Activity:	Assessor:	Issue Date:	
Location:	Reference No:	Revision Date:	

Hazards	Persons Affected	Likelihood of Harm or Ill-Health	Existing Control Measures	Severity	Likelihood	Risk Rating	Additional Control Measures	Severity	Likelihood	Risk Rating
			- All visits away from the office to be planned in advance and documented.							
			- Communication to be maintained between lone worker and the office. Check in procedures to be agreed e.g. call in every hour, call in when going home.							
Lone Working - Away from the main site	- Lone worker	- Loss of contact leading to delayed or no assistance in an emergency	- A charged mobile phone must be kept with lone worker at all times.	2	2	4				
			- Visits to be planned to hours of daylight.							
			- When accessing buildings always lock the door behind you to prevent authorised entrants.							
			- Any high risk work undertaken whilst lone working must be separately risk assessed e.g.							

Violence	- Employees - Public	- Physical assault - Verbal abuse	- All employees who deal with members of the public will have an appropriate level of conflict management training.	2	2	4		
			- Emergency procedures to be developed and communicated to all relevant employees.					
			- Monitoring of lone working will be undertaken to ensure communication is being maintained and that lone workers are safe.					
			- New employees will shadow until they are familiar with their activities and can then lone work.					
			- Lone workers to have training to help them, especially where there might be the risk of violence.					
			- Any lone workers with health conditions that could be at risk may not be able to lone work.					
			electrical, work at height, hot work. Most of which will not be suitable to do as a lone worker.					

- CCTV systems and signage are in place to deter theft / acts of violence.
- Conflicts with members of the public must be escalated and incident reports completed after the event.
- Opening / closing procedures should be done as a minimum two person activity.
- Events held to have a separate risk assessment looking at the environment, the people and the activity, especially if alcohol is present. Including the need to have specific security staff.
- All incidents must be reported, investigated and security arrangements reviewed.



Hi_\/ic

Yes/No









Head

Yes/No



Hearing

Yes/No



Respirato ry

Yes/No



Hand

Yes/No

mi-vis	ьоцу		FOOL	Eye
1	1	1	1	
Ves/No	Vec/No		Ves/No	Voc/No

Additional control(s) required	Responsible Person(s)	Deadline	Date Completed	Signature

			Likelihood (L) – How frequently will it happen, taking into account previous experience, knowledge and industry guidance			
FATALITY	Single or multiple fatalities	5	FREQUENTLY	Daily or weekly	5	
MAJOR	Permanent disability, long term absence, Serious damage to plant or property	4	REGULARLY	Between weekly and once a quarter	4	
MODERATE	RIDDOR Reportable, over 7 day injury, GP fit note	3	INFREQUENTLY	Between quarterly and annually	3	
MINOR	Cuts, bruises	2	RARELY	Once every 1-5 years	2	

INSIGNIFICANT		1	FEASIBLE, BUT	Less than once every 5 years	1
	No damage to person or property		UNLIKELY		

5	M	M	Н	Н	Н
4	L	M	M	Н	Н
3	L	M	M	M	Н
2	L	L	М	M	M
1	L	L	L	L	M
-	1	2	3	4	5

H H	н	High Risk = Action Immediately
M	М	Medium Risk = Action within three months of completing the assessment
M 5	L	Low Risk = Action within six months of completing the assessment

Managor namo:	Manager	
Manager name:	signature:	

Risk Assessment – Manual Handling

	Activity:	Assessor:	Issue Date:	
RÆDWALD	Location:	Reference No:	Revision Date:	

Hazards	Persons Affected	Likelihood of Harm or Ill-Health	Existing Control Measures	Severity	Likelihood	Risk Rating	Additional Control Measures	Severity	Likelihood	Risk Rating
Incorrect posture – twisting, stooping, reaching and technique of holding/transporting load.										
Excessive carrying, lifting or lowering distances.										
Sudden movement of load.										
Frequent or prolonged effort/ inadequate rest periods										

Bulky, unstable or unwieldy object.					
Sharp, hot or otherwise hazardous load.					















Hi-Vis	Body	TT.	Foot	Eye	Head	Hearing	Respirato ry	MAN MAN	Hand
Yes/No	Yes/No		Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	U	Yes/No

Additional control(s) required	Responsible Person(s)	Deadline	Date Completed	Signature

Severity (S) – The mos industry guidance	st likely outcome based on previous experience, knowledge and	Likelihood (L) – How frequently will it happen, taking into account previous experience, knowledge and industry guidance			
FATALITY	Single or multiple fatalities	5	FREQUENTLY	Daily or weekly	5
MAJOR	Permanent disability, long term absence, Serious damage to plant or property	4	REGULARLY	Between weekly and once a quarter	4
MODERATE	RIDDOR Reportable, over 7 day injury, GP fit note	3	INFREQUENTLY	Between quarterly and annually	3
MINOR		2	RARELY	Once every 1-5 years	2

	Cuts, bruises				
INSIGNIFICANT		1	·	Less than once every 5 years	1
	No damage to person or property		UNLIKELY		

5	M	M	Н	Н	Н
4	L	M	M	Н	Н
3	L	M	M	M	Н
2	L	L	M	M	М
1	L	L	L	L	М
	1	2	3	4	5

н	High Risk = Action Immediately
M	Medium Risk = Action within three months of completing the assessment
L	Low Risk = Action within six months of completing the assessment

Managor namo:		Manager	
Manager name:		signature:	

Risk Assessment – Pre Post-Natal Employees

RÆDWALD

Activity:	Assessor:	Issue Date:	
Location:	Reference No:	Revision Date:	

Hazards	Persons Affected	Likelihood of Harm or Ill-Health	Existing Control Measures	Severity	Likelihood	Risk Rating	Additional Control Measures	Severity	Likelihood	Risk Rating
Working at height.	New or expectant mother	-Fractures or breaksSprains or strainsDamage to the unborn childMiscarriage.	Working at height should be avoided by assigning tasks to other members of staff.							
Manual handling – moving equipment.	New or expectant mother	-Increased susceptibility to injuryMiscarriage.	If there is a significant risk from the activity, manual handling should be avoided by assigning tasks to other members of staff.							
Contact with hazardous substances.	New or expectant mother	-Damage to the unborn child.	All chemicals in use should be assessed. Any mention of concentrations being harmful to women of child bearing age or expectant mothers should be immediately referred to the Health and Safety Team and their use prohibited.							

Ergonomic - prolonged standing, sitting etc.	New or expectant mother	-Varicose veinsMiscarriage.	Rest facilities are available for the new / expectant mother. Ideally this will be a quiet, private area. Allowance for longer rest breaks if required.				
Display Screen Equipment.	New or expectant mother	-Discomfort. -Fatigue.	Workstation of the expectant mother will be reviewed during the pregnancy. Extra time is allowed for work breaks away from the screen.				
Violence from members of the public.	New or expectant mother	-StressInjuryMiscarriage.	Work activities to be reviewed. If there is deemed to be a risk of violence from members of the public during any activity, then this should be assigned to other members of staff.				















Hi-Vis	Body	TT.	Foot	Eye	Head	Hearing	Respirato ry	MAN MAN	Hand
Yes/No	Yes/No		Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	U	Yes/No

Additional control(s) required	Responsible Person(s)	Deadline	Date Completed	Signature

Severity (S) – The mos industry guidance	st likely outcome based on previous experience, knowledge and		Likelihood (L) – How frequently will it happen, taking into account previous experience, knowledge and industry guidance			
FATALITY	Single or multiple fatalities	5	FREQUENTLY	Daily or weekly	5	
MAJOR	Permanent disability, long term absence, Serious damage to plant or property	4	REGULARLY	Between weekly and once a quarter	4	
MODERATE	RIDDOR Reportable, over 7 day injury, GP fit note	3	INFREQUENTLY	Between quarterly and annually	3	
MINOR		2	RARELY	Once every 1-5 years	2	

	Cuts, bruises				
INSIGNIFICANT		1	·	Less than once every 5 years	1
	No damage to person or property		UNLIKELY		

5	M	M	Н	Н	Н
4	L	M	M	Н	Н
3	L	M	M	M	Н
2	L	L	M	M	М
1	L	L	L	L	М
	1	2	3	4	5

н	High Risk = Action Immediately
M	Medium Risk = Action within three months of completing the assessment
L	Low Risk = Action within six months of completing the assessment

Manager name:		Manager	
ivialiagei liailie.		signature:	

Risk Assessment – Young Persons

	Activity:	Assessor:	Issue Date:	
RÆDWALD	Location:	Reference No:	Revision Date:	

Hazards	Persons Affected	Likelihood of Harm or Ill-Health	Existing Control Measures		Likelihood	Risk Rating	Additional Control Measures	Severity	Likelihood	Risk Rating
Use of computer / DSE equipment		Eye strain, back problems, wrist strain.	DSE assessments undertaken for all new staff. DSE users encouraged to take regular breaks. Young Person's supervisor to make regular visual checks Induction undertaken.							
Use of office equipment / machinery		Entrapment of fingers/hair, burns, cuts, bruising.	All electrical items PAT tested. All staff fully trained on how to operate equipment/machinery.							
Manual handling		Back pain/strains, musculoskeletal problems.	Induction and training. Young persons must not carry weights in excess of 10kg – weights in excess of 10kg to be moved by use of sack truck or by their supervisor							
Slips, trips and falls		Cuts, bruises, sprains and breaks.	Good housekeeping. Covering/removing trailing cables.							

			Regular visual checks of the working				
			environment.				
			Very few chemicals are used in the offices –				
СОЅНН	Minor health issues	all chemicals have been COSHH assessed and					
СОЗНН		Williof Health Issues	those which present increased risk are not				
			used by young persons.				





Body



Foot





Yes/No



Hearing

Yes/No



Respirato

Yes/No

Hand

Yes/No

Additional control(s) required	Responsible Person(s)	Deadline	Date Completed	Signature

Severity (S) – The most likely outcome based on previous experience, knowledge and industry guidance			Likelihood (L) – How frequently will it happen, taking into account previous experience, knowledge and industry guidance				
FATALITY	Single or multiple fatalities	5	FREQUENTLY	Daily or weekly			
MAJOR	Permanent disability, long term absence, Serious damage to plant or property	4	REGULARLY	Between weekly and once a quarter	4		
MODERATE	RIDDOR Reportable, over 7 day injury, GP fit note	3	INFREQUENTLY	Between quarterly and annually	3		
MINOR		2	RARELY	Once every 1-5 years	2		

	Cuts, bruises				
INSIGNIFICANT		1	FEASIBLE, BUT	Less than once every 5 years	1
	No damage to person or property		UNLIKELY		

5	M	M	Н	Н	Н
4	L	M	M	Н	Н
3	L	M	M	M	Н
2	L	L	M	M	M
1	L	L	L	L	M
	1	2	3	4	5

н	High Risk = Action Immediately
М	Medium Risk = Action within three months of completing the assessment
L	Low Risk = Action within six months of completing the assessment

Manager name:	Manager	
Manager name:	signature:	

Risk Assessment Template

	Activity:	Assessor:	Issue Date:	
RÆDWALD	Location:	Reference No:	Revision Date:	

Hazards	Persons Affected	Likelihood of Harm or III-Health	Existing Control Measures		Likelihood	Risk Rating	Additional Control Measures	Severity	Likelihood	Risk Rating



Yes/No



Body



Foot



Yes/No



Head

Yes/No



Hearing

Yes/No





Hand

Yes/No

Additional control(s) required	Responsible Person(s)	Deadline	Date Completed	Signature

Severity (S) – The most likely outcome based on previous experience, knowledge and industry guidance			Likelihood (L) – How frequently will it happen, taking into account previous experience, knowledge and industry guidance				
FATALITY	Single or multiple fatalities	5	FREQUENTLY	Daily or weekly			
MAJOR	Permanent disability, long term absence, Serious damage to plant or property	4	REGULARLY	Between weekly and once a quarter	4		
MODERATE	RIDDOR Reportable, over 7 day injury, GP fit note	3	INFREQUENTLY	Between quarterly and annually	3		
MINOR	Cuts, bruises	2	RARELY	Once every 1-5 years	2		

INSIGNIFICANT		1	FEASIBLE, BUT	Less than once every 5 years	1	
	No demons to move on an annual to		UNLIKELY			
	No damage to person or property					

5	M	M	Н	Н	Н
4	L	M	M	Н	Н
3	L	M	M	M	Н
2	L	L	M	M	M
1	L	L	L	L	M
	1	2	3	4	5

н	High Risk = Action Immediately
M	Medium Risk = Action within three months of completing the assessment
L	Low Risk = Action within six months of completing the assessment

Manager name:	Manager	
ivialiagei liailie.	signature:	



School Health and Safety Inspection Checklist - Termly

Issues arising from questions that produce a "no" answer can probably be addressed effectively within existing maintenance/repair arrangements. For more significant issues it may be useful to consider a risk assessment approach to determine what action is necessary.

To be completed by Responsible Person at least termly as a minimum.

Name of school:	
Persons involved:	
Date of inspection:	
Responsible Person:	
Assisted By:	
Actions Produced:	
Actions Reviewed:	
Submitted to Trust:	

Section	Section 1 – External Areas and Play Equipment					
		Yes	No	Comments		
1.1	Are paths and playgrounds free from foreseeable trip/slip hazards?					
1.2	Are manholes secure?					
1.3	Are grass areas reasonably even and free of glass, needles etc.?					
1.4	Do trees/branches appear safe?					
1.5	Is the perimeter fencing sound?					
1.6	Is play equipment well maintained and free from sharp edges or rough surfaces?					
1.7	Is play equipment suitably anchored and stable?					
Section	on 2 – Traffic Routes					
		Yes	No	Comments		
2.1	Are traffic routes marked or signed?					
2.2	Where possible, is there segregation of vehicles and pedestrians?					
2.3	Is there designated parking?					
2.4	Are there designated loading/unloading bays?					
2.5	Are traffic warning signs and markings clear?					
2.6	Is external lighting over traffic routes acceptable?					
2.7	Are speed signs appropriate – e.g. 10mph?					
2.8	Are yellow hatched markings placed around building fire exit routes which could become blocked by parked vehicles?					

2.9	Are walkways leading to main entrances from car parks and drop off						
	points clear and gritted?						
Section 3 – Evacuation							
		Yes	No	Comments			
3.1	Are escape routes clear of obstructions?						
3.2	Are exit doors free from internal/external obstruction?						
3.3	Are evacuation notices displayed adjacent to alarm call-points and key locations?						
3.4	Are fire drills held termly?						
3.5	Have extinguishers/alarm been serviced within last year?						
3.6	Is the alarm audible?						
Section	on 4 – General Building Issues						
Section	on 4 – General Building Issues	Yes	No	Comments			
Section 4.1	Are floors and floor coverings in good condition?	Yes	No	Comments			
	Are floors and floor coverings in good	Yes	No .	Comments			
4.1	Are floors and floor coverings in good condition?	Yes	No	Comments			
4.1	Are floors and floor coverings in good condition? Are handrails on stairs sound? Are door mechanisms in good	Yes	No	Comments			
4.1 4.2 4.3	Are floors and floor coverings in good condition? Are handrails on stairs sound? Are door mechanisms in good working order? Is safety glass used where	Yes	No	Comments			
4.1 4.2 4.3	Are floors and floor coverings in good condition? Are handrails on stairs sound? Are door mechanisms in good working order? Is safety glass used where appropriate? Are facilities for people with	Yes	No D	Comments			
4.1 4.2 4.3 4.4	Are floors and floor coverings in good condition? Are handrails on stairs sound? Are door mechanisms in good working order? Is safety glass used where appropriate? Are facilities for people with disabilities appropriate? Do gutters, down-pipes and other	Yes	No O	Comments			
4.1 4.2 4.3 4.4 4.5	Are floors and floor coverings in good condition? Are handrails on stairs sound? Are door mechanisms in good working order? Is safety glass used where appropriate? Are facilities for people with disabilities appropriate? Do gutters, down-pipes and other fixtures appear sound?	Yes	No O	Comments			

Section	on 5 – Temperature & Ventilation			
		Yes	No	Comments
5.1	Can a reasonable room temperature be maintained?			
5.2	Are fans/blinds provided to alleviate high temperature?			
5.3	Is the natural and artificial ventilation adequate?			
Section	on 6 – Lighting			
Section		T	T	
		Yes	No	Comments
6.1	Are all lights working?			
6.2	Are diffusers clean?			
6.3	Is internal lighting adequate?			
6.4	Is external lighting adequate?			
Section	on 7 – Electricity			
		Yes	No	Comments
7.1	Is access to electrical system restricted to authorised persons?			
7.2	Is there a warning sign displayed?			
7.3	Is there an electric shock first aid poster displayed?			
7.4	Are materials in the electrical cupboard stored in a safe manner?			
7.5	Are portable electrical appliances tested periodically by a competent person?			
7.6	Are plugs and leads in good condition?			
7.7	Are socket outlets at least 1m away from running water?			

Sectio	n 8 – First Aid and Medical Provision			
		Yes	No	Comments
8.1	Are names of first aiders displayed or known?			
8.2	Are certificates valid?			
8.3	Are first aid boxes adequately stocked?			
8.4	Are arrangements in place for safe disposal of body fluids and sharps?			
8.5	Do staff wear gloves when dealing with body fluids?			
8.6	Are staff aware of your policy for administering medicines?			
Section	n 9 – Welfare Provision			
		Yes	No	Comments
9.1	Are there suitable toilet facilities?			
9.2	Are suitable washing facilities available?			
9.3	Are the facilities adequately inspected, cleaned, ventilated and lit?			
9.4	Have drinking water outlets been labelled?			
9.5	Are there appropriate facilities for people who are unwell?			

Section	n 10 – Working at Height				
		Yes	5	No	Comments
10.1	Are steps or 'kick-stools' available and used appropriately?				
10.2	Are ladders/scaffold towers in good condition and stored securely?				
10.3	Are ladders/scaffold towers used by authorised persons only?				
10.4	Is there a safe system for working at height e.g. roofs?				
10.5	Where staff cleans windows, have safe procedures been agreed?				
10.6	If a window-cleaning contract is used has a safe system of work been agreed?				
Sectio	n 11 – Management				
		Yes	ı	No	Comments
11.1	Is health and safety information available?				
11.2	Do staff know of their existence?				
11.3	Is the health and safety law poster displayed?				
Sectio	n 12 – Miscellaneous				
		Yes	1	No	Comments
12.1	Is furniture in good condition?				
12.2	Are wall mounted fixtures, shelving, furniture etc. in good condition and secure?				
12.3	Is storage of small quantities of flammable/hazardous substances suitable?				
12.4	Do office staff have enough working space?				

12.5	Are all parts of the school maintained in a clean and tidy condition?			
12.6	Are there adequate facilities for the safe storage and disposal of waste?			
Section	n 13 – Gymnasium			
		Yes	No	Comments
13.1	Is gym equipment in good condition?			
13.2	Are gym mats stored in a suitable area away from ignition sources?			
13.3	Are ropes and climbing frames in good order and secure?			
13.4	Is the floor surface suitable and in good order?			
13.5	Is lighting working and provides sufficient illumination?			
13.6	Are wall brackets and other obtrusions padded and clearly identified?			
13.7	Are equipment stores secure and locked when not in use?			
13.8	Has all equipment been annually serviced and serviced before use?			
Section	n 14 – Kilns			
		Yes	No	Comments
14.1	Is the kiln in safe working order with no signs of malfunction or excessive heat loss?			
14.2	Is the surrounding area of the kiln free of combustible items?			
14.3	Is an electrical or gas isolator control within easy access near the entry point of the kiln room?			

14.4	Is a suitable CO2 or Powder extinguisher available within 10 metres of the kiln?			
14.5	Does fire detection work correctly within the kiln room?			
14.6	Are warning signs stating 'Danger – Hot Kiln' displayed nearby?			
Section	n 15 – Lifts	1	1	
		Yes	No	Comments
15.1	Do all lifts appear to work correctly?			
15.2	Does the emergency alarm work accordingly – a monthly test is recommended.			
15.3	Is a 'Do not use in the event of fire sign displayed next to each call point?			
15.4	Does the lift level out to the floor sufficiently?			
15.5	Is the lift illuminated sufficiently?			
Section	n 16 – Chemicals			
		Yes	No	Comments
16.1	Are chemicals stored correctly with flammables locked separately in a fireproof cabinet or similar?			
16.2	Are Safety Data Sheets (SDS) available for each chemical?			
16.3	Are COSHH cleaners' cupboards kept locked when not in use?			
16.4	Do all bottles and containers have correct labels?			
16.5	For Science Rooms – are suitable CO2 or Powder extinguishers available?			

16.6	For Science Rooms – is a spill kit available nearby?			
Section	n 17 – Kitchens			
		Yes	No	Comments
17.1	Are kitchens clean and tidy with surfaces wiped and in good order?			
17.2	Are separate food chopping boards and utensils used in line with food safety guidance?			
17.3	Is food subject to regular temperature checks?			
17.4	Are fridges and freezers subject to regular temperature checks?			
17.5	Are records of these temperature checks kept? Are any results erroneous?			
17.6	Are kitchen exit routes unobstructed and lead to a place of safety?			
17.7	If applicable do walk in fridges and freezers have an emergency exit push pad or button located on the inside?			
17.8	Have all appliances been inspected by a competent engineer within 12 months?			
17.9	Is there a suitable method of isolating any gas supplies? (Valves/interlocking systems).			
17.10	Is the kitchen environment comfortable with ventilation available?			
17.11	Are fly nets / screens available?			

Section	n 18 – Art & Design			
		Yes	No	Comments
18.1	Storage Is storage acceptable with combustible items placed in a suitable storage area or cabinet?			
18.2	Pug Mill and Blunger Are these in good working order and are necessary guards correctly attached?			
18.3	Pottery Wheel / jiggers / batting machines Are these in good working order?			
18.4	Substances including Paints, inks, varnishes etc. / Have these been stored correctly and kept within a cabinet or other suitable store?			
18.5	Use of Plaster of Paris. Are these stored correctly in relevant bins or trays?			
18.6	Inhalation of dusts including pottery glazes / Harm to health Is local ventilation sufficient? Are Safety Data Sheets available?			

18.7	Sharp blades / Cuts			
	Have knives and scissors been placed in a safe store area or kept away from work benches when not in use?			
18.8	Photographic dark room			
	Does emergency lighting work well here? Can the fire alarm be heard?			
	40.10-			
Section	1 19 – ICT			
		Yes	No	Comments
19.1	Is a CO2 extinguisher available nearby?			
19.2	Are electrical isolators accessible and clearly signed?			
19.3	Does local air conditioning work sufficiently?			
19.4	Are workstations kept secure and logged out when not in use?			
19.5	Have all IT appliances been PAT tested within the last 2 years?			
19.6	Have valuable items including laptops etc. been kept in a secure lockable store or cupboard?			
19.7	If used, are Kensington locks in good order?			
19.8	Have exhaust grills and fans been checked for dust build-up and signs of overheating?			



Laboratory Safety Inspection Checklist

This safety checklist is intended for use by laboratory staff. It facilitates the maintenance of the safety standard of our science laboratories. This checklist is by no means exhaustive.

Note: D = daily, W = weekly, M = monthly, T = once a term

	Frequ	uency		Descriptor	Checl	k Mark
D	W	М	Т		Yes	No
	•	•	•	First-aid Equipment		
D				1. Is the first-aid box fully equipped and easily accessible?		
	W			Is the eye wash bottle clean and the distilled water replaced?		
	'	•	•	Fire-fighting Equipment		
	W			1. Is the CO ₂ /dry powder fire extinguisher serviceable and fully charged for immediate use?		
	W			2. Is the fire blanket available for immediate use?		
	W			3. Are the sand buckets dry and free from rubbish?		
		l .	<u> </u>	Personal Protective Equipment		
	W			Are there sufficient safety spectacles/goggles available for immediate use?		
	W			2. Are the safety spectacles/goggles clean, free from scratches and in good condition?		
	W			3. Is the safety screen available for immediate use?		
	W			4. Is the face shield available for immediate use?		
		М		5. Is the safety goggles for laser protection (if any) available for immediate use?		

	Frequ	uency		Descriptor	Check	Mark
D	W	М	Т		Yes	No
		М		6. Have the safety spectacles/goggles, face shield and safety screen been cleaned with detergent/disinfectant?		
	W			7. Are laboratory gowns and protective gloves (e.g. disposable plastic gloves, chemical/heat resistant gloves and leather gloves for animal handling) available for immediate use?		
	W			8. Is the respirator available for immediate use?		
	•	•	•	Exits/Passages		
D				Are all exits/passages free from obstructions?		
D				Are all entrances to the laboratories locked by the end of the school day to avoid unauthorised entry?		
				Electrical Supply		
	W			Are plugs, sockets and switches securely screwed, without cracks and free from signs of overheating?		
	W			2. Are electrical fittings free from loose/exposed wires?		
			Т	3. Does the residual current device operate when the test button is pressed?		
D				4. Is the main switch switched off by the end of the school day (if applicable)?		
	•	•	•	Gas Supply		
	W			Are Bunsen burners maintained in good condition (e.g. the barrels are free from obstructions, the collars are not stuck, etc.) and the tubing free from any signs of deterioration?		
D				2. Have all gas taps been closed by the end of the school day?		
D				3. Is the main gas supply valve switched off by the end of the school day?		
	1	ı	ı	Water Supply/Drainage System		
		М		Are the water taps functioning properly?		
		М		Are recovery traps/sinks free from leakage?		
	1	1		Fume Cupboard		

	Frequ	uency		Descriptor	Check	Mark
D	W	М	T		Yes	No
D				Is the fume cupboard functioning properly?		
D				Is the working area inside the fume cupboard clean and clear for immediate use?		
				Floor		
D				Is the floor kept in a safe condition (e.g. no loose floor tiles, no slippery areas, etc.)?		
		l		General Storage		
D				Are all hazardous chemicals kept in a locked store/cupboard?		
D				Do all hazardous chemicals carry suitable hazard warning labels?		
	W			3. Have blurred labels on reagent bottles been replaced?		
	W			4. Are incompatible chemicals (e.g. hydrochloric acid and methanol, strong oxidizing agents and strong reducing agents, etc.) separately stored from each other?		
	W			Are corrosive chemicals stored at a low level and protected from kicking?		
		М		6. Are reactive chemicals (e.g. phosphorus, alkali metals, etc.) covered with sufficient immersion fluids?		
		М		7. Are short-life chemicals (e.g. diethyl ether, alkali metals, etc.) free from any signs of deterioration?		
		М		8. Is the spill control kit for dealing with chemical spills in good condition and readily accessible?		
		М		9. Are the safety information (e.g. MSDSs) for all the hazardous chemicals stored readily available?		
		М		10.Are all radioactive substances (if any) stored in a locked metal container?		
		М		11. Are heavy items stored at a low level?		
			Т	12.Is the quantity of each chemical stored in the laboratory kept to a practical minimum and just sufficient for routine uses?		
			Т	13.Is the laser (if any) kept under lock?		

	Frequ	iency		Descriptor			Check	Mark
D	W	М	Т				Yes	No
				Storage of Chemical Wastes				
	W			1. Are chemical wastes properly separa	ated and sto	red?		
	W			2. Are the storage pails and catcher tra leakage?	ys free from	signs of		
			•	Others (please specify)				
Sign	ature	•						
Insp	ecting	3			Date:			
Pers	onnel	:						



Self-Assessment Checklist for Kitchens – Food temperature checks to be done daily

	Food Hy	giene Management Quick Checklist	Yes	/ No			
1	The food safety management system documents our safe methods to control the food safety hazards (bacterial, chemical or physical contamination) in our business: Prevention of Cross - Contamination Cleaning and Disinfection Cooking Safely Chilling Management We carry out regular checks (monitor) to make sure that our controls are working We record these checks? We regularly review the safe methods of working						
2	The food safety management system documents our safe methods to control the food						
	safety h	azards (bacterial, chemical or physical contamination) in our business:					
	3	Prevention of Cross - Contamination					
		Cleaning and Disinfection					
	(Cooking Safely					
		Chilling					
	Manage	ment	Yes	/ No			
3	We carry	y out regular checks (monitor) to make sure that our controls are working					
4	We reco	rd these checks?					
5	We regu	larly review the safe methods of working					
	Hygiene	Training	Yes	/ No			
6		f have received food hygiene training and/or adequate instruction and supervision					
	and we l	nave certificates or records to prove this					
7	Our staf	f understand our Food Safety Management System and follow the good food					
	handling	practices set out in its safe methods and procedures					

	Cleaning	Yes / No
8	All rooms where food and drink is stored or prepared are clean	
9	All food-contact surfaces are cleaned and disinfected/sanitised using a food-grade sanitiser	
10	All hand-contact surfaces such as taps, bin lids, and fridge doors are sanitised daily	
11	Fridges are cleaned out regularly	
12	Fridge door seals are free of mould	
13	Any reusable cloths are laundered or are cleaned and disinfected after use	
14	Wash basins are used only for hand washing	
15	Wash basins are equipped with hot & cold, or warm, running water, soap and hygienic means of drying hands such as paper towels	
16	We have a cleaning schedule that includes items that require only occasional cleaning such as behind equipment and extractor flues	
	Cross Contamination	Yes / No
17	Our staff have been instructed and know how and when to wash their hands properly	
18	Our staff wear clean work clothing and/or over clothing	
20	Our staff know that if they have diarrhea and/or vomiting they must not return to work until 48 hours after symptoms cease	
21	We have an ample supply of clean cloths in the kitchen	
22	We store raw and ready to eat (RTE) foods separately, keeping RTE foods covered	
23	We use separate equipment and surfaces for preparing raw and RTE foods	
24	Our premises is proofed against access by pests such as rodents and flies	
25	We regularly check for signs of pests, and there is no evidence of pests in our premises	
26	Our electric fly killer (if present) has the tubes changed each Spring	
27	The design and construction of our premises meets legal requirements and the floors, walls and ceilings are in good repair	
	Chilling	Yes / No
28	Our fridges keep food at less than 8°C (ideally between 0°C and 5°C)	
29	All foods with a 'use by' date are kept refrigerated	
30	All foods with 'keep refrigerated' on the label are refrigerated e.g. sauces	
31	There are no foods stored beyond their 'use by' date	

32	All prepared food is labeled with a use by/throw by system e.g. day dots		
33	All fridge temperatures are checked at least once a day		
34	Cooked foods for storage are chilled quickly, within 90 minutes of cooking		
35	We have safe methods for defrosting		
(Cooking	Yes	s / No
36	We have checks for ensuring all foods are thoroughly cooked		
37	Cooked rice is not left at room temperature		
38	Food being held hot is kept above 63°C		
0	Management and Records: Opening Checks	Yes	s / No
39	Fridges, chilled display equipment and freezers are keeping food at a safe temperature		
40	All equipment e.g. oven is working properly		
41	Staff are fit for work and wearing clean work clothes		
42	Food preparation areas are clean and ready for work		
43	Wash basins are clean and fully equipped		
0	Management and Records: Closing Checks	Yes	s / No
44	No food is left out		
45	Food past its 'use by' date has been thrown away		
46	Dirty cloths have been removed for cleaning and replaced with clean ones		
			1

Other Comments

Food Hygiene Management Action Plan			
Any 'No' responses to the questions on the Food Hygiene Management Quick Checklist and the actions that we need to take to prepare for the next inspection	Who	Due Date	Date Complete



Vehicle Safety Checklist

Part 1 – For all Vehicles, to be completed prior to use:

1	Vehicle suitability	Yes	No	N/A	Further action required?	Other comments
1.1	Are vehicles provided with suitable reversing aids to improve driver's field of view e.g. rear-view mirrors (internal and external), windscreen wipers etc.					
1.2	Are vehicles fitted with suitable audible warning devices e.g. sirens, reversing alarms, manual horns, and other features e.g. lights, flashing beacons, reversing lights, reflectors etc.?					
1.3	Are vehicles fitted with seat belt/ restraining devices and are they working properly?					

1.4	Are vehicle cabs protected against rollover and from falling objects?					
1.5	Are vehicle dangerous parts (e.g. power take-offs, chain drives, exposed exhaust pipes) adequately guarded?					
1.6	Is there a vehicle preventative maintenance programme in place whereby vehicles inspected at predetermined intervals of usage or mileage?					
1.7	Is there a vehicle defect reporting system in place?					
2	Driver competence & training	Yes	No	N/A	Further action required?	Other comments
2.1	Have drivers received adequate training, instruction and supervision to carry out their duties safely?					
2.2	Are drivers fully aware of the company's safe systems of work and their responsibilities in maintaining a safe workplace?					
2.3	Are drivers regularly checked for competence at predetermined intervals?					
3	Monitoring driver activities	Yes	No	N/A	Further action required? Y/N	Other comments
3.1	Are driver's standards regularly monitored (e.g. adhering to site rules/ safe working practices including reversing, loading and unloading activities) and are they recorded?					
3.2	Where infringements are found are these formally dealt with and recorded?					

4	Vehicle activities	Yes	No	N/A	Further action required? Y/N	Other comments
4.1	Have reversing activities been reduced as far as reasonably practicable?					
4.2	Where reversing manoeuvres cannot be substantially reduced are vehicles fitted with reversing aids to improve the operator's field of view, audible alarms, use of a trained signaller or banksman?					
4.3	Can a one—way system be introduced to minimise reversing manoeuvres?					
5	Documentation	Yes	No	N/A	Further action required? Y/N	Other comments
5.1	Have you completed and documented a risk assessment of the internal transport hazards arising out of the work activities within the premises?					
	Note: It is a legal requirement to record the significant findings of your risk assessment where 5 or more staff are employed.					
5.2	Have you produced a time tabled action plan to implement the measures identified in the risk assessment?					
5.3	Have you consulted with your staff on the risk assessment and any action plan proposals?					

5.4	Have you developed employee safe systems of work			
	to adhere to and have they been given a copy and			
	received appropriate instruction?			

Part 2 – Pre-Use Checklist for Mini Bus and Pool Cars:

Vehicle Detail / Registration:		
Part of Charles		
Date of Check		
Name of Person Checking:		

Bodywork	Panels ext/int	
	Seats	
	Windows	
Cleanliness/defects	Windows	
Fluid	Oil	
	Coolant	
	Brake/clutch	
	Windscreen Washer	
	Fuel	

Controls/Interior	Warning Lights	
	Gauges	
	Seats	
	Seat Belts	
	Horn	
	Reverse Alarm (lights off)	
	Mirrors	
Steering	Excess Play	
	Pulling to one side	

Wheels	Tyres
(visual check)	Pressure
	Damage
Lights	Front/rear
	Brake
	Indicator
	Hazard
	Fog
	Interior
	Reverse

Brakes	Handbrake	
	Footbrake	
	Pulling to one side	
First Aid Kit		
Fire Extinguisher		
Jack and tools		
Permit		

Finish Mileage	School	Driver	
Start Mileage	Fluids Added	Driver's signature	
Total	Fuel Purchased	Date	

Defects noted during journey



Water & Legionella Schedule of Works - Monthly

Frequency	Area of Risk	Comments	Satisfactory – Yes / No
Weekly (Domestic)	Little Used outlets	Flush through and purge. Record and file.	
Monthly (Temperature checks)	Sentinel Taps Calorifier	Cold water < 200C after 2 minutes. Hot water > 450C within 1 minute. Flow > 600C Return > 500C	
Quarterly (Cleaning)	Showerheads	Dismantle and clean.	
Six Monthly	Representative number of taps on a rotation basis.	Check temperature cold water below 200C and between 500C and 600C for hot water.	

Annually	Cold water storage tank.	Visual inspection, cleaning and disinfection, if required.	
Annually	Calorifiers	Arrange for sample to be taken from hot water calorifiers to confirm condition of drain water, if practical.	
Annually	Calorifiers	Visual check on internal surfaces for scale or sludge. Pasteurise or disinfect as necessary.	

Hot water Flow and Return Temperatures-Monthly Min 60°C, Flow 50°C Return Boiler ID:

Date	Time	Flow °C	Return- ⁰ C	Initials

 	 l	

Cold Water Mains Outlets-Ground floor and Upper floor-3 monthly

Note: Must be below 20°C within 2 minutes of opening tap.

Location	Date	Temperature ⁰ C	Initials

Hot Water Outlets-nearest to and furthest from source-monthly

Note: must reach 45°C within 1 minute of opening tap.

Location	Date	Temp ⁰ C	Initials

Cold Water Tanks-Temperatures – Monthly

Note: Take temperature at furthest end from float valve and mains temperature at float valve inlet must be below 20°C within tank and at float valve inlet within 2 minutes.

Identification	Date	Temp ⁰ C	Visual Condition	Initials

Cold Water Outlets from tanks-Showers/Taps-Monthly

Note: Must be below 20°C within 2 minutes of opening outlet full cold.

Location	Date	Temperature ⁰ C	Initials

Low usage outlets-Weekly

Note: Cold – Run tap for 2 minutes, must be below 20°C.

Hot – Run tap for 2 minutes, must reach 50°C.

Location	Date	Temperature ⁰ C	Initials

Personal Emergency Evacuation Plan For Staff and Pupils

Preface

A Personal Emergency Evacuation Plan is an essential document for the safe evacuation of building occupants who may require assistance or specific consideration in the event of an emergency situation. The following form can be used for both Staff and Pupils.

*This plan must be reviewed on an annual basis (at least) and/or when any significant changes occur (of the building, pupil, or employee) to ensure its validity and accuracy.

Part 1.	
General information	
Name of Evacuee:	
Job Title/ Year Group:	_
Work or Classroom Location:	
Type of Assistance Required:	
Persons Assigned to assist:	
	•
	7
Description of Duties:	
	-
Significant Hazards:	

Evacuation Details

1.	Is access to more than one location in the building required? (If yes, please inform) No:	Yes:	
6. 7. 8. 9. 10. 11.	Has information been given on emergency action procedures? Has information regarding significant hazards on the premises been provided? Does information relating to health and safety need to be provided in a different of the vacue of the evacue of the	Yes:	
Preca	autions to be implemented:		

Part 3.	
Personal Information	
Medical Information:	
Part 4.	
Building Schematics	
Building Schematics: (Diagrams of primary and secondary escape routes)	

Part 5.	
Review	
Date of Plan:	
Date of Review:	
Name of Assessor:	
Signature of Assessor:	
Signature of Evacuee:	
This plan must be reviewed on an annual basis (at least) and/or when any significa occur (of the building, pupil or employee).	nt changes
For further help and advice, please contact:	

Appendix 1 - Covid 19 Arrangements

Due to the COVID 19 pandemic Raedwald Trust has put in place additional checks as follows:

- Daily recording of regular cleaning of touch points on site whilst open to staff or students touch points to include as a minimum all door handles/touch plates, light switches, telephones, kettle/water heater, taps.
- Trust Vehicle usage additional Covid 19 cleaning.

As well as the above all staff and students are reminded to wash hands more regularly for 20 seconds or more and to follow guidance from PHE which is displayed throughout the site to minimise the spread of the virus. Staff and students will adhere to the social distancing of 2m where at all possible.

Car Protocol for Trust vehicles

Before the first drop off - wipe down surfaces including steering wheel, dashboard, gear stick.

At the end of usage - repeat cleaning of touched areas and record in manual and initial to confirm completed.

There is a form within each Trust vehicle that you need to complete at the end of each journey to confirm Covid protocols have been followed.

- social distancing should be maximised within vehicles wherever it is possible, between individuals
 or 'bubbles'
- it is very important to maximise the ventilation of fresh air (from outside the vehicle) particularly through opening windows and ceiling vents

All staff and students (age 11 and above) need to wear face coverings whilst in a Trust or staff vehicle. A face covering is defined as below:

A face covering is a covering of any type which covers your nose and mouth. Reusable or single-use face coverings are available for parents and carers to buy. A scarf, bandana, religious garment or hand-made cloth covering may also be used but these must securely fit round the side of the face.

Please read the following government guidance on what to do if a child develops Covid 19 symptoms at school but is not able to be collected by a family member and needs to be transported home by school staff.

https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe

Protocol for doorstep drops/checks

- Use anti-bac wipes/spray to clean vehicle if Trust vehicle clean items dropping off and place on bin bags on seats.
- Ring doorbell, knock on door.
- Leave packs, put vouchers through letterbox where accessible.
- Stand 2m away if door is opened and ask parents/carers if there is anything they need/have concerns about?

- Ask if the Pupil/Young Person can give staff a wave through a window, so that we can say we have had 'eyes on'
- Once back in car, make a note of information to transfer to Schoolpod

PPE

The scientific advice indicates that educational staff do not require personal protective equipment. This is needed by medical and care professionals providing specific close contact care, or procedures that create airborne risk, such as suctioning and physiotherapy, for anyone who has coronavirus (COVID-19), and is displaying symptoms.

If you are not providing this care to someone with the virus, and displaying symptoms, PPE is not needed. Asymptomatic people (people with the virus but not displaying symptoms) have a reduced viral load and so risk of transmission is considerably reduced.

The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools, colleges and childcare settings is to follow steps on social distancing, handwashing and other hygiene measures, and cleaning of surfaces.

Some children, and young people with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing.

https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Covid 19 - Regular Cleaning Checks - Daily

To record cleaning of touch points on site whilst open to staff or students - touch points to include as a minimum all door handles/touch plates, light switches, telephones, kettle/water heater, taps.

Date	Time	Area cleaned	Staff name

Daily Check – Toilets

All toilets to be monitored throughout the day and cleaned with disinfectant (Dettol) where applicable. Staff to sign their initials when completed and add any comments if necessary.

Date:

Areas to be cleaned/monitored	Before School (Vertas)	Time	Time	Time	Time	Comments
Door handles	(Vertus)					
Sinks – Taps and Basins						
Toilet Seats/Urinal						
Toilet flush handle						
Hand Dryer/Paper towel dispenser						
Mirrors						
Floors						
Hand soap and toilet rolls refilled						
Bins emptied						

Date:

Areas to be cleaned/monitored	Before School (Vertas)	Time	Time	Time	Time	Comments
Door handles	(00.000)					
Sinks – Taps and Basins						
Toilet Seats/Urinal						
Toilet flush handle						
Hand Dryer/Paper towel dispenser						
Mirrors						
Floors						
Hand soap and toilet rolls refilled						
Bins emptied						

Covid 19 - Trust Vehicle Usage (to be completed when used)

Date	Time	Vehicle	Driver name	Initials

Home Risk Assessment Template

Pupil:						
Who's affected:	Date:	Review date:				
Additional Documents attached to this risk assessment:						

Likelihood

1 – Feasible

2 - in the past month

3 - in the past week

4 – Frequently

RR is too high, further actions required and implemented to reduce RR
Look to improve RR, review existing controls
No further action but ensure control measures are maintained

Consequences

1 – discomfort

2 – minor harm physical or mental

3 – harm requiring medical/safeguarding attention

4 – harm requiring hospital/police attention

CC	4	4	8	12	16		
CONSEQUENC	3	3	6	9	12		
SOE	2	2	4	6	8		
CE CE	1	1	2	3	4		
	х	1	2	3	4		
	LIKELIHOOD						

What are the Risks	Who might be Harmed and how	Existing Risk Controls	Risk Level		vel	Further Risk Controls Required	Residual Risk		al	Action Required
			L	С	RR		L	С	NRR	
Pupil Specific										
Other Family members										
Staff										
Site										

(L – Likelihood C – Consequence RR – Risk Rating NRR – New Risk Rating)

Date	Assessor's Name	Signature
Date	Manager's Name	. Signature