



Health and Safety Policy

(incorporating First Aid Policy, Display Screen
Equipment Policy, Smoking Policy and
lone working guidance)



Trinity MAT

Policy	Health and Safety Policy
Date of review	January 2024
Date of next review	January 2025
Lead professional	Director of Estates and Facilities
Status	Statutory

Key personnel in the academies - is listed in Appendix B.

1. Purpose of policy and guiding principles

- 1.1. Trinity Multi-Academy Trust's (Trinity MAT) Board of Directors have overall responsibility for ensuring that each academy within the trust adheres to the Health and Safety Policy and arrangements of the trust. The Local Governing Body (LGB) has primary responsibility for monitoring health and safety practice and procedures at each site, ensuring that appropriate policies and procedures are in place and are followed. The Principal of each academy has a lead responsibility for ensuring health and safety of their premises in line with policies and procedures and acts as the responsible person for the premises in relation to fire safety. The Principal is supported by the academy's Premises Manager acting in a health and safety coordinator role.
- 1.2. The trust recognises and accepts that all employees, students and visitors to each academy, or trust site, are entitled to a safe and healthy environment.
- 1.3. All appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes, in establishing a robust safe and healthy environment and culture.
- 1.4. The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will pass into each academy community. An awareness of the appearance of the building will be demonstrated by students and employees on a daily basis.
- 1.5. All employees have a duty and responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. This Health and Safety Policy can only be successful with the full co-operation of everyone concerned.

- 1.6. The trust and individual academies will seek advice and support (when required) from appropriate organisations to ensure that Health and Safety is maintained to the highest standard and that professional health and safety advice is obtained when required. The trust's Director of Estates and Facilities has a strategic health and safety role for reviewing the Health and Safety Policy, in providing health and safety guidance and support to Principals and Premises Managers and for contracting in professional health and safety services.
- 1.7. This policy is underpinned by the Health and Safety at Work Act 1974 and all other relevant legislation. This policy should be read in conjunction with the trust's Premises Management Policy and plans and the trust's Educational Trips and Visits Policy.
- 1.8. Department for Education (DfE) guidance notes on the statutory responsibilities for a trust or an individual academy should be followed.
- 1.9. This policy does not cover an individual academy's requirement to deliver a Safety Education curriculum (PSHE or other). However, the Premises Manager may be able to offer advice or guidance as to where curriculum leaders can find appropriate resources.

2. Statement of intent and objectives

- 2.1. Trinity MAT aims to ensure that so far as is reasonably practicable:

- All employees, students, members of the public, including parents/carers, visitors and contractors' employees, who enter trust premises, are not exposed to any Health and Safety hazards during the course of their business
- No work will be carried out by the trust employees or contractors that are liable to expose employees, students or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced
- All contractors are able to demonstrate that they have suitable risk assessments and method statements (RAMS) and arrangements for securing proper Health and Safety, including, where necessary, a written statement of policy; works are not to commence until RAMS have been approved and risk mitigations to be followed on site are in accordance with RAMS.

- 2.2. The trust's objectives are to:

- Provide conditions and systems of work for all employees which prevent any danger to health; this requires risk assessments to be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced
- Ensure that all plant and equipment is maintained properly and that neither will be knowingly used when it presents any risks to the safety of the staff or the public
- Provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the Health and Safety at work of all employees, pupils/students and other visitors
- Ensure that the health, safety and welfare of all employees, students and members of the public are under continuous review by management at all levels in the organisation (both centrally and in each academy for the avoidance of doubt)
- Ensure safe arrangements are made for the storage, handling and transport of articles and substances

- Ensure that each academy has, and maintains, up-to-date fire procedures and documentation and that all employees and students are familiar with them
- Develop safety awareness among all employees and students and promote individual responsibility for Health and Safety at all levels in the organisation (both centrally and in each academy for the avoidance of doubt)
- Ensure that our standards are communicated to all employees, associated employees and contractors.

3. Roles and responsibilities

3.1. The Board of Directors/Local Governing Board

In discharging their responsibilities, the Directors and Local Governing Board members will:

- Make themselves familiar with the requirements of the appropriate legislation and codes of practice
- Create and monitor a management structure for Health and Safety
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the academy, and that it is implemented
- Periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- Identify and evaluate risks relating to possible accidents and incidents connected with academy-sponsored activities, including work experience.

In particular, the Directors and Local Governing Board members undertake to provide, as far as reasonably practicable:

- A safe place for all users of the site to work, including safe means of entry and exit
- Plant, equipment and systems of work that are safe
- Safe arrangements for the handling, storage and movement of articles and substances
- Safe and healthy working conditions that take account of appropriate statutory requirements, code of practice and guidance
- Supervision, training and instruction so that all staff and students can perform their academy-related activities in a healthy and safe manner
- Provide safety and protective equipment and clothing, with associated guidance, instruction and supervision.

3.2. The Principal of each academy

- Each Principal is responsible for the safety and security of their students, staff and premises
- Each Principal has a lead responsibility for ensuring health and safety of their premises in line with policies and procedures and acts as the responsible person for the premises in relation to fire safety
- Each Principal will take advice from the premises team in Health and Safety matters, including opening/closing the academy or restricting access to certain areas of the academy to ensure the safe operation of the building
- Each Principal will have a staffing structure which makes clear where the responsibilities for Premises Management lies within their academy; where required, the Principal will ensure that a training budget in relation to Health and Safety requirements is available and relevant staff have appropriate access to training.

3.3. The Director of Estates and Facilities

The Director of Estates and Facilities provides overall strategic and operation leadership and management of Health and Safety practices across the trust and they will:

- Act as the health and safety lead
- Maintain and monitor health and safety standards reporting any failures with statutory obligations
- Ensure all work across sites meets H&S regulations
- Develop review and lead on H&S policies ensuring all trust premises are compliant
- Ensure that each site undertakes regular inspections and records details of fire alarms tests, building/grounds, legionella and other statutory checks
- Develop processes and procedures for offsite education visits
- Ensure a trained Education Visits Co-ordinator is appointed in each academy
- Ensure that fire risk assessments and other testing and inspections are completed
- Adhere to both H&S requirements and statutory Ofsted guidelines for the health and wellbeing of staff, students and visitors
- Ensure full and accurate health and safety training records are maintained
- Act as the co-ordinating lead for the compliance software system and supporting Premises Managers in ensuring all compliance tasks are identified and are completed when due and that the compliance system is updated with accompanying maintenance records
- Ensure that a professional health and safety support service is in place for specialist advice, guidance and support and which offers independent health and safety audits of trust premises.

3.4. The Premises Manager (Health and Safety Co-ordinator)

The Premises Manager has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. They will take all reasonably practicable steps to ensure that the Health and Safety Policy is implemented. In particular they will:

- Have overall responsibility for the day-to-day running of the academy in respect of health and safety matters (including reviewing safe systems of work on a regular basis)
- Ensure health and safety is a normal feature of the academy and functions
- Ensure relevant leaders receive the necessary information, policies and procedures to enable them to fulfil their necessary obligations with respect to all health and safety matters
- Ensure all employees have access to a copy of the academy's Health and Safety Policy and procedures and have received adequate safety training
- Update and review the safety procedures at the academy on a regular basis
- Ensure a safety audit or inspection of the academy is completed on an annual basis
- When relevant, consult with professional safety advisers for specialist advice and assistance
- The Premises Manager will have in place an up-to-date record of Health and Safety Testing/Inspection relevant to their academy. The template in Appendix A provides an example of planned and preventative measures to support compliance to Health and Safety requirements.

3.5. Responsibilities of all staff

- All staff are expected to familiarise themselves with the Health and Safety aspects relative to their area of work and avoid conduct which would put themselves or anyone else at risk

- In addition to the general duties that all members of staff have, all managers and curriculum leaders will be responsible to the Premises Manager for the implementation and operation of the Health and Safety Policy within their relevant departments and areas of responsibility.

In particular, members of staff will:

- Be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Body
- Ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively
- See that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment
- Use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied
- Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- Report any defects in the premises, plant, equipment and facilities that they observe to the Premises Manager
- Take an active interest in promoting Health and Safety and suggest ways of reducing hazards.

3.6. For leaders who work within higher risk areas (such as science departments and practical subjects). Those leaders will:

- Ensure health and safety is a normal feature of that area/department's operations and functions and co-operate in the implementation of risk assessments and regular safety checks
- Report any deficiencies in work procedures, unsafe practices or hazardous situations within their area of responsibility to the Health and Safety Co-ordinator, or in an emergency situation, direct a Senior Leader
- Be familiar with all policies and procedures outlined in the academy Health and Safety Policy relevant to their responsibility; it is important that heads of departments ensure they have access to all relevant guidance notes and code of practice from outside bodies, e.g. DfE, HSE, CLEAPSS Documentation etc
- Department/Curriculum Leaders must also devise and maintain a curriculum area Health and Safety Handbook and appropriate risk assessments
- Department/Curriculum Leaders must inspect all areas for which they are responsible on a monthly basis for health and safety hazards
- Any teaching staff member using corrosive or hazardous fluids must be aware of COSHH requirements.

4. Health and Safety arrangements

4.1. Fire Safety

- Appropriate fire evacuation procedures for ensuring that safety precautions are properly managed will be formulated and sent round to all staff
- The academy's evacuation procedure will be circulated and available on each academy shared areas and/or VLE and the health and safety noticeboard situated in the staffroom
- All staff and students must be fully aware with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested a minimum of three times during an academic year. The evacuation and safety of visitors and contractors will be the

responsibility of the person who they are visiting or working for. All evacuations of the building are recorded and documents held with the Premises Manager

- All staff are aware of the fire evacuation and a copy of this procedure is explained to all new staff during their induction process; please refer to the Critical Incidents and Business Continuity Policy for the full procedure
- All firefighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points and records maintained. All emergency lighting will be tested monthly and annually and records maintained.

4.2. Reporting Accidents

All accidents to staff, students and visitors must be reported, in writing, using the trust or an individuals' academy's accident report form. The completed form should be given to the Premises Manager. Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The Premises Manager/First Aid Co-ordinator will ensure that the Health and Safety Executive is informed of reportable incidents.

4.3. First Aid and medical needs

First Aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

- The First Aid Co-ordinator should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material should be held at various locations throughout the academy. These supplies should be checked on a regular basis by the First Aid Co-ordinator/Medical Welfare Officer
- The academy has a designated team who hold a First Aid qualification. The list of staff is available via the First Aid Co-ordinator. This person has the day-to-day responsibility of ensuring there are enough trained staff and co-ordinating training arrangements
- The first aid team has responsibility for administering treatment for minor injuries which (after being assessed by them and at least another first aid trained professional) do not need hospital treatment. If a first aider has to administer treatment, the student's parent must be informed of the injury and the treatment administered. Contact will be made by the academy's Medical Welfare Officer or another member of the pastoral team
- If the Medical Welfare Officer believes hospital treatment is required they should either contact an ambulance or contact the parent/carer to take their child to the hospital. A senior leader should be informed if a student is taken to hospital
- All staff have the responsibility to contact a first aider in the event of a medical emergency
- There is a separate policy in place for students with medical needs; please refer to this for further information
- Medical equipment and medication should be stored as directed by manufacturers/health care professionals. Syringes and other medical equipment should be disposed of safely in the appropriate container.

5. Equipment

- 5.1. Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective

glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.

- 5.2. The academy retains a list of plant and equipment that must be checked regularly by approved inspectors or an appropriately trained member of staff. Records of all checks are kept in the Premises Manager's office. Examples of this type of plant and equipment are:
 - Fume cupboards
 - All electrical appliances
 - All boiler and biomass equipment
 - Workshop equipment, e.g. drills, lathes, band saws
 - Fixed gymnasium equipment.
- 5.3. When new equipment is purchased it is the responsibility of the department leader, with the assistance of the Premises Manager as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements.
- 5.4. Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Managers should consider storage life when ordering new supplies. Reference must be made to COSHH and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science department.

6. Housekeeping

- 6.1. The Premises Manager will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.
- 6.2. The Premises Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc), clinical waste and normal refuse.

7. Visitors to the academy site

- 7.1. All visitors to the academy will sign in at the reception. Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the academy. The Child Protection and Safeguarding Policy and Safeguarding Procedures (Visitors and Volunteers) explains the procedures as regards to any visitors.
- 7.2. No contractor may undertake work on the academy site without permission from the Premises Manager other than in an emergency, e.g. fire, flooding, or to make safe following theft/vandalism. No works are to commence on site until the risk assessments and method statements (RAMS) have been approved by the Premises Manager.

- 7.3. Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the academy. Contractors are responsible for adhering to risk mitigations in risk assessments and method statements (RAMS).
- 7.4. Hirers of the academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making their booking.

8. Security

- 8.1. All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.
- 8.2. Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.
- 8.3. If a visitor or potential intruder in and around the site is uncooperative, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, immediate help from the police should be sought.

9. Critical incidents

- 9.1. As part of its commitment for the wellbeing of staff, students and visitors, the academy has set out a procedure which is to be adopted in the event of a critical incident occurring, either on the academy premises or on an activity away from the academy site (please refer to the academy Critical Incidents and Business Continuity Plan).

10. Coping with the sudden death of a student, employee or visitor

- 10.1. In the unlikely event that the academy has to deal with the sudden death of a student, employee or visitor, it is advised that initially any member of staff seeks guidance from a member of senior leadership. It may be advised that guidance is also sought from the police, the LA, the DfE and any other applicable agencies regarding how to deal with this situation and how the communication of an incident like this should be handled.

11. Lone working

- 11.1. The trust recognises that there may be a requirement for staff to 'work alone'. These are staff who work by themselves without close or direct supervision and a lone worker risk assessment must be completed.

- 11.2. The trust, as the employer, is responsible for the health, safety and welfare of all workers, including those that work alone. Generally, workers who work alone are scheduled to work outside usual academy hours; please see Appendix A for details.

12. Display Screen Equipment Policy

Introduction

- 12.1. Display Screen Equipment (DSE) are devices that have an alphanumeric or graphic display screen, and includes display screens, laptops, touch screens and other similar devices.
- 12.2. The Health & Safety (Display Screen Equipment) Regulations 1992 (as amended 2002) sets out the legislation relating to Display Screen Equipment (DSE) and employee health. The legislation also includes the immediate work environment around the DSE (the workstation) and includes items such as desk, chair, keyboard, mouse, printer, telephone, document holder and other attachments to the computer).
- 12.3. The Health and Safety Executive states that there is no scientific evidence that the use of DSE, if used sensibly, will be injurious to health. However, incorrect use of DSE can lead to health problems including:
- Pain in necks, shoulders, backs, arms, wrists, and hands
 - Fatigue
 - Stress
 - Eye strain
 - Repetitive Strain Injury.
- 12.4. This policy applies to all staff who are classed as a DSE user whether employed on a permanent or temporary contract. The DSE Regulations defines a user as an employee who habitually uses DSE as a significant part of their normal work. Further guidance indicates that a user will normally use DSE:
- For continuous or near-continuous spells of an hour more at a time
 - More or less daily, and have to transfer information quickly to and from the DSE
 - With a need to apply high levels of concentration **or** are highly dependent on DSE **or** have little choice about using it **or** need special training or skills to use the DSE.
- 12.5. Staff groups that are definitively classed as DSE users due to the nature of their role and based on the above definition are:
- Admin
 - Finance
 - IT
 - HR
 - Marketing
 - Data and Exams
 - Attendance
 - Safeguarding/student wellbeing

- Trust Executive Team
- Academy Senior Leadership Group (Principal, Vice Principal, Assistant Principal).

- 12.6. The above list is not exhaustive and other employees may fall within the definition of a DSE user.
- 12.7. Employees who use DSE infrequently, or only use it for a short period of time are not covered under this policy.

Training

- 12.8. All new starters receive information relating to Health and Safety. This information includes basic information relating to DSE and its correct use. This information is provided to all staff, regardless of whether they are definitively classed as a DSE user.
- 12.9. All new starters are required to complete Health and Safety online training via EduCompli as part of their induction period. This training will also be completed by all current staff every September ensuring a regular 'refresher' to health and safety information.
- 12.10. All definitive DSE users (new starters and other employees will receive online DSE Training (via iHASCO) including training on how to carry out a DSE self-assessment risk assessment. This training provides greater detail for DSE users, including access to an online assessment tool.

DSE Risk Assessments

- 12.11. DSE self-assessment risk assessments shall be conducted by all employees defined as a DSE user, using an online assessment tool. An employee's line manager is responsible for ensuring that this self-assessment risk assessment is completed and will discuss and review the outcome with the employee.
- 12.12. Where the self-assessment risk assessment identifies any potential issues with the DSE or workstation where the line manager and employee are unable to determine suitable action to be taken, advice should be sought from the HR department. Where necessary, a referral will be made to Occupational Health.

Break Periods

- 12.13. Under the regulations there is no prescribed duration for a break from DSE usage and research has shown that short, frequent breaks are more beneficial than one long break.
- 12.14. DSE usage should be periodically interrupted by breaks or changes in activity, through a mixture of screen-based and non-screen-based activities. Natural breaks such as answering the telephone or picking things up from a printer are sufficient to minimise any health effects.
- 12.15. The trust encourages all DSE users to follow the above guidance and, where possible, users will be given the discretion to decide the timing and extent of non-DSE work breaks.
- 12.16. Any employee who believes that their work does not permit adequate breaks from DSE usage should bring this to the attention of their line manager.

Eye Examination and Testing

- 12.17. A DSE user is entitled to request an eye examination and eyesight test. Examinations/tests would usually be every two years; however, exceptions would be made following the advice of a medical practitioner.
- 12.18. Employees may select an optician of their choice. The costs of an eye examination/eyesight test will be met by the trust and the employee should submit an expenses claim form along with a payment receipt from the optician.
- 12.19. An employee can also claim up to £50 for corrective glasses where an eye examination/test confirms existing visual issues may be made worse using DSE. The employee should submit an expenses claim form, receipt, and written confirmation from the optician that the need for glasses/change in prescription is required due to DSE use.

Roles and responsibilities

- 12.20. The role of the CEO is to ensure that this policy is applied fairly and consistently across the trust.
- 12.21. The role of the Principals is to ensure that this policy is applied fairly and consistently across their academy.
- 12.22. The Board of Directors will approve the policy.
- 12.23. The Local Governing Body will monitor, evaluate, and review policies in line with statutory and best practice guidelines.
- 12.24. HR will provide advice and guidance on this policy.
- 12.25. Finance teams will ensure that any approved expenses are paid to the employee in accordance with the Finance Policy.
- 12.26. All employees who are classed as a DSE user should undertake self-assessments of the DSE and workstation and share their assessments with their line manager (frequency as agreed and if they feel there has been a change in their health which may be because of DSE usage).
- 12.27. Line managers will ensure that new staff members that are a DSE user complete the self-assessment as part of their induction period, and that DSE users review/complete a new self-assessment at such frequency as agreed and if they feel there has been a change in their health which may be because of DSE usage.
- 12.28. Line managers will discuss the detail of the self-assessment and agree actions with the employee, seeking advice and guidance where required.

Review and Evaluation

- 12.29. This policy will be reviewed regularly to ensure it is being applied fairly and consistently, and to ensure it continues to meet the needs of the trust.

- 12.30. Any concerns about this policy should be brought to the Director of Estates and Facilities in the first instance.

13. Smoking and Use of E-Cigarettes (Vapes) Policy

- 13.1. The Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006 requires that all enclosed workplaces (including work vehicles) and enclosed public spaces in England must be smoke-free. From 1 July 2007 it became a criminal offence to smoke in a smoke-free place and for those in control of premises to allow smoking. There is also a requirement to make sure that no-smoking signs are displayed in the premises.
- 13.2. The trust does not permit smoking or the use of e-cigarettes (vapes) on any part of its academy premises by any person including staff, students, contractors, and visitors and, for the avoidance of doubt, the academy premises includes staff workplaces, academy buildings, academy grounds, academy vehicles and any other establishment in the control of the trust. If visiting the home of a family/parent/pupil who smokes, staff are expected to refrain from smoking during the visit/meeting.
- 13.3. Any infringements of this policy by staff will be dealt with through disciplinary processes in accordance with the trust's Disciplinary Procedure and any infringement by a student will be dealt with by the academy under their Behaviour for Learning Policy. Any visitors or contractors found smoking on site will be asked to leave the premises with immediate effect.

Support to Stop Smoking

- 13.4. The NHS provide stop smoking services to help smokers to quit and the link below should be used to help find your local Stop Smoking service. Alternatively, telephone the free Smokefree National Helpline on 0300 123 1044.

[NHS stop smoking services help you quit - NHS \(www.nhs.uk\)](https://www.nhs.uk/stop-smoking)

14. Risk assessments

- 14.1. All members of staff in charge of a departmental area or curriculum area are responsible for ensuring that hazards are identified and appropriate suitable and sufficient risk assessments are completed and control measures put in place. Staff seeking advice on risk assessments should in the first instance speak to the Departmental Head and, thereafter, the Premises Manager (the Health and Safety Co-ordinator).
- 14.2. Risk Assessments must be reviewed regularly, and at least once a year, with a view to ensuring that the control measures have been effective in monitoring the hazard. Staff seeking advice on risk assessments should in the first instance speak to the Department/Curriculum Leader and, thereafter, the Premises Manager (the Health and Safety Co-ordinator).

15. Educational visits and transporting students

- 15.1. Each academy has in place their own procedure for managing educational or off-site visits. These procedures outline the health and safety responsibilities staff leading these trips have and how trips and visits are risk-assessed.
- 15.2. When transporting students in trust vehicles (e.g. minibus) the number of passengers must not exceed the legal limit. Seatbelts must be worn and the external visits co-ordinator (EVC) must ensure that the driver has the correct licence and is covered on the academy insurance to drive the vehicle. There must also be a minimum of the driver plus one other member of staff on the minibus when transporting students.
- 15.3. When transporting students in private vehicles the academy has in place procedures to ensure the safety of the driver and the students they are transporting.

16. Health and Safety training

- 16.1. The Premises Manager is required to maintain an up-to-date record of training on health and safety issues for current staff and training once employment has started. All staff are informed of their responsibilities and the academy's policy prior to the commencement of their duties.
- 16.2. The Premises Manager will carry out a Health and Safety briefing with all new members of staff. This will cover emergency evacuation procedures.

17. Monitoring, Evaluation and Review

- 17.1. The Governing Body will review this policy every two years and assess its implementation and effectiveness.

Lone Working

Introduction

It is recognised that in some roles employees will be 'working alone'. These are workers who work by themselves without close or direct supervision.

The employer is responsible for the health, safety and welfare of all workers, including those that work alone. Generally, workers who work alone are scheduled to work outside usual academy hours.

Measures to protect lone workers

The trust, through their Health and Safety Managers, will so far as is reasonably practical, ensure that:

- Employees who are required, or choose, to work alone or unsupervised for significant periods of time are identified and are protected from risk to their health and safety
- Employees who are occasionally required, or choose, to work alone or unsupervised for significant periods of time, although this would not normally be their role, are identified and are protected from risk to their health and safety
- The risks to employees' health and safety are identified by suitable and sufficient risk assessments of the work activities, and where appropriate, control measures are introduced to reduce the risk to an acceptable level or within statutory requirements
- Employees who believe themselves to be in serious or imminent danger and who for reasons of their own, or another person's safety, remove themselves to a place of safety, will be supported by the academy
- Employees are given established, clear procedures on what can and what cannot be done when carrying out a work task, as working alone can add additional risks to a work activity
- Employees are given information, instruction and training before working alone which will be dependent on the risk assessment, and a mechanism is established for providing urgent support to lone workers and a method is established for recording and monitoring lone workers while carrying out their duties
- In addition, employees have a legal duty of care for their own safety, the safety of others and any person affected by their work activities. Employees must co-operate with the academy to enable it to carry out its responsibilities.

Risk assessment

The Premises Manager will ensure that suitable and sufficient risk assessments are carried out in relation to lone working activities. This risk assessment needs to cover a wide range of circumstances when working alone to minimise the need for individual risk assessments. The risk assessment should consider:

- The remoteness or isolation of workplaces, including offices/classrooms
- Availability of communications
- The possibility of interference, such as violence or criminal activity from other persons
- The nature of potential injury or damage to health
- Previous incidents in relation to lone workers and their work activities
- The level of experience and knowledge of individuals
- The medical history of the individual
- Existing risk assessments and safe systems of work
- Anticipated 'Worst Case' scenario

- The nature of the activity, i.e. enforcement action or client request
- The availability of first aid facilities
- Hazards that may affect certain groups of employees due to race, gender, age, disability, sexual persuasion.

Information, guidance and training

Employees and others (for example volunteers, governors, parents) are to be given all the necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Safe working practices, procedures or emergency measures must be followed at all times. Where new or altered hazards are encountered, individuals must make their own personal 'on the spot' assessment of the risk. If health and safety is compromised it must be reported before continuing. The Health and Safety Manager must update risk assessments/procedures in light of the new information. Any personal protective equipment that is required, or information regarding the service user/client/site they are visiting, must be provided.

Violence, Aggressive and Threatening Behaviour

Where it is identified through the risk assessment process that an employee may be exposed to the risk of violence, aggressive or threatening behaviour, reference should be made to academy codes of practice/safe systems of work.

Medical fitness

Consideration must be given to ensure that lone workers are medically fit to carry out the work. Should the risk assessment identify hazards where a standard of medical fitness may be required, e.g. working at heights, confined spaces, manual handling etc, the Premises Manager should consult the HR team.

Serious and imminent danger

Employees who believe themselves to be in serious and imminent danger, such as using machinery that is unsafe or inadequately guarded, or in danger of being physically assaulted, should, where possible, remove themselves to a place of safety. They should inform a member of senior leadership or the Director of Estates and Facilities of this and the reasons for taking such steps.

There may be circumstances where teaching staff may be reluctant to remove themselves for fear of leaving a student in danger of injury/physical assault to themselves and/or others.

It is impossible to give precise advice for every situation however, a decision taken at the time in the interest of health, safety and welfare, will be supported by the academy.

Monitoring

Monitoring of the control measures must take place to ensure the effectiveness of the risk assessment or trigger a review. There are two types of monitoring, which the Health and Safety manager should carry out:

- (a) Active Monitoring. The Health and Safety Manager should ensure that systems and procedures are working without waiting until something goes wrong. It will confirm whether agreed procedures are actually being complied with by employees and whether they are workable in the individual circumstances and have the desired effect of preventing incidents or dangerous occurrences.

- (b) Reactive Monitoring. The Health and Safety Manager should investigate all incidents and dangerous occurrences so that everyone involved can learn from the experience. The Premises Manager must ensure that employees understand the need to report all incidents to them. Therefore, the academy looks to every employee to maintain continuous safety awareness, be alert to existing and potential hazards, and the need to minimise and report them.

Example of Lone Working Risk Assessment

Risk Assessment for:	LONE WORKING - Working in school alone / in isolated locations	
Establishment: Trinity Academy Halifax	Assessment by:	Date:
1 st Review Date Due :	Manager Approval:	Date:

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Normal Control Measures	Are Normal Control Measures Y/N/NA	
				In Place	Adequate
Lone working working in school alone / in isolated locations	Staff Colleagues	Accident / injury, delayed assistance in emergency Physical assault / verbal abuse Cuts / abrasions, muscular and other physical injuries	<ul style="list-style-type: none"> Only agreed risk tasks to be undertaken, avoid high risk activities (e.g. working at height); Mobile phone available. Notify Finance Director / Manager of intention to work outside regular hours. Reduce time spent working alone so far as is reasonably practicable. Ensure a colleague, partner, friend etc is aware you are working alone and who to contact in the event of overdue contact. Notify staff on site of location / estimated duration of task if working on site remote from others. Adequate security in place. Access to site controlled e.g. through coded doors etc. Use of visitor badges / signing in book Ensure all external doors / windows secured to prevent unauthorised access. Do not allow access to unknown callers. External lighting adequate Key holders should be strictly controlled and numbers kept to a minimum. 		

Additional Control Measures (to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).	Action by Whom (list the name of the person/people who have been designated to conduct actions)	Action by When (set timescales for the completion of the actions – remember to prioritise them)	Action Completed (record the actual date of completion for each action listed)	Residual Risk Rating
Consideration given to staff at increased risk i.e. new or expectant mothers, inexperienced staff etc. and lone working activities avoided where practicable.				
Date of Review: Record actual date of review	Comments: Record any comments reviewer wishes to make. Including recommendations for future reviews.			
Date of review:	Comments:			
Date of review:	Comments:			

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.

Responsible Person by Academy

Trinity Academy Halifax:

Name	Role
Sarah Case	Principal
Mathew Connor	Premises Manager (the Health and Safety Co-ordinator)
Gillian Bridge	First Aid Co-ordinator
Gillian Bridge	Medical Welfare Officer (MWO)
Mathew Connor	Educational Visit Co-ordinator (EVC)

Trinity Academy Bradford:

Name	Role
Tom Taylor	Principal
Louis Softley	Premises Manager (the Health and Safety Co-ordinator)
Eleanor Sweeney	First Aid Co-ordinator
Eleanor Sweeney	Medical Welfare Officer (MWO)
Clare McQueen	Educational Visit Co-ordinator (EVC)

Trinity Academy Grammar:

Name	Role
Caroline Foster	Acting Principal
John Lister	Finance Manager (the Health and Safety Co-ordinator)
Anna Perry	First Aid Co-ordinator
Anna Perry	Medical Welfare Officer (MWO)
Kylie Ball	Educational Visit Co-ordinator (EVC)

Trinity Academy Cathedral:

Name	Role
Anna Gillinder	Principal
Vacancy/Heather Eyre	Premises Manager (the Health and Safety Co-ordinator)
Karen Scholey	First Aid Co-ordinator
Karen Scholey	Medical Welfare Officer (MWO)
Maria Stead	Educational Visit Co-ordinator (EVC)

Trinity Sixth Form Academy:

Name	Role
Michael Fitzsimons	Principal
Richard Brearley	Premises Manager (the Health and Safety Co-ordinator)
Ben Cotton	First Aid Co-ordinator
Lisa Armstead	Medical Welfare Officer (MWO)
Richard Brearley	Educational Visit Co-ordinator (EVC)

Trinity Academy Akroydon:

Name	Role
Oliver Grant-Roberts	Principal
James Casson	Premises Manager (the Health and Safety Co-ordinator)
Lisa Stackhouse/Emma Brindley	First Aid Co-ordinator
Jemma Bentley	Medical Welfare Officer (MWO)
Emma Brindley/Lisa Stackhouse	Educational Visit Co-ordinator (EVC)

Trinity Academy St Chad's:

Name	Role
Rachel Dawson	Principal
Richard Wyatt	Premises Manager (the Health and Safety Co-ordinator)
Jill Dobson	First Aid Co-ordinator
Lucy Gilroy	Medical Welfare Officer (MWO)
Sallie Painter	Educational Visit Co-ordinator (EVC)

Trinity Academy St Peter's:

Name	Role
Mathew Brown	Principal
Mary Wray	Premises Manager (the Health and Safety Co-ordinator)
Claire Tetley	First Aid Co-ordinator
To be appointed	Medical Welfare Officer (MWO)
Samantha Heslop	Educational Visit Co-ordinator (EVC)

Trinity Academy St Edwards:

Name	Role
Mark Allen	Principal
Scott Fisher	Premises Manager (the Health and Safety Co-ordinator)
Chris Dyer	First Aid Co-ordinator
Emily Burton	Medical Welfare Officer (MWO)
Laura Atkin	Educational Visit Co-ordinator (EVC)

Trinity Academy Leeds:

Name	Role
Kat Cafferky	Principal
Alan Frost	Premises Manager (the Health and Safety Co-ordinator)
Richard Goulard	First Aid Co-ordinator
To be appointed	Medical Welfare Officer (MWO)
Hannah Collins	Educational Visit Co-ordinator (EVC)

The Maltings (Central Offices):

Name	Role
Peter Knight	Chief Operating Officer
Aarron Pickles	Premises Manager (the Health and Safety Co-ordinator)
Aarron Pickles	First Aid Co-ordinator

Health and Safety Testing/Inspection requirements

The below list of health and safety testing/inspection requirements shall be followed at all premises where relevant and this list is also included in the Premises Management Policy.

Issue/Area (listed alphabetically)	Requirements/Guidance	Frequency/ Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
Asbestos	Overall duty is to manage asbestos in premises. Each site should have an asbestos management survey.	Re-survey recommended every 3 - 5 years	UKAS Accredited company for testing and inspection.	<ul style="list-style-type: none"> Current Asbestos Management Survey Completed asbestos log book 	<u>Control of Asbestos Regulations 2012</u>
	Each site must have a site-specific asbestos management plan, including asbestos risk register and action plan.	Reviewed annually	No specific skills required, but asbestos awareness training recommended.	<ul style="list-style-type: none"> Awareness training recommended. Asbestos management plan, risk register and action plan	
	Demolition/refurbishment survey for areas undergoing construction, renovation or maintenance where intrusive work is planned.	Prior to intrusive works taking place	UKAS Accredited company for testing and inspection.	Demolition/refurbishment survey for areas where intrusive work is planned.	
	Asbestos removal or remedial works.	Where management survey recommends action or as part of refurbishment or demolition	Removal company to be an HSE Licensed Contractor, preferably holding a 3-year licence.	Clearance certification and hazardous waste consignment notes for any removal works carried out.	
	Regular monitoring of visible asbestos to determine condition.	Annual	Visual inspection only and can be carried out by premises staff who have had asbestos awareness training.	Annual monitoring inspection form.	

Issue/Area (listed alphabetically)	Requirements/Guidance	Frequency/ Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
Air Conditioning and Ventilation (including fans, filters and motors)	Units and systems should be maintained according to the manufacturer's guidance. Units and systems may require an inspection under the Energy Performance of Buildings Regulations.	Annual or bi-annual	<ul style="list-style-type: none"> • Holds C&G 2078 • Holds CITB Safe Handling of Refrigerants certificate 	<ul style="list-style-type: none"> • F-Gas records • Maintenance records 	BSEN 378. Refrigeration systems - Safety and Environmental requirements. BS 5720 and BS5925; Building Regulations 1991 F1 "Means of Ventilation" Energy Performance of Buildings Regulations (Certificates and Inspections) (England and Wales) Regulations 2013
AMP (Asset Management Plan) Surveys (for educational establishments only)	The council is required to conduct asset management plan surveys (AMPs) on educational establishments, which are then provided to the Department for Education (DfE) and used to determine property maintenance funding for the coming year. The returns to the DfE will include basic factual data and data relating to the three AMP categories of 'condition', 'suitability' and 'sufficiency'.	3-year rolling cycle	Surveyors qualified to BICS/RICS or equivalent arranged by the Local Authority.	Current survey	DfE Requirement
Boiler Maintenance	Must be maintained in accordance with the manufacturer's recommendations. Safety inspections are to include internal gas pipe work, including all	Annual	The Service technician's Gas Safe card has credits appropriate to the equipment/service being maintained.	Maintenance records are kept including: <ul style="list-style-type: none"> • Date of maintenance • Date by which next maintenance is due 	<u>Gas Safety (Installation and Use) Regulations 1998</u>

Issue/Area (listed alphabetically)	Requirements/Guidance	Frequency/ Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
	ancillary equipment including the pipes, valves, regulators, boosters and compressors.			<ul style="list-style-type: none"> Record of defects and rectification Service document should also record the Gas Safe registration of the technician carrying out the work. 	
Catering equipment	<p>Must be maintained in accordance with the manufacturer's recommendations and according to the type of equipment. See other entries covering:</p> <ul style="list-style-type: none"> Gas appliances Electrical equipment Pressure cookers Firefighting equipment. 	In line with manufacturer's requirements	Ensure that service technician has demonstrable proof of competency, e.g. a Gas Safe card with credits appropriate to the equipment/service being maintained.	Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification	Gas Safety (Installation and Use) Regulations 1998 Provision and Use of Work Equipment Regulations 1998 (PUWER)
CCTV	Inspection and testing	Annual	Trained technician from a recognised company.	Written records including date of test, date next test due, defects found and records of repairs to rectify defects.	Electricity at Work Regulations 1998 IEE Wiring Regulations: BS7671
Design and Technology equipment. (See other areas of this guide for LEV, gas appliances, lifts etc.)	<p>Routine maintenance carried out as per CLEAPSS guide DL254.</p> <p>Servicing carried out by manufacturer/supplier/recognised maintenance company.</p> <p>Design and Technology department health and safety audit.</p>	<p>As specified</p> <p>Annual or manufacturer's recommendation</p> <p>Every 2 years</p>	<p>Trained DT Technician</p> <p>Trained technician from a recognised company.</p> <p>DATA /CLEAPSS approved person.</p>	<p>As specified in guide.</p> <p>Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.</p>	Provision and Use of Work Equipment Regulations 1998 (PUWER) CLEAPSS DL254

Issue/Area (listed alphabetically)	Requirements/Guidance	Frequency/ Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
Disabled Access	Complete an Access Audit to identify areas where the service is inaccessible. The audit should then enable academies to complete an Accessibility Plan. Those who offer services to members of the public, or who employ others, or organisations providing education and training, are obliged by legislation to ensure that those services are accessible to all and that employment arrangements do not place disabled people at a disadvantage.	Every 3 years and whenever works are carried out	Surveyors qualified to BICS/RICS or equivalent. For further help, refer to the National Register of Access Consultants.	Current Audit report.	Equality Act 2010 Special Educational Needs and Disability Act 2001 (SENDA)
Doors (Automated) Applies to powered doors in public buildings.	Routine servicing according to manufacturer's guidelines. Inspection and testing.	6-monthly Annually	NICEIC/ECA registered contractor or equivalent.		BS 7036: 1996 Parts 1, 2 and 3 Electricity at Work Regulations 1998 BS7671 IEE Wiring Regulations
Dust and fume Extraction/Local Exhaust Ventilation (LEV)	Regular maintenance and servicing. Thorough inspection to ensure the design and expected performance is fit for purpose. In addition, filter fume cupboards should be labelled with the type of filter in place and be appropriate for	In line with manufacturer's recommendation At least every 14 months In line with manufacturer's recommendations	Competent person, either specifically trained technician or service technician from company testing to appropriate British standard.	Written records of inspection including identification number of system/fume cupboard, date of test, type of test carried out, results of inspection, results of performance test, list of remedial actions necessary. This must be kept for at least five years.	Control of Substances Hazardous to Health Regulations 2002 (COSHH) Fume cupboards BS EN 14175-2 2003 Provision and Use of Work Equipment Regulations 1998 (PUWER)

Issue/Area (listed alphabetically)	Requirements/Guidance	Frequency/ Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
	the chemicals used. The number of hours of use should also be recorded to ensure filters are changed at appropriate periods.				
Electrical, fixed installation	Testing of all fixed wiring and distribution boards.	Every 5 years	NICEIC/ECA registered contractor or equivalent.	Written records including date of test, date next test due, defects found and records of repairs to rectify defects	Electricity at Work Regulations 1998 BS7671 IEE Wiring Regulations
Electrical Portable appliances	Visual inspection. Combined inspection and testing.	6-monthly Varied, but generally annually. Frequency is determined by risk assessment. In practice combined inspection and testing annually is probably easier to manage and therefore more cost effective.	In many low-risk environments, a sensible (competent) member of staff can undertake visual inspections if they have enough knowledge and training. When undertaking combined inspection documented records of items tested, test stickers placed on items and testing, a greater level of knowledge and experience is needed, and the person will need:	Log of any faults identified and remedial action taken. <ul style="list-style-type: none"> Documented records of items tested Test stickers placed on items 	Electricity at Work Regulations 1998 Electricity at Work Regulations 1998

Issue/Area (listed alphabetically)	Requirements/Guidance	Frequency/ Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
			<ul style="list-style-type: none"> The right equipment to do the tests The ability to use this test equipment properly The ability to properly understand the test results. <p>A NICEIC/ECA/NAPIT accredited contractor is recommended.</p>		
Electrical stage lighting	Inspection and testing of portable dimmer racks with no fixed cabling, plugs, sockets, flexible leads.	Every 3 months and after every alteration			<u>Electricity at Work Regulations 1998</u>
Temporary electrical installations, e.g. for events	Small installations less than 6.5 KW. Larger installations need professional installation.	Before first use. Dependant on length of installation further inspections will be required.	Person responsible should be a qualified electrician or someone else who understands the dangers and has the skills necessary to undertake electrical work safely.	Installation and commissioning certificates including earth leakage test records.	BS 7909 - Code of practice for temporary electrical systems for entertainment and related purposes HSE Guidance Note GS50
Emergency Lighting	Disconnect the mains lighting to enable a function test of the check emergency lighting units. Usually involves turning on and off with 'fish key'.	Monthly	None required	Results normally recorded in the Fire log book.	Electricity at Work Regulations 1998 BS 5266: Part 1 1999

Issue/Area (listed alphabetically)	Requirements/Guidance	Frequency/ Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
	Carry out full rated 3-hour load test, including battery test and maintenance. Normally carried out by a competent contractor.				
Energy Performance	Display Energy Certificate (DEC) must be produced and displayed at all times in a prominent place clearly visible to the public. DEC's are only required for buildings that have a total useful floor area of more than 500m ² , that are occupied by a public authority or an institution providing a public service to a large number of people, and are frequently visited by members of the public. Energy Performance Certificates (EPCs) are required when a building is constructed, sold or let. The EPC rating is different from a Display Energy Certificate (DEC) as it shows how the building has been constructed, not how it is used.	Where the building has a total useful floor area of more than 1,000m ² , the DEC is valid for 12 months. Where the building has a total useful floor area of between 500m ² and 1000m ² , the DEC is valid for 10 years. When a building is constructed, sold or let.	An Energy Assessor, accredited to produce DEC's or EPC's for that type of building, is the only person who can produce the certificates and Advisory Reports for your building. The DEC and EPC will need to be lodged in a national register by the assessor and given a unique reference number.	Current certificate and advisory report.	The Energy Performance of Buildings (Certificates and Inspections) Regulations 2007 Energy Performance of Buildings Directive (EPBD) "Improving the energy efficiency of our buildings - A guide to display energy certificates and advisory reports for public buildings"
Fire detection and alarm systems	Testing of call points and sounders on rotation. Inspection and service by competent contractor.	Weekly Annual (or 25% quarterly)	Basic training in fire alarm operation only. Competent engineer experienced in type of fire alarm being tested.	Results to be recorded in the Fire log book. Appropriate test and inspection certificate.	BS 5839 1:2013
Fire doors	Operation of release devices Condition checks Full fire door survey	Weekly Monthly Annually	Trained premises team person.	Results to be recorded in the Fire log book. Fire door survey report.	Regulatory Reform (Fire Safety) Order 2005

Issue/Area (listed alphabetically)	Requirements/Guidance	Frequency/ Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
			Accredited company/person.		Regulatory Reform (Fire Safety) Order 2005
Firefighting equipment:	Visual check to ensure equipment is in its assigned location and has not been discharged.	Monthly	None, visual check only.	Results to be recorded in the Fire log book.	BSEN 3 extinguisher Commissioning and Maintenance to BS 5306-3: 2009
	Thorough inspection and testing by competent contractor.	Annual	BAFE accredited engineer or equivalent trained and qualified engineer.	Test Certificate.	
	Extended service (test discharge).	5-yearly	BAFE accredited engineer or equivalent trained and qualified engineer	Test Certificate.	
	Overhaul (hydraulic test).	10-yearly	Hoses are no longer recommended as they are more likely to put a user at risk than prevent injuries. The recommendation is to decommission and remove fire hoses. Where hose reels remain in situ, they must be maintained to ensure that water flow is adequate and that all parts are in good working condition.	Test Certificate.	

Issue/Area (listed alphabetically)	Requirements/Guidance	Frequency/ Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
Firefighting equipment: Hoses	Hoses are no longer recommended as they are more likely to put a user at risk than prevent injuries. The recommendation is to decommission and remove fire hoses.	Annual	Where hose reels are in place, a flexible tubing pressure test must be carried out.	Test Certificate.	BS 5306:Part 1: 2006 BS 671-3: 2009
	Where hose reels remain in situ, they must be maintained to ensure that water flow is adequate and that all parts are in good working condition. Where hose reels are in place, a flexible tubing pressure test must be carried out.	5-yearly	Where hose reels are in place, a flexible tubing pressure test must be carried out.	Test certificate.	
Firefighting equipment: Sprinkler systems	Annual inspection of system by competent contractor.	Annual	LPS 1048 approved sprinkler engineer or equivalent.	To be logged in the Sprinkler log book and work sheet filed.	BS EN 12845 LPCB TB203 Care and Maintenance of automatic sprinkler systems
	BS EN 12845 lists various other monthly, quarterly, six-monthly etc. checks and tests for things such as flow switches, remote signalling and water supply, and further guidance is available from insurers and sprinkler servicing companies. BS EN 12845 and its accompanying technical bulletins advise that sprinkler systems should be tested once a week. Seek advice from a competent maintenance company for the full	Weekly	This can be carried out in-house with appropriate training.	Results to be recorded in the Sprinkler log book.	

Issue/Area (listed alphabetically)	Requirements/Guidance	Frequency/ Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
	testing, inspection and maintenance requirements as different systems may have different requirements.				
Firefighting equipment: Wet and dry Risers Wet/dry risers are intended for the use of the Fire Service to provide a readily available means of delivering considerable quantities of water to extinguish or to prevent the spread of fire.	Wet Risers: Regular maintenance and servicing. A wet riser is a system of valves and pipe work which are kept permanently charged with water. Dry Risers: Regular maintenance and servicing A dry riser is a system of valves and pipe work which enables the Fire Service to pump water on to upper floors of a building.	2 visual inspection services per year, 2 electric pump inspection services per year, 1 flow test per year (if applicable). A visual inspection every six months. An annual pressure test	UKAS Accredited company for testing and inspection. UKAS Accredited company for testing and inspection.	UKAS Accredited company for testing and inspection. UKAS Accredited company for testing and inspection.	BS 5306 Part 1: 2006 Regulatory Reform (Fire Safety) Order 2005
Firefighting equipment: Wet and dry suppression systems, e.g. Ansul, FM 200	Maintenance of suppression systems as per manufacturer's guidance.	Annual	BAFE accredited engineer or equivalent trained and qualified engineer.	Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.	BS 5306 Regulatory Reform (Fire Safety) Order 2005
Fire Shutters and curtains A fire shutter or curtain is a specially	Regular testing to ensure effective operation.	Following installation and then 6-monthly or	Demonstrably competent person.	Log book containing name and contact details of manufacturer and installer. Identification of power unit	BS7273: Code of practice for the operation of fire protection measures

Issue/Area (listed alphabetically)	Requirements/Guidance	Frequency/ Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
developed and engineered screen that drops from the ceiling and cuts off the path of a fire between two open areas. These are often used in kitchen service hatches.	Regular maintenance in line with manufacturer's recommendations.	when faults are detected At least annually or when faults are detected.		and safety devices. Results of installation testing and records of all maintenance and defect rectification.	Actuation of release mechanisms for doors BS EN 12453 for installation BS EN 12635 covers maintenance including the need for log book Appendix B of the Building Regulations Approved Document B
Fragile roofs	Fragile roof access to be clearly signed and guarded to prevent falls through them. Periodic inspection of signage required.	As part of termly/quarterly health and safety inspection regime.	None - can be carried out by premises staff.	Termly monitoring inspection forms.	<u>Working at Height Regulations 2005</u>
Fuel Oil and biomass storage	Must be maintained in accordance with the manufacturer's recommendations.	Annual	Ensure that service technician has demonstrable proof of competency appropriate to the equipment/service being maintained.	Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.	<u>The Control of Pollution (Oil Storage) (England) Regulations 2001 Guidance Note for the Control of Pollution (Oil Storage) (England) Regulations 2001 Building and Engineering Services Association SFG/20</u>
Gas appliances	Must be maintained in accordance with manufacturer's recommendations	Annual	Ensure that service technician has demonstrable proof of competency, i.e. a Gas Safe card with credits appropriate to the	Records of examination and maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.	Gas Safety (Installation and Use) Regulations 1998 L56: Safety in the installation and use of gas systems and appliances

Issue/Area (listed alphabetically)	Requirements/Guidance	Frequency/ Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
			equipment/service being maintained.	Service document should also record the Gas Safe registration of the technician carrying out the work.	
Gas pipe work	Safety inspections of internal gas pipe work (including all ancillary equipment including the pipes, valves, regulators, boosters and compressors). Tightness testing of internal gas pipe work.	Annual 5-yearly	Ensure that service technician has demonstrable proof of competency.	Records of examination and maintenance are kept.	Gas Safety (Installation and Use) Regulations 1998
Gates (Automated)	Site specific risk assessment. Regular maintenance as per manufacturer's recommendations to ensure safe operation, including all safety devices.	Before installation Annual	Suitably competent person/organisation. For new installations confirm that the supplier will CE mark the gate and issue you a Declaration of Conformity.	Records of maintenance including testing of functioning of safety devices fitted.	Supply of Machinery (Safety) Regulations 2008 BS EN 12635:2002 - Industrial, Commercial and Garage Doors and Gates - Installation and Use HSE Guidance
Gym Equipment	Visual inspection of equipment. To inspect and maintain all Gymnasium Equipment to the standards required in British Standard Specification BS1892 part II 1986/1991. To ensure that equipment remains safe for use, but also to prolong the life of equipment by regular inspection and renewal of worn parts.	Prior to each use Annual	Qualified PE teachers. Qualified to inspect to the standard.	Log sheet or similar. <ul style="list-style-type: none"> A detailed inspection report, summarising any faults and remedial action required Evidence of remedial works completed 	BS1892 part II 1986/1991 "Safe Practice in Physical Education and School Sport" (section 3.6 and Appendix 20) - Association of Physical Education http://www.afpe.org.u k/

Issue/Area (listed alphabetically)	Requirements/Guidance	Frequency/ Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
Hydrotherapy and swimming pools	Maintained to the standards outlined in "Treatment and quality standards for pools and spas" published by the Pool Water Treatment Advisory Group.	As per manufacturer's requirements.	Staff trained and competent to handle the chemicals associated with the pool treatment. Either properly trained site staff or outside contractor.	Records to be maintained and kept for a minimum of 5 years.	BS EN 15288 - 2:2008 <u>Managing Health and Safety in Swimming Pools (HSG179)</u>
Intruder Alarm	Monitored inspection and testing according to manufacturer's guidelines.	6-monthly	Demonstrably competent person or contractor.	An inspection report summarising any faults and remedial action required.	<u>Electricity at Work Regulations 1998</u> IEE Wiring Regulations: BS7671
Lifts and lifting equipment Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it.	<p>Thorough examination of equipment designed for the lifting of passengers, e.g. passenger lifts, patient hoists, powered stair lifts, tail lifts on disabled transport vehicles, window cleaning cradles.</p> <p>Thorough examination of equipment designed for the lifting of goods/objects only, e.g. scissor lifts, mobile elevating work platforms, vehicle inspection platform hoists, vehicle tail lifts, cranes, fork lift trucks, lifting beams.</p> <p>Thorough examination of all lifting accessories, regardless of whether they are used to lift passengers or goods. Lifting accessories are any components</p>	<p>Before using for the first time and every 6 months.</p> <p>Before using for the first time and every 6 months.</p> <p>Before using for the first time and every 6 months.</p>	<p>Thorough inspection is usually carried out by someone other than the person maintaining the equipment, commonly through an insurance company.</p> <p>Note: A thorough inspection is not the same thing as routine maintenance.</p>	<p>Written report containing date of examination, date next examination is due and a full list of any defects found.</p>	<p><u>Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)</u> "Guidelines on the supplementary tests of in-service lifts" - The Safety Assessment Federation (SAFed) and the HSE</p>

Issue/Area (listed alphabetically)	Requirements/Guidance	Frequency/ Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
	<p>to the main lifting structure that are subject to wear and tear and the bearing of a load and which are integral to the operation of the lifting equipment, e.g. chains, slings, ropes, hooks, shackles, eyebolts, fall arrest harness.</p> <p>Full routine maintenance of equipment designed for both the lifting of passengers and goods according to manufacturer's guidelines.</p> <p>Supplementary tests for in-use passenger and goods lifts are tests or examinations called for by a 'Competent Person' where concerns regarding the condition of equipment arise following thorough examination. The requirement for supplementary tests is determined on the basis of an assessment of risks at the time of each thorough examination. Supplementary tests may include:</p> <ul style="list-style-type: none"> • Testing of safety gear 	<p>Depending on the equipment and the manufacturer's recommendations this can be anything from quarterly to annually.</p> <p>As determined by the competent person engaged to carry out thorough examination.</p>	<p>Suitably qualified mechanical engineer.</p> <p>Thorough inspection is usually carried out by someone other than the person maintaining the equipment, commonly through an insurance company.</p>	<p>Maintenance records showing any defects and their rectification.</p> <p>Must be certificated and a copy kept on site for inspection.</p>	

Issue/Area (listed alphabetically)	Requirements/Guidance	Frequency/ Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
	<ul style="list-style-type: none"> Thorough overhaul and in-depth testing, including the use of weights, to test cables, breaking and motor efficiency. 				
Lightning conductors	Where fitted, the lightning conductor installation must be checked for damage and deterioration. The electrical continuity of conductors, bonds and joints require testing and the earth resistance measured.	11-monthly	Demonstrably competent person.	Issue of test compliance sheet.	Section 32 of BS6651- "Protection of Structures against Lightning."
Mechanical Services general maintenance	Commission and maintain a system of planned preventative maintenance to ensure the correct functioning and longevity of all equipment.	Various	Commission and maintain a system of planned preventative maintenance to ensure the correct functioning and longevity of all equipment.	Records of maintenance are kept, including date of inspection/maintenance, date next inspection or maintenance due and record of defects and rectification.	Building and Engineering Services Association SFG/20 (standard maintenance specification)
Playground equipment	Visual inspection.	Daily	No specific training required and can be carried out by premises staff.	None required, but could be recorded in an opening and closing book if the academy follows this good practice.	EN: 1176 (play equipment) EN: 1177 (safety surfacing)
	Documented visual (routine) inspection.	Weekly	No specific training required and can be carried out by premises staff, but an RPII Outdoor Routine qualification is desirable.	Weekly inspection monitoring form.	
	Interim inspections.	Quarterly			

Issue/Area (listed alphabetically)	Requirements/Guidance	Frequency/ Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
	Annual inspection and assessment. Maintenance to be carried out.	Annual Annual and when required	Can be carried out by premises staff with RPII Registered Outdoor Operational Inspector training (recommended) or similarly qualified contractor. RPII Outdoor Annual Registered Certified inspectors. Competent contractor, e.g. from equipment supplier/installer.	Quarterly monitoring inspection form. A detailed inspection report summarising any faults and remedial action required. Evidence of remedial works completed.	
Pottery kilns	Annual inspection and maintenance as per manufacturer's instructions.	Annual	<ul style="list-style-type: none"> NICEEC accredited contractor for electric kilns Gas Safe accredited contractor for gas kilns (these are not recommended for use in academies) 	Date of test and name of tester. The record must show actual measured test values of earth continuity and insulation resistance. Actual current drawn is also a useful measurement to record.	<u>Gas Safety (Installation and Use) Regulations 1998 Electricity at Work Regulations 1998 S7671 IEE Wiring Regulations Provision and Use of Work Equipment Regulations 1998 (PUWER)</u>
Pressure vessels	Ensure that the system undergoes thorough examination according to a written scheme.	Annual	Thorough inspection is usually carried out by someone other than the person	Records of examination and maintenance are kept, including date of inspection/maintenance,	<u>The Pressure Systems Regulations 2000</u>

Issue/Area (listed alphabetically)	Requirements/Guidance	Frequency/ Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
	<p>Examples of pressure vessels include expansion valves on gas boilers, steam ovens/pressure cookers, compressors and portable hot water/steam cleaning unit fitted with pressure vessel.</p> <p>Implement a suitable maintenance scheme for the system according to manufacturer's guidelines.</p>	At least annually and as necessary	<p>maintaining the equipment, commonly through an insurance company.</p> <p>Suitably qualified mechanical engineer.</p>	date next inspection or maintenance due and record of defects and rectification.	
Roller shutters (see also fire shutters)	Regular maintenance in line with the manufacturer's recommendations	At least annually	Demonstrably competent person.	Log book containing name and contact details of manufacturer and installer. Identification of power unit and safety devices. Results of installation testing and records of all maintenance and defect rectification.	BS EN 12453 for installation BS EN 12635 covers maintenance including the need for log book
Tables (particularly centre fold ones such as SICO)	<ul style="list-style-type: none"> Regular maintenance according to manufacturer's recommendation Training for staff operating tables 	Annual	Serviced by contractor's trained staff.	Maintenance records showing date of maintenance, any defects and their rectification.	<u>Provision and Use of Work Equipment Regulations 1998 (PUWER)</u>
Tree Safety and grounds maintenance	<p>Regular visual inspection to identify broken/dead branches, especially after high winds.</p> <p>Maintenance regime to be in place for all surfaces and features.</p> <p>Tree Survey</p>	<p>Annual, and after high winds</p> <p>Every 3 years</p> <p>Various</p>	<p>None - suitable premises staff.</p> <p>Qualified arboricultural contractor.</p> <p>Demonstrably competent person.</p>	<ul style="list-style-type: none"> Records of maintenance activity Record of tree inspections including date of survey, results, list of recommended actions and dates works completed 	Compliant with BS7370

Issue/Area (listed alphabetically)	Requirements/Guidance	Frequency/ Regularity	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Statutory/Regulatory/ Industry Code/Good practice
Water hygiene: Risk assessment	Water Hygiene risk assessment carried out and reviewed.	Every 2 years or when there is significant change to the system or use of the building	Assessor should have suitable experience and training, e.g. Legionella Control Association registered.	Legionella risk assessment including asset register of components and schematic diagram of the system. Identification of likely risks and measures to reduce/control the hazard.	The control of Legionella bacteria in water systems L8
Water hygiene: testing and precautions	Flush through of little used outlets. Temperature testing of hot and cold stored water systems. De-scaling of shower heads. Supply temperature check. Sampling and chlorination of system and regular routine maintenance required.	Weekly Monthly Quarterly 6-monthly Annual	Weekly, monthly and quarterly, trained premises staff. Suitably qualified contractor, e.g. Legionella Control Association registered.	Log book containing records of tests including dates and remedial actions where tests are outside accepted parameters.	The control of Legionella bacteria in water systems L8
Water hygiene: Thermostatic Mixing valves on water outlets and showers	In service safety check to be carried out to check whether any deterioration has occurred in the performance of the Thermostatic Mixing Valve (TMV). Maintenance of all Thermostatic Mixing Valves.	6-monthly Annual or following identification of a fault.	Servicing should only be undertaken by a competent engineer or plumber.	Maintenance record showing date of maintenance and any defects and their rectification.	Provision and Use of Work Equipment Regulations 1998 (PUWER)
Water and surface temperature	Heat emitters and exposed surfaces of pipework not to exceed regulation temperatures.	Annual	Demonstrably competent person.	Records of maintenance activity.	Building Bulletin 87: Guidelines for Environmental Design in School

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Working at Height: Ladders	Ladders should be inspected before use and at regular intervals according to the manufacturer's instructions.	Annual	Demonstrably competent person.	Periodic visual inspection of ladders should be recorded including date, person inspecting, any defects and record of repair or destruction. Ladders should be easily identifiable, e.g. through the use of inspection tags.	<u>Working at Height Regulations 2005</u> <u>Provision and Use of Work Equipment Regulations 1998 (PUWER)</u>
Working at Height: Scaffold access towers	<ul style="list-style-type: none"> • Inspection after assembly in any position • Maintenance and inspection as per manufacturer's recommendations 	<ul style="list-style-type: none"> • After assembly and before first use • After any event that may affect stability, e.g. vehicle strike, high winds • Every 7 days whilst erected 	Erected and inspected by trained person (PASMA Trained or similar); hired towers to be assembled by hire company if no trained person available.	Records of inspections to be kept at least until next inspection.	<u>Working at Height Regulations 2005</u> <u>Provision and Use of Work Equipment Regulations 1998 (PUWER)</u>
Working at Height: Guard rails	Must be properly inspected and maintained.	Annually	Demonstrably competent person.	Records kept.	<u>Working at Height Regulations 2005</u>

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Working at Height: Fall arrest and fall restraint systems (see also Lifting Equipment)	Visual inspection of harnesses, cables and eye bolts. Users must be properly trained, closely supervised and rescue procedures must be in place. Must be properly inspected and maintained including thorough examination.	Prior to each use 6-monthly	By trained user. Demonstrably competent and independent person for thorough inspections.	Records kept including thorough inspections.	BS EN 365:2004 BS 6037-1-2003, EN 1808 <u>Working at Height Regulations 2005</u> <u>Lifting Operations and Lifting Equipment Regulations 1998</u> <u>(LOLER) Provision and Use of Work Equipment Regulations 1998</u> <u>(PUWER)</u>
Other equipment: Ground heat source pumps; Sewage pumps	Unless otherwise specified all equipment should be maintained as per manufacturer's/installer's recommendations and records kept of this maintenance including date of visit, name of person carrying out maintenance, details of maintenance carried out and any remedial work carried out.	As advised by manufacturer	Suitably competent person.	Date of visit, name of person carrying out maintenance, details of maintenance carried out and any remedial work required. Evidence of remedial work completed.	<u>Building and Engineering Services Association SFG/20</u> standard maintenance specification) <u>Provision and Use of Work Equipment Regulations 1998</u> <u>(PUWER)</u>

Item	Definition
BAFE	British Approvals for Fire Equipment
BS	British Standard
CLEAPSS	Consortium of Local Education Authorities for the Provision of Science Services
COSHH	Control of Substances Hazardous to Health
DATA	Design and Technology Association
ECA	Electrical Contractors Association
EN	European norm
HSE	Health and Safety Executive - The national enforcement body for health and safety law in the UK
IEE	Institution of Electrical Engineers
L8	Legionnaires' Diseases. The Control of Legionella Bacteria in Water Systems Approved Code of Practice
NAPIT	National Association of Professional Inspectors and Testers
NICEIC	National Inspection Council for Electrical Installation Contracting
PUWER	Provision and Use of Work Equipment Regulations
PASMA	Prefabricated Access Suppliers' and Manufacturers' Association
SFG/20	Building and Engineering Services Association Standard Maintenance Specification