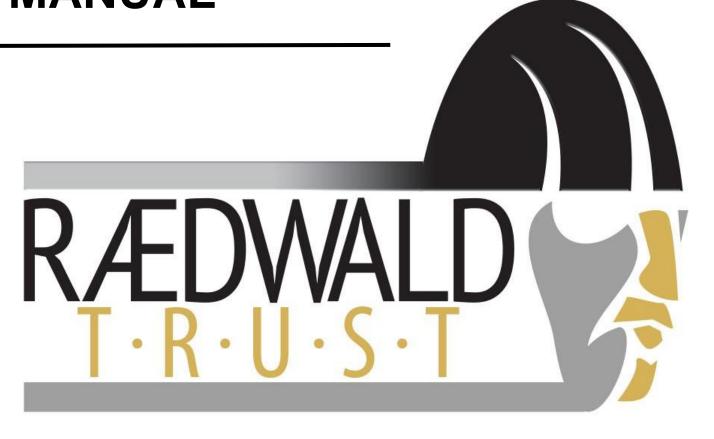
HEALTH & SAFETY MANUAL



SEPTEMBER 2022

Introduction

It is the responsibility of all employees to co-operate in the implementation of the Health and Safety Policy and this Manual within their areas. All employees have a legal duty to ensure their own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work etc Act 1974.

Employees must therefore:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy

Employees must report any accidents, near misses or unsafe practices.

The manual should be read in conjunction with the Health and Safety policy which addresses the arrangements for managing health and safety.

The Health & Safety manual has an additional section for Covid 19 with checklists for sites. The checklists and completed risk assessments are reviewed by leaders and during termly Health & Safety Notes of Visit.

nd completed risk assessments are reviewed by lead	
Updates made:	Date:
p. 2 – introduction added	10 th January 2022
p. 9 – Monthly Premises Inspection, first aid details	
added	
p. 14 – External Areas & Perimeters Inspection,	
boundary checks updated	
p. 16 – Risk Assessment Checklist introduction	
updated	
p. 18 – Lone Working Risk Assessment, existing	
control measures updated	
p. 22 – Manual Handling Risk Assessment, existing	
control measures updated	
p. 26 – Pre Post-Natal Risk Assessment, returning	
to work section added	
p. 39 – Section 4 updated	
p. 42 – Section 8 updated	
p. 43 – Sections 10 & 11 updated	
p. 45 – Sections 14 & 15 updated	
p. 47 – Section 17 updated	
p. 58 – Vehicle Safety Checklist updated	
Daily, Weekly and Annual Inspection checklists	6 th September 2022
updated.	
p. 55 Vehicle Safety Checklist updated	
ூற். 63 Breakdown information updated	4 th November 2022
Reference to fume cupboard removed.	17 th May 2023

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Weekly Premises Inspection

Complete the following inspection checklist and list any observations that are present. Upload to site's checklist folder. List any further actions which may be required on the site's Health and Safety Outstanding Folder.

Completed by	Date//			
Instructed Area	Observations	Satisfactory	/? ('X' in Box)	Action Doggirod
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 or hesitation				
Closers / Hinges / Latches / Handles undamaged				
Fire doors and frames free from cracks / damage				
Finger trap guards provided on doors, intact and good working order				
Water Purging and Flushing				•
Little and unused outlets purged each week				
Limescale and deposits removed from outlets				
Shower heads and taps clear of scale and nozzles clear				
Outdoor faucets used and purged each week				
Water Coolers weekly visual check, bottles exchanged every 3 weeks, ensure bottle dated when commenced/storage bag cover required?				
Gymnasium Equipment				
Wall brackets / mountings padded / visible / firm				
Frames / ramps / platforms stable / solid				
Equipment free of defects or damage from use				
Notice Boards – Kitchen/staff room	n/gymnasium/reception/general			
Notice boards contain up to date: health and safety / information / posters/ Wellbeing				



access

damage free

sharps etc.)

that need repair

Tool sheds and out houses secured, roofs and panels

Playing fields / hedges and shrubs inspected (divots /

All portable appliances tested within 12 months. Visual inspection, no obvious issues

First aid box fully equipped and accessible. First aid posters are up to date. Posters in each room

Monthly Premises Inspection



Complete the following inspection checklist and list any observations that are present. Upload to site's checklist folder. List any further actions which may be required on the site's Health and Safety Outstanding Folder.

Inspected Area	Observations	Satisfactory	? ('X' in Box)	Action Required?	
Inspected Area	Observations	Yes	No	Action Required?	
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 Podiums					
Standards of equipment meet BS Class 1 / EN 131					
Hinges / platform / stabilisers / rungs / stiles undamaged					
Ladders secured when not in use					
Kick stall/hoppers visually inspected for damage					
Miscellaneous		•			
Front gates and entrance barriers secured and restrict					



Annual Premises Inspection



Complete the following inspection checklist and list any observations that are present. List any further actions which may be required on the site's Health and Safety Outstanding Folder.

Compl	leted by	[Date ,	/ /	/

In an anti-old Association	Observations.	Satisfactory	? ('X' in Box)	A .: D .: 13		
Inspected Area	Observations	Yes	No	Action Required?		
Tree Surveys and Roots Inspect	tions	1				
Trunks / bows / branches / roots inspected for weakness and hazards						
Survey report completed by a qualified arborist						
Electrical Testing and Inspectio	n					
5 year electrical test remains valid / remedial actions completed						
Appliance testing completed according to annual regime						
Chargers / lamps / laptops / projectors etc. in good condition						
Gas Installations and Appliance	25	•	l			
5 year gas system integrity test remains valid / actions completed						
Annual gas service undertaken						
Boiler, Kitchen appliances tested / flues clear / emissions acceptable						
Gas isolation valves provided for appliances visible, signed, accessible						
Fire Installation Servicing and T	esting					
Fire alarms / extinguishers / emergency lights tested/annual service						
Miscellaneous						
Water tanks cleaned / bacteriological tests completed						
Asbestos Materials Inspected annually / Survey Reviewed (check RED Asbestos folder)						
Annual service of CCTV						
Annual inspection of play equipment and certificate received						



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

Daily Responsible Person Inspections



Classroom Week commencing: / / Scanned to Staff hub, initial & date:- / / 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 Completed by: Mon Tues Wed Thurs Action points noted on H&S list and actioned by Fri For satisfactory please add your initials, for unsatisfactory place a Observations and action required Inspected Area cross and advise **HOS**. X carried forward until issue resolved. e.g Wed door does not close properly, Tues Thurs advise **HoS** as contractor required to fix Entrances Unobstructed / no coats or bags etc. blocking exit removed from floor hang up Exit signage / fire action notices / extinguisher / alarm provided **Electrical Equipment** Computers / laptops / projectors and tablets turned Keyboards adjustable All leads and appliances visually checked for damage, do not use if damaged, PAT tested within 12 months Electrical sockets not overloaded / avoidance of extension lead use Desks and chairs Tables provided are arranged with adequate space for movement Chairs have space to slide from under tables / exits not blocked with chair use. No damage Plug sockets are as clear as possible, nothing touching/overhanging them Windows and Doors (Hinges and Fixtures)



Daily Responsible Person Inspections



Corridors, Offices, Staff Areas and Toilets

Week commencing:	//	_	Sc	canned to S	taff hub, ini	itial & date:	/_/_
Complete the following required, regardless of v						presented.	List any further action which may b
Completed by:		·					
Mon 1	Tues		Wed		Thurs		
				and action			
Inspected Area				ld your initials			Observations and action required e.g
		Mon	Tues	Wed	Thurs	Fri	door does not close properly, advise HoS as contractor required to fix
Corridors and Halls	'.				•		
Exit routes/exits free from obstructions. Coats and bags hung up/clear of floor	s etc.						
Extinguishers/exit signage/ f notices visible throughout ex							
Hall flooring/all doors/ fixtur defect and damage. Doors cl	e free of						
within 30s. Do not wedge do open.	ors						
Office and waiting Rooms							
Workstations adjustable scre keyboard layout adequate.	eens/						
Computers /laptops turned off/screen locked when not i							
Waiting areas accessible to e routes / plants and sockets separated.	exit						
All leads and appliances visu- checked for damage, do not damaged, PAT tested within	use if						
Electrical sockets not overloa avoidance of extension lead sockets clear nothing touching	aded / use keep						
overlapping Chairs have space to slide fro							
tables. No damage Office desks not cluttered or	heavy						
with combustibles. Arranged adequate space for moveme damage							
Staff and Communal Areas							
Kettles on own electrical soc extension leadAppliance co	•						
good Sockets not overloaded							
Fire blanket: minimum requi where a hob or oven is prese Fire extinguisher provided							
Windows open and close east have locks and stays to conti	•						
Toilets							
Supplies available (toilet roll / towels)							
Hygiene acceptable (basins /	bowls /						





External Areas and Perimeters

Week commencing:	_/_/_	S	canned to	Staff hub,	initial & da	ate://
Complete the following inspec	tion checkl	ist and lis	t any ohse	ervations th	hat are nre	sented. List any further action which may
egardless of whether the insp					nat are pre-	sented. List any randre detron which may
-0.			- //			
ompleted by:						
/lon Tues		We	ed	Th	urs	
i Action	points note	ed on H&	S list and a	actioned by	y	
Inspected Area	For s	satisfactor	/ please add	d your initial	ls. for	Observations and action required
spected / ii ed				d advise HOS		e.g
			until issue			door does not close properly, advise HoS
	Mon	Tues	Wed	Thurs	Fri	as contractor required to fix
Car Parking Areas						
Car park barriers operable /						
unauthorised access						
preventable						
Car parking areas accessible to						
pedestrians / walkways						
provided				1		
Speed limit signed /						
implemented / parking						
contained within bays						
Perimeters and Boundaries			T			
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						
Pathways/play areas are						
undamaged, slip, trip/fall						
hazards limited and controlled.						
Free from obstructions and						
excessive slopes.						
Site is free from litter, glass or						
any other dangerous objects.						
Site and surrounding areas free						
from animal fouling						
Play Areas (Fields and Playgroun	ds)					
Play equipment in good						
condition / rust free / damage						
free						
Posts and supports stable /						
concrete_foundations covered						
and protected						
Fields inspected / potholes and						
divots identified and rectified						
Waste Storage						
Correctly segregated (Council						
Approved)						
1:1: /	+		+	+	-	



Bags / lids secure – acceptable

waste volume



Plant and Hazardous Areas

Week commencing:	_/_			Scanned t	o Staff hub	o, initial & date://	
Complete the followir required, regardless o						are presented. List any further action	n which may b
Completed by:							
Mon	Tues		Wed_		Thurs	;	
Fri	Action p	oints note	d on H&S I	ist and act	ioned by		
Inspected Area	place a c	ross and advi	e add your ini ise H0S . X car resolved.	ried forward	until issue	Observations and action required e.g door does not close properly, advise HoS	
Dlantussa	Mon	Tues	Wed	Thurs	Fri	as contractor required to fix	_
Plant room	1				ı ı		4
Doors locked and keys stored in a secure location. Signage on door							
Combustible materials storage limited and away from plant							
Control panels and							1
diagnostic boards							
accessible. Fault Panels read 'Healthy' status							
Electrical Cupboard							
Doors locked – keys							
held in a secure							
location. Signage on							
door. First aid electrical							
shock poster near by							
Combustible storage							
restricted /away from							
ignition							
Distribution board							1
doors closed and locked							
/ wiring schematics							
provided							
Rubber mats laid on							1
floor under distribution							
boards							
Boiler Area							
Doors locked – keys					П		1
held in a secure							
location. Signage on							
door. Fault panels read							
healthy							
Gas valves accessible							1
and undamaged / no							
coverings / signage							
visible							
Boiler plant in good							1
condition / service in							
date / Flue not covered							
Fire extinguishers							†
provided / signage							
visible							
COSHH Cupboard							1
Doors locked – keys							1
held in a secure							
location. Signage on							
door.							
	1		ı		i I		1



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, these should be inputted at the end of this table, and a responsible person appointed for their completion. Completed Risk Assessment Checklist and premises Risk Assessments can be found in site office.

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			
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

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

Hazards	Persons Affected	Likelihood of Harm or III-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 unauthorised entrants.							
			- Any high risk work undertaken whilst lone working must be separately risk assessed e.g.							

electrical, work at height, hot work. Most of which will not be suitable to do as a lone worker.
- Any lone workers with health conditions that could be at risk may not be able to lone work.
- Regular contact with line manager to ensure any signs of stress are identified.
- Lone workers to have training to help them, especially where there might be the risk of violence.
- New employees will shadow until they are familiar with their activities and can then lone work.
- Monitoring of lone working will be undertaken to ensure communication is being maintained and that lone workers are safe.
- Emergency procedures to be developed and communicated to all relevant employees.

			- All employees who deal with members of the public will have an appropriate level of conflict management training.					
			- CCTV systems and signage are in place to deter theft / acts of violence.					
			- Conflicts with members of the public must be reported and incident reports completed after the event.					
Violence	- Employees - Public	- Physical assault - Verbal abuse	- Opening / closing procedures should be done as a minimum two person activity.	2	2	4		
			- 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.					



Yes/No

Additional control(s) required



Foot



Eye



Head



Hearing

Yes/No



Respirato

Yes/No



Hand

Yes/No

Bo	d	y

Yes/No

Yes/No

Yes/No

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 Remertable, ever 7 day injury. CR fit mate	3	INFREQUENTLY	Between quarterly and annually	3	
MINOR	RIDDOR Reportable, over 7 day injury, GP fit note	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
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 – Manual Handling

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

Hazards	Persons Affected	Likelihood of Harm or III-Health	Existing Control Measures	Severity	Likelihood	Risk Rating	Additional Control Measures	Severity	Likelihood	Risk Rating
Incorrect posture – twisting, stooping, reaching and technique of holding/transportin g load.			Manual Handling can only be undertaken once Manual Handling training is completed.							
Excessive carrying, lifting or lowering distances.			Use appropriate and inspected equipment to support heavy loads.							
Sudden movement of load.			Review of storage areas undertaken on a daily basis							
Frequent or prolonged effort/ inadequate rest periods										

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



Yes/No



Yes/No



Foot





Head

Yes/No



Hearing

Yes/No



Respirato ry

Yes/No



Hand

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

Severity (S) – The mo 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		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	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
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	
	signature:	

Risk Assessment – Pre Post-Natal Employees

	Activity:	Assessor:	Issue Date:	
RÆDWALD TO REPORT OF THE PROPERTY OF THE PROPE	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
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. If there is a significant risk from the activity, manual handling should be avoided by assigning tasks to other members of staff. 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.							
Manual handling – moving equipment.	New or expectant mother	-Increased susceptibility to injuryMiscarriage.								
Contact with hazardous substances.	New or expectant mother	-Damage to the unborn child.								

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.			
Returning to work	New mother	- Breastfeeding	Appropriate facilities are made available to accommodate breastfeeding mothers.			



Yes/No



Yes/No



Foot





Head

Yes/No



Hearing

Yes/No



Respirato ry

Yes/No



Hand

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

Severity (S) – The mo 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		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	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
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	
Manager name:	signature:	

Risk Assessment – Young Persons

	Activity:	Assessor:	Issue Date:	
RÆDWALD P	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
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.				
соѕнн	Minor health issues	Very few chemicals are used in the offices – all chemicals have been COSHH assessed and those which present increased risk are not used by young persons.				



Yes/No



Body



Foot





Head

Yes/No



Hearing



Respirato

Yes/No

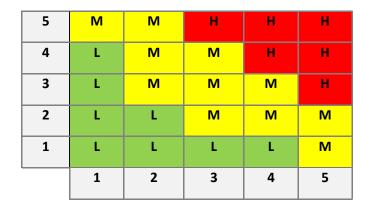


Hand

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		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		



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	
ivianager 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	Severity	Likelihood	Risk Rating	Additional Control Measures	Severity	Likelihood	Risk Rating



Yes/No

Additional control(s) required



Body



Foot



Eye



Head



Hearing



Respirato ry

Yes/No



Hand

Yes/No

Yes/No	Yes/

Yes/No

Yes/No

Yes/No

Responsible Person(s)	Deadline	Date Completed	Signature

Severity (S) – The r industry guidance	nost likely outcome based on previous experience, knowledge and			quently will it happen, taking into account mowledge 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	M	M	M
1	L	L	L	L	M

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

Managar nama:		Manager	
Manager name:		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:	

Sectio	n 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?			
Sectio	n 2 – Traffic Routes			
	T .	Yes	No	Comments
2.1	Are traffic routes marked or signed?			
2.2	Where possible, is there segregation			
2.2	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?			
Sectio	n 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?			
				,
Sectio	n 4 – General Building Issues			
Sectio	n 4 – General Building Issues	Yes	No	Comments
Sectio	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	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	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	Comments
4.1 4.2 4.3 4.4 4.5 4.6	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? Do roof tiles appear secure?	Yes	No	Comments

Section 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 6 – Lighting							
		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 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?						

Section 8 – First Aid and Medical Provision							
		Yes	No	Comments			
8.1	Are names of first aiders and where first aid can be administered 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 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	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?				
10.7	Are staff appropriately trained in relation to work at height?				
10.8	Is equipment available for work at height and is it appropriate, inspected and kept secure e.g. ladders (please list other)				
Sectio	n 11 – Management				
		Yes	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?				
11.4	Are staf recording accidents / near misses on School Pod?				
11.5	Are accidents and near misses reviewed by leaders?				

Section	n 12 – Miscellaneous			
		Yes	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?			

Sectio	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?			
14.7	Is appropriate training and supervision provided?			
Sectio	n 15 – Lifts			
		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?			
15.6	Is a current LOLER certificate in place?			
15.7	Are lifts firefighting or evacuation lifts?			

15.8	Does the lift return to ground floor and remain out of service in the vent of a fire?			
Section	n 16 – Chemicals			
Section		1	1	
		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			
Jeetio.	T Medicing	1	1	
		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?		
17.12	Do kitchen staff have appropriate training / certificates?		
17.13	Are full ingredients included in labelling, including allergens on prepared and packaged food? (Natasha's Law)		

Section	n 18 – Art & Design			
		Yes	No	Comments
18.1	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?			
Section	1 19 – ICT			
Section	113 - 101	Vaa	No	Commonto
		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.

 $^{\rm Note}$: D = daily, W = weekly, M = monthly, T = once a term

	Frequ	uency		Descriptor	Checl	(Mark
D	W	М	Т		Yes	No
	1		•	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?		
	1	l		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			Are the sand buckets dry and free from rubbish?		
		I	1	Personal Protective Equipment		I
	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	iency		Descriptor	Check	Mark
D	W	М	T		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?		
	l .			Exits/Passages		
D				1. Are all exits/passages free from obstructions?		
D				2. Are all entrances to the laboratories locked by the end of the school day to avoid unauthorised entry?		
	•			Electrical Supply		
	W			1. 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?		
			T	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			1. 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?		
	I			Water Supply/Drainage System	I	
		М		1. Are the water taps functioning properly?		
		М		2. Are recovery traps/sinks free from leakage?		
				Floor		

	Frequ	iency		Descriptor	Check	Mark
D	W	М	T		Yes	No
D				Is the floor kept in a safe condition (e.g. no loose floor tiles, no slippery areas, etc.)?		
				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			5. Are corrosive chemicals stored at a low level and protected from kicking?		
		M		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?		
		M		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?		
	1	1		Storage of Chemical Wastes		
	W			Are chemical wastes properly separated and stored?		
	W			Are the storage pails and catcher trays free from signs of leakage?		

	Frequ	iency		Descriptor		Check	Mark
D	W	М	Т			Yes	No
	1			Others (please specify)			
Sign	ature	:					
Insp	ecting	3			Date:		
Pers	onne	:					



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

	Food Hy	giene Management Quick Checklist	Yes / No
1	We have	a food safety management system?	
2		safety management system documents our safe methods to control the food azards (bacterial, chemical or physical contamination) in our business:	
		Prevention of Cross - Contamination	
		Cleaning and Disinfection	
	()	Cooking Safely	
		Chilling	
	Manage	ment	Yes / No
3	We carry	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 have certificates or records to prove this	
7		f understand our Food Safety Management System and follow the good food 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	
2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	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		
(6)	Cooking	Yes	/ 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		
	Management and Records: Opening Checks	Yes	/ 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		
	Management and Records: Closing Checks	Yes	/ 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		
	Waste has been removed and new bags put into bins		+

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 Check List

Please sign to ensure that you are **OVER 25**, have been driving for at least **2 YEARS** and have no more than **6 POINTS** on your license in order to be able to drive this vehicle

Signed Date

• The following check list **must** be carried out before every journey

If you do not meet the above criteria, you will NOT be insured

Please ensure a	at least ¼ tank of fuel on return	
Date:	All adults (name):	Destination:
No of passengers:	No of Adults (inc. driver):	No of students:
Mileage out:	Mileage on return:	Vehicle Registration:
Vehicle Check (please	$\sqrt{\text{or X}}$ report any X to Trust Office:	
1 First Aid Vit as	recent and contents correct	
•	resent and contents correct present and maintained	
	ed and working	
4. Roadside triar	-	
	(number as per seating capacity)	
6. Jack and tools		
7. Permit	•	
	auges and lights work	
_	ndicators/warning	
	erior/horn/seats/reverse/reverse alarm	
(lights off))		
9. Fluid Levels (V	Vindscreen	
washer/oil/br	ake/clutch/coolant/fuel)	
•	be fully closed on return) clean/defects	
	ressure/damage (visual check)	
12. Brakes (handb	•	
13. Brakes do not		
14. Steering no ex	• •	
	not pull to one side	
16. Door		
17. Mirrors (clean	and unobstructed)	
18. Seat Belts		

24. Fuel

purchased

19. Clean (inside and outside)20. COVID 19 pack present

23. Fluids

added

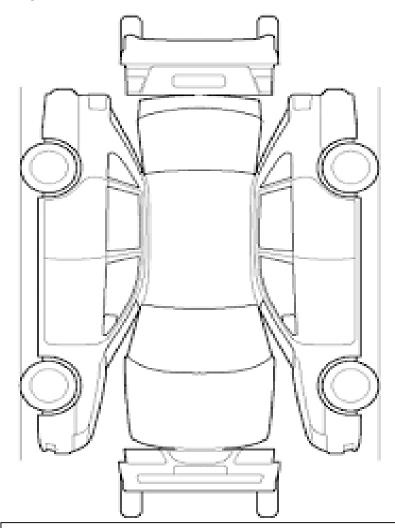
21. Mark any damage prior to driving on diagram overleaf22. Vehicle returned in a clean state (inside & outside)

Comments/defects noted on journey						

Cars – AA Emergency Breakdown – 0800 420420, Account number – BCASP673348

Minibus – AA Emergency Breakdown – 0800 374457, Account number - BCASP667639

Signed Date.....



Damage to interior:			



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

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 (to the building, pupil, or employee) to ensure its validity and accuracy.

Part 1.

rait 1.	
General information	
Name of Evacues:	
Name of Evacuee:	
Job Title/ Year Group:	
Work or Classroom Location:	
Type of Assistance Required:	
Persons Assigned to assist:	
Description of Duties:	
Description of Duties.	
	\neg
Significant Hazards:	

Evacuation Details

1.	Is access to more than one location in the building required? (If yes, please inform) No:	Yes:
2. 3. 4.	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	Yes: No: Yes: No: format?
6. 7. 8. 9.	Yes: No: Is there a means of communication between the evacuee and the assister? Can the evacuee hear the fire alarm from all location on the premises? Can the evacuee clearly identify safety signs and signals? Is the evacuee able to raise an alarm upon discovering a fire? Is assistance required to ascend or descend staircases? Does the evacuee depend on the use of a wheel chair for mobility? If a wheel chair is used, can the evacuee transfer to/ from the wheel chair indepe	Yes:
	Yes: No: Is any equipment required to evacuate the premises safely? Are there any further concerns which have not yet been identified?	Yes: No: Yes: No:
Preca	nutions to be implemented:	

ersonal Information	
Total Information	
Medical Information:	
rt 4.	
ilding Schematics	
Building Schematics: (Diagrams of primary and secondary escape routes)	

Part 5.			
Review			

ICVICW		
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 significant changes occur (of the building, pupil or employee).

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.

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.

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
2410		7 ii da didanda	

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	Time	Time	Time	Time	Comments
Door handles						
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	Before School	Time	Time	Time	Time	Comments
cleaned/monitored						
Door handles						
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						

Working in a Pupil's 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

CO	4	4	8	12	16
CONSEQUENC	3	3	6	9	12
SUEN	2	2	4	6	8
ICE	1	1	2	3	4
	х	1	2	3	4
		LI	KELIHOO	D	

What are the Risks	Who might be Harmed and how	Existing Risk Controls	Risk Level		Risk Level Further Risk Controls Required		Residual Risk			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