



Health and Safety Policy

**(incorporating Display Screen Equipment Policy,
Smoking Policy and
Lone Working Guidance)**



Trinity MAT

Policy	Health and Safety Policy
Date of review	December 2025
Date of next review	December 2027
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 a responsible person in control of the premises in relation to fire safety with the trust being the responsible person as employer. 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

Works will not commence until risk assessments and method statements (RAMS) have been received and contractors are responsible for ensuring that these are suitable and sufficient. Contractors are also responsible for ensuring risk mitigations identified in RAMS are followed on site.

- 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.

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)

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).

- 14.3. Suitable and sufficient fire risk assessments will be carried out at premises every five years or when there have been significant or material changes to the premises and the assessments will be reviewed annually.
- 14.4. Health and safety audits will be carried out at each academy/premises every three years or if there are any significant changes to the building or operational services. The health and safety audits will be reviewed annually.

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	- 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/Fiona Jennings	Educational Visit Co-ordinators (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)
Louis Softley/Kyle Butler	Educational Visit Co-ordinator (EVC)

Trinity Academy Grammar:

Name	Role
Elizabeth Fairhurst	Principal
Matthew Kelly	Health and Safety Co-ordinator
Ricki-Leigh Heath	First Aid Co-ordinator
Ricki-Leigh Heath	Medical Welfare Officer (MWO)
Ciaron Emmett	Educational Visit Co-ordinator (EVC)

Trinity Academy Cathedral:

Name	Role
Anna Gillinder	Principal
Michael Guilfoyle	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)
Zoe Brand	First Aid Co-ordinator
Zoe Brand	Medical Welfare Officer (MWO)
Alison Wood	Educational Visit Co-ordinator (EVC)

Trinity Academy Akroydon:

Name	Role
Rebecca Holland	Principal
Michael Robinson	Premises Manager (the Health and Safety Co-ordinator)
Jemma Bentley	First Aid Co-ordinator
Jemma Bentley	Medical Welfare Officer (MWO)
Mark Barnabus	Educational Visit Co-ordinator (EVC)

Trinity Academy St Chad's:

Name	Role
Laura Thompson	Head of School
Richard Wyatt	Premises Manager (the Health and Safety Co-ordinator)
Emma Burke	First Aid Co-ordinator
Laura Thompson	Medical Welfare Officer (MWO)
Sallie Painter	Educational Visit Co-ordinator (EVC)

Trinity Academy St Peter's:

Name	Role
Lydia Greenwood/Charlotte Gawthorp	Head of School
Mary James	Premises Manager (the Health and Safety Co-ordinator)
Claire Tetley	First Aid Co-ordinator
Claire Tetley	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)
Emily Burton	First Aid Co-ordinator
Emily Burton	Medical Welfare Officer (MWO)
Nikki Waite	Educational Visit Co-ordinator (EVC)

Trinity Academy Leeds:

Name	Role
Kat Cafferky	Principal
Alan Frost	Premises Manager (the Health and Safety Co-ordinator)
Cally Northam	First Aid Co-ordinator
Cally Northam	Medical Welfare Officer (MWO)
Alan Frost	Educational Visit Co-ordinator (EVC)

The Maltings (Central Offices):

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

Trinity Academy Whitehill:

Name	Role
Chris Kimberley	Principal
Matt Waddington	Premises Manager (the Health and Safety Co-ordinator)
Heather Bleese	First Aid Co-ordinator
Nikki Steel	Medical Welfare Officer (MWO)
Heather Bleese	Educational Visit Co-ordinator (EVC)

Building Compliance Guidance A - Z

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
Air Conditioning Systems	Inspection, Maintenance, Action Plan and Testing	Annual or Bi-annual Not exceeding 5 years	Best Practice Statutory (TM44)	Holds C&G 2078 Holds CITB Safe Handling of Refrigerants certificate	F-Gas records Maintenance records	The Energy Performance of Buildings (England and Wales) Regulations 2012
Asbestos Management	Each site must have a site-specific asbestos management plan, including asbestos risk register and action plan.	Manage - weekly, monthly (on recommendations of assessment) every 12 months as a minimum	Statutory	No specific skills required, but asbestos awareness training recommended	Awareness training recommended Asbestos Management plan, risk register and action plan.	Control of Asbestos Regulations 2012 ACoP L143
Asbestos Surveys	Management Survey	When circumstances dictate e.g. if significant changes to the premises have been made or changes in legislation	Statutory	Must be completed by a UKAS accredited surveyor		Control of Asbestos Regulations 2012 ACoP L143
	Refurbishment and Demolition Survey	Must be undertaken prior to any refurbishment work in buildings				2 3 4 5 6 7

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
		constructed before 2000 or where asbestos is known to be present				
Automatic Doors/Access Controls/ Folding doors/ Automatic Gates and Barriers	Inspection, Maintenance (Including Cleaning), Action Plan and Testing	Annual (or in accordance with manufacturer's instructions/competent persons recommendations)	Statutory	NICEIC/ECA registered contractor or equivalent.	Service, inspection and Maintenance records	The Workplace (Health, Safety and Welfare) Regulations 1992 (Regulation 5) ACoP L24 EN16005:2012 (Formally BS7036:1996) Equality Act 2010
Boiler Maintenance	Remove Redundant Back Boilers	As identified	Highly Recommended	The Service technician's Gas Safe card has credits appropriate to the equipment/ service being maintained.	Maintenance records are kept including: Date of Maintenance	The Workplace (Health, Safety and Welfare) Regulations 1992 (Regulation 5) ACoP L24
	Inspection, Servicing and Testing	Annual	Statutory		Date by which next maintenance is due	The Boiler (Efficiency) Regulations 1993

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
	Maintenance (Cleaning and on-site checks) and Action Plan	Daily cleaning (ash) weekly and monthly (part of manufacturer's instructions)	Statutory		Record of defects and rectification Service document should also record the Gas Safe registration of the technician carrying out the work.	
Building Condition Survey	Full Survey and Action Plan	5 Years	Best Practice	Professionally qualified chartered building surveyors	Condition Survey Summary Report	Education Act 1996
Car Parking and Vehicle/ Pedestrian Segregation	Risk Assessment and Action Plan	Annual	Statutory	Competent Person/Risk Assessment Trained	Risk Assessment and Action Plan	The Workplace (Health, Safety and Welfare) Regulations 1992 (Regulation 5) The Work at Height (Amendment) Regulations 2007. ACoP L24
	Inspection, Maintenance (including cleaning)	Inspection, Maintenance (Including Cleaning)	Statutory			
	Review	Annual or when circumstances dictate e.g.	Best Practice			

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
		premises change – more car parking spaces				
Carbon Monoxide Monitors	Inspection and Testing	Weekly/Monthly	Best Practice	Competent Person	Records of Inspection and Testing	The Smoke and Carbon Monoxide Alarm (England) Regulations 2015
Chimney's	Structural Inspection and Action Plan	Annual (Or as recommended from Competent Person).	Statutory	HETAS Approved Chimney Sweep	Records of Service/Clean	The Workplace (Health, Safety and Welfare) Regulations 1992 (Regulation 5) The Work at Height (Amendment) Regulations 2007. ACoP L24
	Masonry and Flues Steel Inspection and Servicing	Annual (sweep for solid) Monthly (servicing solid fuel)	Statutory			
Catering equipment	Must be maintained in accordance with the manufacturer's recommendations and according to the type of equipment. See other entries covering: Gas appliances Electrical equipment Pressure cookers Firefighting equipment.	In line with manufacturer's requirements	Statutory	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)

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
CCTV	Inspection Servicing and Testing	Annual	Statutory	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.	The Provision and Use of Work Equipment Regulations 1998 ACoP L22 Electricity at Work Regulations 1989 HSR 25 The Workplace (Health, Safety and Welfare) Regulations 1992 (Regulation 5) ACoP L24
Confined Spaces (Part of Safe System of Work)	Risk Assessment and Action Plan	Whenever work is to be carried out in a confirmed or suspected 'Confined Space'.	Statutory	Competent Person/Risk Assessment trained	A Permit to Work	Confined Spaces Regulations 1997 ACoP L101 The Workplace (Health, Safety and Welfare) Regulations 1992 (Regulation 6) ACoP L24 The Management of Health and Safety at Work Regulations 1999 HSG65
	Registered Controlled Access and Signed	Annually or whenever changes occur	Best Practice			
Contractor Qualification Check	Checks Made on Contractor's Qualifications e.g. GAS SAFE National Inspection Council for Electrical Installation Contracting Electrical Contractors'	On appointment of contractor – checks to be carried out by responsible person for the contract	Good Practice	GAS SAFE National Inspection Council for Electrical Installation Contracting Electrical Contractors' Association Construction Skills Certification	Proof of Certification	Electricity at Work Regulations 1989 (Regulation 16) HSR25 Gas Safety (Installation and Use) Regulations 1998 (Regulation 3) Etc. ACoP L56 Construction (Design and Management) Regulations 2015

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
	Association Construction Skills Certification Scheme See School/Academy Responsibilities					ACoP L153
Control of Substances Hazardous to Health (COSHH)	Management Storage and Use of Hazardous Materials.	Daily/weekly/ monthly user checks	Statutory	Competent Person	COSHH Assessment	The Control of Substances Hazardous to Health (Amendment) Regulations 2004 ACoP L5
	Review	Annual or when circumstances dictate	Best Practice			
Design and Technology Equipment. (See other areas of this guide for LEV, gas appliances etc.)	Routine maintenance carried out as per CLEAPSS guide DL254. Servicing carried out by manufacturer/supplier/recognised maintenance company. Design and Technology department health and safety audit.	As specified Annual or manufacturer's recommendation Every 2 years	Statutory	Trained DT Technician Trained technician from a recognised company. DATA /CLEAPSS approved person.	As specified in guide. 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>Provision and Use of Work Equipment Regulations 1998 (PUWER)</u> CLEAPSS DL254
Disabled Access	Complete an Access Audit to identify areas where the	Every 3 years and whenever works are carried out	Recommendation	Surveyors qualified to BICS/RICS or equivalent.	Current Audit report.	Equality Act 2010 Special Educational Needs and

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
	service is inaccessible. The audit should then enable schools 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.			For further help, refer to the National Register of Access Consultants.		Disability Act 2001 (SENDA)
Display Energy Certificate	Certificate	Annually	Statutory	DEC Trained	Certificate to be displayed and updated annually	The Energy Performance of Buildings (England and Wales) etc. (Amendment) Regulations 2013
Electrical - Fixed installations	Schematic of Supply Route and Primary Distribution	Annual	Best Practice	NICEIC/ECA registered contractor or equivalent.	Written records including date of test, date next	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
	Inspection and Testing of Fixed Wiring and All Distribution Boards and Safety Devices and Action Plan	Periodic inspection Annual (or deemed from competent person/ manufactures instructions) From risk assessment at least every 5 years	Statutory		test due, defects found and records of repairs to rectify defects	Regulations HSR 25 The Provision and Use of Work Equipment Regulations 1998 (PUWER) ACoP L22
	Testing of Distribution Boards in Mobile Accommodation and Swimming Pools and Action Plan	Annual	Statutory			
Electrical - Portable Appliances	Portable Appliance Testing	Variable, usually annual but subject to risk assessment but can be up to annual	Statutory	In many low-risk environments, an adequately trained (competent) member of staff can undertake PAT testing.	Document Records of items tested. Log of any faults identified, and remedial action taken. Test stickers placed on items	The Provision and Use of Work Equipment Regulations 1998 (PUWER) ACoP L22 The Electricity at Work Regulations 1989 HSR 25 Maintaining Portable Electrical Equipment in Offices and Other Low Risk Environments INDG 236
Electrical - Stage lighting	Inspection Maintenance and Testing of Portable Dimmer Racks with	Prior to Use	Statutory	User – competent person	Document Records	Electricity at Work Regulations 1989 and BS 7671 IEE Wiring Regulations HSR 25 The

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
	No Fixed Cabling Plugs Sockets Flexible Leads					Provision and Use of Work Equipment Regulations 1998 (PUWER) ACoP L22
Emergency Lighting	Provision of Inspection and Testing of System	Variable but recommend monthly functionality check of RCD (residual current device [circuit breaker]) test to include stop button functional test every six months – 1 hour duration Annual full duration test	Statutory	Monthly None required - Competent person	Results normally recorded in the Fire logbook.	Electricity at Work Regulations 1989 HSR 25 Regulatory Reform (Fire Safety) Order 2005 Part 2 Section 14
				Six months/ Annual NICEIC/ECA registered contractor or equivalent.	Certification/ service records	
Equality Act 2010	Inspection Access Audit and Action Plan	Checks to be made whenever alteration/changes are made to the building or the external environment	Statutory	Competent person	Access Audit and Action Plan	The Equality Act 2010 BS8300: 2009 Building Regulations 2010
Extraction Systems including Fume Cupboards and	Inspect, Maintain Clean and Test of Dust/Vapour Extraction Equipment with Action Plan	Annual	Statutory		Service/Inspection records	The Control of Substances Hazardous to Health (Amendment) Regulations 2004 ACoP L5 The Workplace (Health, Safety and

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
Kitchen Ventilation	Inspection Maintenance (Including Cleaning) and Testing of Local Exhaust Ventilation with Action Plan	Every 14 months	Statutory			Welfare) Regulations 1992 (Regulation 5) AcoP L24 Building Bulletin 88 Fume Cupboards DfES Applies to Installation and Maintenance of School Fume Cupboards (BS for other Cupboards)
Fire detection and alarm systems	Inspection and Testing of System	Annual (or 25% quarterly)	Statutory	Competent Engineer experienced in type of fire alarm being tested.	Appropriate Test and inspection certificate	Regulatory Reform (Fire Safety) Order 2005A
	Testing Call points	Weekly	Statutory	Basic training in fire alarm operation only	Results to be recorded in the Fire logbook	
Fire doors (See premises policy)	Inspection	Weekly Monthly Annually	Statutory	Premises team person. Accredited company/person	Results to be recorded in the Fire logbook. Fire door survey report.	Regulatory Reform (Fire Safety) Order 2005 BS5839-1
Fire Fighting Equipment	Inspection and Testing of Fire Sprinkler System, Hose Reels, Fire	Annual although further checks may be necessary for specific insurance requirements	Best Practice	BAFE accredited engineer or equivalent trained and qualified engineer	Test Certificate.	BSEN 3 extinguisher Commissioning and Maintenance to BS 5306-3: 2017

Issue/Area listed alphabetically	Requirements/Guidance	Frequency/Regularity	Statutory/Recommended/Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
	Blankets and Fire Extinguishers	Monthly	Best Practice	Competent premises team member	Results to be recorded in the Fire logbook.	
Fire Fighting equipment-Sprinkler systems	inspection of system by competent contractor. 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.	At least annually	Statutory	LPS 1048 approved sprinkler engineer or equivalent.	To be logged in the Sprinkler logbook and work sheet filed.	BS EN 12845 LPCB TB203 Care and Maintenance of automatic sprinkler systems

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
	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 testing, inspection and maintenance requirements as different systems may have different requirements.	Weekly	Best practice	This can be carried out in-house with appropriate training	Results to be recorded in the Sprinkler logbook	
Fire Risk Assessment and Management Plan	Fire Risk Assessment	Every Five Years or when there are significant and material changes to the premises and reviewed annually.	Statutory	Undertaken by someone with experience and training	Detailed fire risk assessment report	Regulatory Reform (Fire Safety) Order 2005
Fire Shutters and curtains	Regular Testing to ensure effective operation. Regular maintenance in Line with	Following installation and then 6-monthly or when faults are detected	Statutory	Demonstrably competent person.	Logbook containing name and contact details of manufacturer and installer. Identification of power unit and	BS7273: Code of practice for the operation of fire protection measures Actuation of release mechanisms for doors BS EN 12453 for installation

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
	manufacturer's recommendations.	At least annually or when faults are detected.			safety devices. Results of installation testing and records of all maintenance and defect rectification.	BS EN 12635 covers maintenance including the need for logbook Appendix B of the Building Regulations Approved Document B
First Aid Equipment	Inspection Maintenance (Resupplying – From Risk Assessment)	Regular checks to ensure no equipment is outside of expiry date	Statutory	Lead First Aider or nominated person	Record in Logbook	Health and Safety (First Aid) Regulations 1981 ACoP L74
Flag poles	Inspect and maintain	Regular checks to ensure no equipment is outside of expiry date	Statutory	Competent person	Record in Logbook	The Provision and Use of Work Equipment Regulations 1998 (PUWER) ACoP L22
Flammable Liquids (Petrol etc) and Fuel Oil Storage	Plan of Primary Pipe Work and Main Isolation points	Best Practice	Annual update	Competent person	Record in Logbook	The Provision and Use of Work Equipment Regulations 1998 (PUWER) ACoP L22 Liquids and Liquefied Petroleum Gases Regulations 1972 INDG 308 The Control of Pollution (Oil Storage) (England) Regulations 2001 The Dangerous Substances and Explosive
	Inspection maintenance (Servicing/Cleaning) and Testing Whole System (Including Underground Condition) Action Plan	Statutory	Annual inspection (best practice) or periods deemed by competent person/manufacturer's instructions			

Issue/Area listed alphabetically	Requirements/Guidance	Frequency/Regularity	Statutory/Recommended/Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
						Atmospheres Regulations 2002 (DSEAR)
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.	Best practice	None - can be carried out by premises staff.	Termly monitoring inspection forms.	Working at Height Regulations 2005
Fuel Oil and Biomass Storage	Must be maintained in accordance with the manufacturer's recommendations.	Annual	Statutory	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.	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
Gas Safety Laboratory Gas Taps, Appliances and Pipe Work	Storage (Cylinders) Inspection	Annual (or as per Manufacturer's instructions/competent person)	Statutory	Gas safe registered engineer	Testing and inspection certificates	The Gas Safety (Installations and Use) Regulations 1998 ACoP L56 Regulatory Reform (Fire Safety) Order 2005 Liquids and Liquefied Petroleum Gases
	Gas Safety Inspections and Certificates	Annual (or as per manufacturer's instructions/competent person)	Statutory			

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
Gas Fires, Stand Alone Gas Heaters, Gas Cooking Appliances for Staff or Pupil Use	Identification and Location	Annual updating	Statutory			Regulations 1972 INDG 308
	Servicing for Efficient Operation Combustion	Annual servicing to include check on ventilation adequate flues heat input combustion conformance appliance is stable and safety devices working.	Recommended for All Premises Statutory Duty on Landlords			
	Visual Condition Inspection and Pressure Testing.	Annual	Recommended			
Gas Appliances (portable)	Inspection, Maintenance Servicing and Testing	Daily/Weekly/ Annually	Statutory	Ensure that service technician has demonstrable proof of competency, i.e. 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. Service document should also record the Gas	The Gas Safety (Installations and Use) Regulations 1998 ACoP L56

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
					Safe registration of the technician carrying out the work.	
Gas Taps laboratory	Testing	Weekly and pre-lesson function checks	Best Practice	Competent person/ Technician	Record in Logbook	The Gas Safety (Installations and Use) Regulations 1998 ACoP L56
Glazing	Checks	Initial Survey of building or when any glazing is replaced (certified as safety glass as required)	Statutory	Competent person/ Technician	Glazing information log	The Workplace (Health, Safety and Welfare) Regulations 1992 (regulation 14) ACoP L24
Gym Equipment	Visual inspection of equipment.	Prior to each use	Best practice	Qualified PE teachers/ Technician	Log sheet or similar.	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.uk/
	inspection	Monthly	Best practice			
	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	Annual	Statutory	Qualified to inspect to the standard.	A detailed inspection report, summarising any faults and remedial action required evidence of remedial works	

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
	equipment by regular inspection and renewal of worn parts.				completed	
Heat Pumps Ground Source	Inspection Maintenance (Servicing) and Testing	Annual	Recommended	Valid Core gas safety (CCN1) HETAS Certificate	An inspection report summarising any faults and remedial action required.	The Workplace (Health, Safety and Welfare) Regulations 1992 ACoP L24
Heat Pumps Air Source	Inspection Maintenance (Servicing) and Testing	Annual	Recommended	Valid Core gas safety (CCN1) HETAS Certificate	An inspection report summarising any faults and remedial action required.	The Workplace (Health, Safety and Welfare) Regulations 1992 ACoP L24
Heaters – Fan Assisted	Inspection Maintenance (Servicing) and Testing	Annual	Recommended	Valid Core gas safety (CCN1) HETAS Certificate	An inspection report summarising any faults and remedial action required.	The Workplace (Health, Safety and Welfare) Regulations 1992 ACoP L24
Hydrotherapy Pools and Swimming Pools	Risk Assessment	Whenever a change to assessment i.e. refurbished/ changed part of facility	Statutory	PWTAG Approved pool plant operator certificate	Log sheet or similar for record keeping	Health and Safety at Work Act 1974 (Amended) The Workplace (Health, Safety and Welfare) Regulations 1992 (Regulation 5) ACoP L2

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
	Check, clean and maintain	As risk assessment/ manufactures instructions or annually	Best Practice			PWTAG – Code of Practice Management of Spa Pools
Intruder Alarm	Inspection Maintenance (Servicing) and Testing	As Risk Assessment/ Manufactures instructions or annually	Statutory	Demonstrably competent person or contractor.	An inspection report summarising any faults and remedial action required.	Electricity at Work Regulations 1989 HSR 25 BS 7671 IET Wiring Regulations Workplace (Health, Safety and Welfare) Regulations 1992 ACoP L24
Lifts and Hoists	Thorough Examination Full Maintenance and Inspection	6 Months minimum for passenger lifts 12 months for goods lifts and after substantial and significant changes have been made or in accordance with an examination scheme	Statutory	Qualified Engineer	Maintenance and Inspection records	The Lifting Operations and Lifting Equipment Regulations 1998 ACoP L113
Lightning Conductors	Where fitted, the lightning conductor installation must be checked for damage and deterioration. The electrical continuity of conductors, bonds	11-monthly	Statutory	Demonstrably competent person.	Issue of test compliance sheet.	Section 32 of BS6651- "Protection of Structures against Lightning."

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
	and joints require testing and the earth resistance measured.					
Mobile Buildings- Stability of	Structural Inspection of Mobile Accommodation	Annual	Best Practice			The Workplace (Health, Safety and Welfare) Regulations 1992 (Regulation 5) ACoP L24
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. Documented visual (routine) inspection.	Daily Weekly	Statutory/ Best practice	No specific training required and can be carried out by premises staff. No specific training required and can be carried out by premises staff, but an RPII Outdoor Routine qualification is desirable.	None required but could be recorded in an opening and closing book if school follows this good practice. Weekly inspection monitoring form.	EN: 1176 (play equipment) EN: 1177 (safety surfacing)

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
	Interim inspections. Annual inspection and assessment. Maintenance to be carried out.	Quarterly 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		NICEEC Accredited contractor for electric kilns Gas Safe Accredited contractor for gas kilns (these	Date of Test and name of tester. The record must show actual measured test values of earth continuity and insulation	Gas Safety (Installation and Use) Regulations 1998 Electricity at Work Regulations 1998 S7671 IEE Wiring Regulations Provision and Use of Work Equipment

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
				are not recommended for use in schools)	resistance. Actual current drawn is also a useful measurement to record.	Regulations 1998 (PUWER)
Pressurisation Units (Heating Plant Autoclaves Compressors Fixed)	Written Scheme of Examination	Installation Any change to system (2-year review)	Statutory	Thorough inspection is usually carried out by someone other than the person maintaining the equipment, commonly through an insurance company. Suitably qualified mechanical 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.	Pressure Systems Safety Regulations 2000 ACoP L122
	Maintenance Programme	Daily weekly monthly and annual (from written scheme /manufacturer's instructions				
	Examination, Servicing and Testing	Annual (to be derived from manufactures instructions/ competent person				
Pumps (Other)	Inspection Maintenance Servicing & Testing	Annual (should be deemed from manufactures instructions/competent person)	Statutory	Suitably Qualified Mechanical Engineer.	Records of examination and maintenance are kept, including date of inspection/	The Provision and Use of Work Equipment Regulations 1998 ACoP L22 Pressure Systems Safety Regulations 2000 ACoP L122, HSR 25 Electricity at Work

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
					maintenance, date next inspection or maintenance due and record of defects and rectification.	Regulations 1989 BS 7671 IEE Wiring Regulations
Radon	Risk Assessment required for Ground and Below Groundwork places	1 – 10 Years	Statutory	Competent person	Risk Assessment	Health and Safety at Work Act 1974 (Amended) The Workplace (Health, Safety and Welfare) Regulations 1992 (Regulation 5) ACoP L24 Ionising Radiations Regulations 2017 (where radon is present above 400Bq/M3) ACoP L112 INDG334
Red Care/ Dual-com Monitoring CCTV Monitoring (Fire/Security System)	Testing	Annual (should be deemed from manufactures instructions/ competent person)	Statutory	Suitably qualified engineer	Records of test	The Provision and Use of Work Equipment Regulations 1998 ACoP L22 Electricity at Work Regulations 1989 HSR 25 The Workplace (Health, Safety and Welfare) Regulations 1992 (Regulation 5) ACoP L24
Refrigeration	Inspection Servicing and Testing	Annual (should be deemed from manufactures	Statutory	Suitably qualified refrigeration	Inspection, service and test records	Electricity at Work Regulations 1989 HSR 25 Confined Spaces

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
		instructions/competent person)		engineer		Regulations 1997 ACoP L101 Pressure Systems Safety Regulations 2000 ACoP L122
Roof Vents (Wind Catcher)	Inspection and Servicing	Annual	Statutory	(Competent Person/ Manufactures instructions)	Inspection and Service records	Electricity at Work Regulations 1989 HSR 25 The Workplace (Health, Safety and Welfare) Regulations 1992 ACoP L24
Roller Shutters Automatic and Manual	Inspection and Servicing	Annual	Statutory	Suitably Qualified Engineer	Inspection and Service records	The Provision and Use of Work Equipment Regulations 1998 ACoP L22 It is now mandatory for all new roller shutters in the UK to carry a CE mark in accordance with BS EN 13241-1:2003
Seating (Retractable)	Inspection, Maintenance (Servicing) and Testing	Annual	Statutory	As Risk assessment/ manufactures instructions or annually	Inspection, Maintenance Testing records	Electricity at Work Regulations 1989 HSR 25
Sewage Pumps/ Sceptic Tanks	Inspection Servicing and Testing	Annual	Statutory	Should be deemed from manufactures instructions/ competent person	Inspection, Service and Test records	Electricity at Work Regulations 1989 HSR 25 The Confined Spaces Regulations 1997 ACoP L101 Pressure Systems Safety Regulations 2000 ACoP L12

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
Solar Panels	Inspection, Maintenance (Servicing) and Testing	As Risk assessment/ manufactures instructions or annually	Statutory	Suitably Qualified Engineer	Inspection, Maintenance (service) and Testing records	Electricity at Work Regulations 1989 HSR 25 Working at Height Regulations 2005 INDG 401
Stage Lighting Rigs/Stage Equipment Ropes & Pulleys	Maintenance Testing & Inspection EICR P.A.T LOLER PUWER	Annual (or from competent persons assessment)	Statutory	Qualified Engineer/ Technician	Inspection and Service records	Lifting Operations and Lifting Regulations 1998 The Provision and Use of Work Equipment Regulations 1998 ACoP L22
Tables folding (particularly centre fold ones such as SICO)	Safety Checks according to manufacturer's recommendation	Monthly	Best Practice	Safety checks by competent person.	Safety Check Logbook	<u>Provision and Use of Work Equipment Regulations 1998 (PUWER)</u>
Tree Safety	Risk Assessment	Annual and following any works that could have caused damage. (High Winds etc).	Statutory	Qualified Arboriculture Contractor.	Records of maintenance activity. Record of tree Inspections, Including date of survey, results list of recommended actions and date works completed	Health and Safety at Work Act 1974 Occupiers liability Act 1984 The Management of Health and Safety at Work (Amendment) Regulations 2006 HSG 65
	Inspection and Maintenance Programme	18 months (or from competent persons assessment)	Statutory/ Recommended	Demonstrably competent person.		

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
Waste Water/ Contaminated Effluents	Interceptor Tanks	Quarterly (should be deemed from manufactures instructions/ competent person)	Statutory	Competent persons	Records of Maintenance activity	The Workplace (Health, Safety and Welfare) Regulations 1992 (Regulation 5) ACoP L24
	Pumps Onsite Collection Treatment Plant (Servicing)					
	Inspection Chamber Maintenance (Servicing)					
Water Hygiene and Safety: Legionnaires' Disease etc.	Risk Assessment	Risk assessments reviewed regularly or in any case if there is a reason to believe original assessment is no longer valid	Statutory	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.	Health and Safety at Work Act 1974 Control of Substances Hazardous to Health Regulations 2002 (COSHH) ACoP L5 EH40/2005 Workplace Exposure Limits Legionnaires' Disease – The Control of Legionella Bacteria in Water Systems ACoP L8
Water Hygiene and Safety: Cold Water Systems	Plan of Primary Pipe Work and Main Isolation Points	Annual Updating	Best Practice	Suitably Qualified contractor, e.g. Legionella Control	Site Services Logbook containing records of tests	Health and Safety at Work Act 1974 Control of Substances Hazardous to Health Regulations 2002 (COSHH) ACoP L5

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
	Visual Condition and Compliance Inspection	Annual	Recommended	Association registered.	including dates and remedial actions where tests are outside accepted parameters.	EH40/2005 Workplace Exposure Limits Legionnaires' Disease – The Control of Legionella Bacteria in Water Systems ACoP L8
	Water Quality Check	By exception from supply company	By Exception			
Water hygiene and Safety: Water Symptoms – Low Pressure Hot Water Systems	Visual condition inspection	Annual	Recommended	Servicing should only be undertaken by a competent engineer or plumber.	Records in Site Services Logbook	Legionnaires' Disease – The Control of Legionella Bacteria in Water Systems ACoP L8
	Maintenance Checks on All Pipe Work Devices (Strainer Valves Blending Valves Pumps etc)	Annual Updating	Best Practice			
Water Hygiene and Safety: Water Systems	Water Systems Risk Assessment	Bi-annual review, any change to the system to initiate a review or user can initiate	Statutory	Demonstrably Competent Person.	Records of maintenance activity.	Health and Safety Act Work Act 1974 Control of Substances Hazardous to Health Regulations 2002 (COSHH) ACoP L5 EH40/2005 Workplace Exposure Limits Legionnaires' Disease – The Control of Legionella Bacteria in Water Systems ACoP L8
	Water Quality Checks	Subject to risk assessment	Statutory			

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
Water Temperature	Flushing/Monitoring	Risk assessment – monthly to annually	Statutory	Competent Person	Records in Site Services Logbooks	Education (School Premises Regulations) 1999 Health and Safety Act Work Act 1974 Control of Substances Hazardous to Health Regulations 2002 (COSHH) ACoP L5 Legionnaires' Disease – The Control of Legionella Bacteria in Water Systems ACoP L8
Window Vents (Automatic)	Inspection, Maintenance (Servicing) and Testing	As Risk assessment/ manufactures instructions or annually	Statutory	Competent person	Inspection, Service and Testing records	Electricity at Work Regulations 1989 HSR 25
Working at Height:	Risk Assessment	Before first use or whenever there are changes to the situation	Statutory	Competent person	Risk Assessment	Work at Height (Amendment) Regulations 2007 INDG 401
Working at Height-Safety Eyes Bolts and Cradles Scaffolding Roofs etc.	Inspection, Maintenance and Testing	Before first use and annually	Statutory	Competent Contractor	Inspection, maintenance and testing records	Lift Operations and Lifting Equipment Regulations 1998 ACoP L113 Working at Height Regulations 2005 INDG 401 The Provision and Use of Work Equipment Regulations 1998 PUWER ACoP L22

Issue/Area listed alphabetically	Requirements/ Guidance	Frequency/ Regularity	Statutory/ Recommended/ Best Practice	Assessment of Competency of Contractor	Evidence required to demonstrate compliance	Industry Code/Good practice
Workshop Equipment, Guards, Emergency Stop, Separate Power Isolation	Inspection, Maintenance (Servicing) and Testing	As risk assessment/ manufactures instructions and before use	Statutory	Suitably qualified contractor	Inspection, maintenance and testing records	The Provision and Use of Work Equipment Regulations 1998 PUWER ACoP L22 Electricity at Work Regulations 1989 HSR 25 Safe Use of Woodworking Machinery ACoP L114 British Standard Code of Practice for Design and Technology BS 4163
Workstation Assessment	Analysis of Workstation to Assess Any Health and Safety Risks	As risk assessment/ manufactures instructions and before use	Statutory	Competent Person	Individual Workstation Assessment	Health and Safety (Display Screen Equipment) Regulations 1992 ACoP L26 The Workplace (Health, Safety and Welfare) Regulations 1992 ACoP L2

In addition to the Statutory and Best Practice compliance monitoring identified previously, there are a number of activities which need to be completed by school staff on a regular basis, often weekly. These duties are usually encompassed in the overall duties of the premises staff. However, we have listed these below to further aid schools to manage their sites.

Schools Routine Compliance Responsibilities	
Item	Service Requirement and Frequency/Regularity
Asbestos Management	Maintenance in accordance with recommendations in Asbestos Management survey including ensuring a hard copy of the survey is available on site. Daily/weekly/monthly observations as per

	recommendations in Asbestos Management survey or every 12 months as a minimum. On-site asbestos file to be updated with details of asbestos work carried out, analytical paperwork and completed observation sheets. Asbestos Awareness Training.
Asbestos Refurbishment and Demolition Surveys	To be undertaken by UKAS qualified surveyor prior to any refurbishment work, building work, mechanical or electrical work in buildings constructed before 2000 or where asbestos is known to be present.
Boiler Servicing	Daily function check and ash cleaning if/when required
Car Parking and Vehicle/Pedestrian Segregation	Regular inspections to ensure segregation methods remain effective.
Carbon Monoxide Monitors	Weekly function checks, monthly battery testing.
CCTV Monitoring (Fire/Security System)	Testing annually or as determined by manufacturers/competent persons instructions. If your School uses CCTV, you must register your details with the Information Commissioner's Office (ICO) and pay a data protection fee, unless exempt. Ensure the use of the CCTV system is monitored and managed by a person suitably trained in Data Protection (GFPR) and Cyber security
Confined Spaces (Part of Safe System of Work)	Risk assessment and action plan to be developed whenever work is to be carried out in a confirmed or suspected 'confined space'.
Control of Substances Hazardous to Health (COSHH)	Daily/weekly/monthly user checks on management, storage and use of hazardous materials. Annual review of risk assessment or when circumstances dictate. COSHH Awareness Training
Display Energy Certificate	Annual renewal and display of certificate where required
Electrical – Portable Appliance Testing	Variable
Equality Act 2010	Access audit and action plan required and checks to be made whenever alterations/changes are made to the building or the external environment.
Fire Doors	Weekly check to ensure fire door closers are working correctly, the doors close fully and the intumescent strip is in place.
Fire Fighting Equipment, Detection and Emergency Systems	Weekly test of fire alarm system and check to ensure that fire extinguishers and blankets are in place and have not been tampered with. Weekly emergency lighting tests.
Fire Risk Assessment and Management Plan	Required whenever any changes are made that will impact on the original assessment
First Aid Equipment	Regular checks to ensure equipment, (stocked as per risk assessment) is in date, resupplying when necessary
Flag Poles	Visual check before use. Pulleys and ropes to be tied off out of reach of children
Flammable Liquids (Petrol etc) and Fuel Oil Storage	Provision and regular monitoring of adequate storage facilities with appropriate signage and COSHH/DSEAR assessments.

	COSHH Awareness Training. DSEAR Training if appropriate
Gas Appliances - Portable	Risk assessment and safe system of work for operation as per suppliers' recommendations including instructions for use. Daily/weekly checks of portable gas appliances and cylinders.
Gas Taps - Laboratory	Weekly and pre-lesson function checks. Isolate non-operational taps and report fault to 'Gas Safe' engineer.
Kitchen Equipment (Electrical) - Pupils Use	See Portable Appliance Testing (PAT) Guidance. Risk assessment and safe system of work for operation as per suppliers' recommendations including instructions for use.
Pest Control	Inspection and notification subject to risk assessment.
Red Care/Dualcom Monitoring	Testing as per manufacturer's/competent person instructions or annually including checking contractor monitoring station.
Seating (Retractable)	Inspection servicing and testing as per manufacturer's/competent person instructions or annually.
Water Temperature	Temperature monitoring/flushing's as per water hygiene risk assessment – monthly to annual.
Window Vents (Automatic)	Monthly test as per manufacturer's/competent person instructions or annually
Working at Height	Risk assessment to be conducted before first use or whenever there are changes to the situation. Working at Height Awareness. Ladder Safety
Workshop Equipment, Guards, Emergency Stop, Separate Power Isolation	Inspection servicing and testing as per manufacturer's/competent person instructions or annually. Risk assessment and safe system of work for operation as per suppliers' recommendations including instructions for use. Pre-lesson in-house test of emergency stops.
Workstation Assessment	Analysis of workstation to assess any health and safety risks following change of employee or relocation of workstation

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