



Health and Safety Arrangements

Introduction

This document sits alongside the Health and Safety Policy for the Bosco Catholic Education Trust and details the specific requirements for management of specific health and safety hazards/topics within the Trust. The specifics within this document must be met as a minimum.

It has been created to support Head Teachers, School Business Managers, Heads of Department and Premises Staff to understand the statutory requirements for the management of health and safety within the schools within the Trust.

Not all sections of this document will apply to every school and School Leaders need only apply the areas that are relevant to their school. Where there are changes to the school, or where new equipment is purchased, the relevant section of this document should be checked to ensure that new statutory requirements are met.

Each section detailed below will provide the requirements for successful management of the specific hazard, who is responsible for completing any required tasks and where evidence of checking should be stored.

Where appropriate, forms have been provided and these can be found in the appendix section.

Where hazards are present that are not detailed within this document, please contact the Estates Compliance Manager who will update these Health and Safety Arrangements. Where updates are required, communications will be sent to the Headteacher and School Business Manager who should cascade this change to relevant staff.

This document should not be saved locally to prevent an older version of the document being referenced. The most recent copy of this document will be saved centrally with the forms for easy reference.

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1. Accessibility

Each school will have a documented accessibility plan that should be saved on the Parago system.

Personal emergency evacuation plans (PEEP) will be completed for any person within the building who has reduced mobility or has a sensory impairment, either temporary or permanent that would impact on their ability to evacuate the building in an emergency. This document should be completed in conjunction with the person who requires the PEEP, and where possible should allow them to self-evacuate during an emergency evacuation drill.

Any equipment that is provided to improve accessibility of building occupants at the school will be subject to suitable maintenance. This equipment will be added to the Parago system and suitable inspection programme will be implemented. Evidence of checking and servicing will be saved electronically on the Parago system against the relevant compliance check.

Equipment	Inspection programme (unless stated otherwise in the equipment operation manual)
Evacuation chairs	Quarterly in house inspections in addition to an annual service by a qualified contractor
Hearing loop	Annual service
Accessible washroom alarms	Weekly activation check
Hoists	6 monthly statutory inspection and servicing under the Lifting Operations and Lifting Equipment Regulations

The use of the above equipment will be risk assessed and any staff who use this equipment will be required to read this risk assessment. Lifting equipment used for the movement of a person, will require a detailed lifting plan to be completed that is specific to the person being moved. These lifting plans will need to be communicated to staff who assist or lead on lifting of that individual.

Staff who use the above equipment will be provided with training, and this will be recorded by the department head/lead.

Forms: Personal emergency evacuation plan template

2. Accidents and Near Misses

An accident is a 'an event that causes an injury, ill health or damage to property'. A near miss 'is an unplanned event that does not result in an injury, ill health or property damage, but that could have done'.

All accidents that result from a sporting activity, take place during the course of a lesson or involve equipment or fixtures and fittings within the school should be recorded on the school accident log online. The accident reporting procedure must be shared with all new starters during their induction, when they join the school.

Following every accident or near miss, a basic accident investigation should be completed by the Head of Department to confirm if further steps are required to prevent a re-occurrence. This investigation should include a review of the risk assessment for the activity. If action is required to prevent a reoccurrence, this should be documented against the original accident report.

Reportable accidents and near misses that must be submitted under the Reporting of Incidents, Diseases and Dangerous Occurrence Regulations (RIDDOR) will be made by the Estates Compliance

Manager, who will notify the Trust and the Headteacher as soon as it is clear that the accident needs to be reported. The Headteacher should report this information onto the Local Governing Committee for the school as part of the termly Headteacher report.

Where there is the potential for a civil claim, the School Business Manager or Headteacher must notify the Estates Compliance Manager or Chief Finance Operations Officer immediately to ensure that the Insurers are informed.

[Reportable incidents - RIDDOR - HSE](#)

[Incident reporting in schools \(accidents, diseases and dangerous occurrences\) EDIS1 \(hse.gov.uk\)](#)

All accident reports, subsequent investigations and RIDDOR reports must be kept securely and kept for at least 3 years, or until the person who has had the accident reaches the age of 21. For example, an accident report relating to a child who was 6 years old at the time of the accident, would need to be held for 15 years post-accident.

For all records relating to a chemical or substance exposure (including asbestos fibre) accident reports, investigations and RIDDOR reports must be kept for 40 years due to the long latency period in relation to these types of exposure.

Accident statistics will be collated on a termly basis by the Estates Compliance Manager who will provide a copy to the Finance Audit and Risk Committee for review and to the Headteacher of the school to provide as part of their termly report to the Local Governing Committee.

Forms: Accident investigation form

3. Asbestos

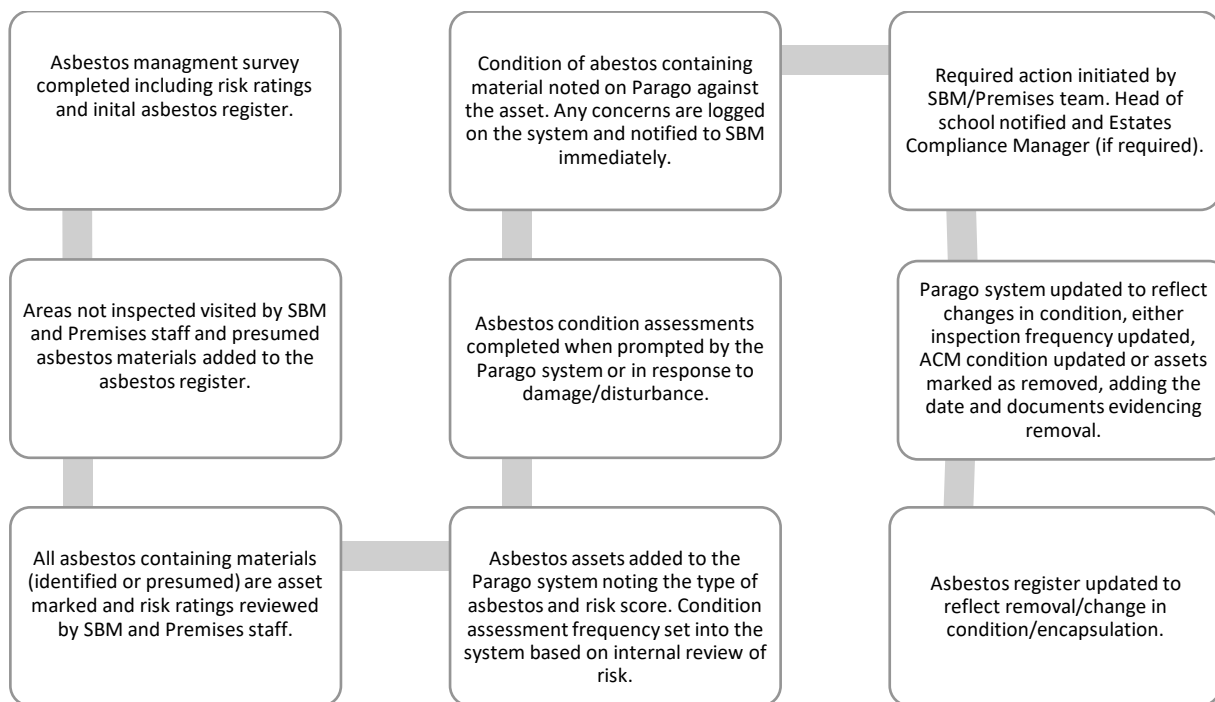
Any school that was built before 1999 has the potential to contain asbestos containing materials (ACMs). To ensure that any asbestos within the building has been identified an asbestos management survey must be completed. This document will detail the locations of asbestos containing materials within the school.

Where asbestos has been identified, or where there is the possibility of asbestos containing materials being within the building an asbestos file will be held at the school. Staff will be notified of its location and will be provided with an information leaflet that provides them with key information about the asbestos containing materials within their school.

An asbestos management plan has been documented by the Trust and each school that contains asbestos containing materials must follow the trust level process for the management of asbestos containing materials within their school. Documents that sit alongside this plan include the site-specific asbestos register, condition assessments completed in Parago and refurbishment and demolition surveys completed prior to building and refurbishment works.

Please refer to this document for specific detail around the management of asbestos containing materials.

The process flow below, gives a brief overview of the asbestos management plan process.



Forms: Asbestos management plan, asbestos survey log.

4. Chemicals (COSHH) and Dangerous and Explosive Substances

All hazardous substances used within schools must have a COSHH risk assessment completed for their use. This should be completed using the information contained within the Safety Data Sheet (SDS) that is obtained from the manufacturer/supplier. The risk assessment should consider how the substance is to be used, stored and the steps to be taken in the event of an emergency.

COSHH risk assessments for the management of the Estate will be stored on the Parago system. Staff who use these hazardous substances must read the COSHH risk assessment and confirm that they have read and understood them.

Chemicals held within the school should be stored as detailed in the risk assessment, and a copy of the risk assessment should be kept at point of use. All chemical stores must be kept locked when not directly supervised by a member of staff.

Where there is potential for the substances to be released into the drainage system or into water courses, suitable controls should be implemented to prevent this.

Any waste chemicals that have expired or where products have been advised that they must not be used, a suitable waste contractor should be appointed. Waste transfer notes must be obtained from the waste contractor and stored to provide evidence of suitable disposal. Under no circumstances must waste chemicals be disposed of in general waste or discharged into a drainage system unless it has been confirmed that this is permitted.

The Dangerous Substances and Explosive Atmospheres regulations (DSEAR) will apply to any schools who use/store petrol, two stroke, or flammable gases such as acetylene. These regulations require that the risk of explosion is managed for such substances and requires that a risk assessment is completed for their use and storage. The blank risk assessment form should be used to document this risk assessment, and this should be saved on the Parago system. If assistance is required with the completion of this assessment, please contact the Estates Compliance Manager.

The location of chemical stores/explosive substances must be identified on the school hazard map located at reception for use by the Emergency Services.

Forms: COSHH risk assessment template

5. Confined Spaces

A confined space is one which is both enclosed or largely enclosed and has a foreseeable specified risk to workers or fire, explosion, loss of consciousness, asphyxiation or drowning. Examples of confined spaces would include, vats, silos, tanks, cellars or heating pellet stores (this is not an exhaustive list).

Where a school has confined spaces, they must be identified within a confined space register.

Due to the high-risk nature of confined space working, work within these spaces will be completed by a competent contractor. They will be subject to the rules as detailed within the contractor section of this document and must supply risk assessments, method statements, emergency plans and competencies before works can commence.

Forms: Confined space register

6. Construction

Any works completed at the school will be completed in line with the requirements of the Construction (Design and Management) Regulations (CDM). The School Business Manager/Premises staff for each school should be familiar with the requirements of these regulations.

[Construction - Construction Design and Management Regulations 2015 \(hse.gov.uk\)](https://www.hse.gov.uk/construction/)

Where a project requires more than one contractor, a Principal Contractor will be appointed, who will ensure that the school meets the requirements of the Construction (Design and Management) Regulations, although the Commercial Client duties will need to be met by the school.

Where construction projects are completed by the school in house premises team, the duties of the CDM regulations must be met and these will need to be met by the school.

All construction phase plans must take into consideration that works are taking place within a school, and suitable steps should be taken to prevent access to trespassers (including school children). There should be good communication in place between the school and the Principal Contractor to ensure that they are made aware of site hazards that are known to the school and to ensure that works cause minimal disruption.

Documents associated with building projects, before, during and after construction should be held by the School Business Manager. This includes the health and safety files provided at the end of the project that detail key health and safety information required by the school for the ongoing use, maintenance and decommissioning of the building.

Room refurbishments and alterations should be planned in advance and consider the health and safety implications of the change. A 'room repurposing' form should be used to confirm the works that need to take place to ensure that the health and safety aspects of the change of use have been considered and budgeted for. This form does not consider the requirements of Building Regulations that will also need to be considered when completing building or refurbishment works.

Forms: Room repurposing form

7. Consultation

The Trust has a responsibility to ensure that it consults with staff on health and safety matters, such as:

- the introduction of any measure which may substantially affect health and safety at work, eg the introduction of new equipment or new systems of work;
- arrangements for getting competent people to help the Trust comply with health and safety laws;
- the information given on the risks and dangers arising at work, measures to reduce or remove these risks and what staff should do if they are exposed to a risk;
- the planning and organisation of health and safety training; and
- the possible health and safety consequences of introducing new technology.

Staff will be sent an email on an annual basis to remind them to review the Health and Safety Policy, to review risk assessments for the school/their role and to provide feedback if they do not feel that they cover foreseeable hazards and how to report concerns that they may have.

A poster will be displayed in the staff room of each school to remind staff of where they can find key health and safety information and how to report any health and safety concerns that they have. This poster will be in addition to the HSE poster that will also be displayed.

Consultation will take place via staff meetings (either whole school or in department) and a suggested agenda will be provided to Head Teachers to enable them to facilitate this. The aim of the meeting will be to encourage two-way communication between the school/department and staff and remind staff of where to find key health and safety information and how to report any concerns.

If staff have any health and safety concerns, they can raise these directly with their line manager, to their Health and Safety Governor or speak directly with the Estates Compliance Manager.

8. Contingency planning

Each school must document action to be taken in the event of a serious incident. These incidents may include the following (this is not an exhaustive list):

- Adverse weather conditions
- Bomb threat
- Building service failure, such as loss of power, water, heating, telecommunication or fire alarm system.
- Fire
- Site intruder
- Terrorist threat

For these (and similar) events, documented procedures should be in place which can be followed, giving step by step instructions for the management of the incident. This will enable an incident to be managed with minimal decision making with swift and effective management of the incident. These plans should be shared with the Trust, Senior Leadership Team, School Business Manager, Premises Lead and a hard copy of the plans held at reception.

It is advised that these plans are practiced, either via a drill (where possible) or via a tabletop exercise.

9. Contractor Management

All contractors must be booked in at reception and should comply with safeguarding rules set out by the Safeguarding team. These rules sit outside of this procedure and the visitor host should confirm the specific requirements by checking school specific safeguarding procedures.

All contractors appointed by the school must provide copies of their risk assessments, method statements, evidence of competence and public liability insurance to the school prior to any works stating.

Where contractors are appointed to work within a school that contains asbestos containing materials and they are working on the building fabric, they should have completed asbestos awareness training.

They should be informed of the school specific hazards such as the presence of asbestos containing materials, confined spaces or underground/overhead power lines, so they can consider these hazards within their risk assessment. It should also consider the school environment and the presence of children if the works are being completed during term time.

The risk assessment should consider the foreseeable hazards involved in completing the works and suitable control measures should be identified. The risk assessment should be made specific to your school.

On the day of the work, the contractor must complete an induction. This induction will contain the relevant health and safety information for the school, and will normally include accident reporting, first aid, fire evacuation information, reviewing the school asbestos register and safeguarding as a minimum. This induction should be signed by the contractor and the person completing the induction to provide evidence that key health and safety information has been shared.

Contractors should be supervised regularly to ensure that they are working safely and working to their risk assessment. If a contractor is not working safely, please advise them of this, and if this is a persistent issue, we should ask them to leave site.

Forms: Contactor induction form

10. Display Screen Equipment

Staff who are considered as DSE 'users' under the Display Screen Equipment regulations will be required to complete a workstation self-assessment. An online training portal with linked assessment can be used to complete these assessments, such as that provided by TES or alternatively, the HSE workstation assessment form can be used using the link below.

[Display screen equipment \(DSE\) workstation checklist \(hse.gov.uk\)](https://www.hse.gov.uk/workstation/)

This form will help the 'user' to set up their workstation in a manner that will reduce the likelihood of discomfort and pain. If there are issues that cannot be resolved, these should be raised with the 'users' line manager.

Further assistance can be obtained from the Estates Compliance Manager in relation to workstation set up.

11. Driving for work

All Drivers

All staff who drive for work must supply a license checking code to their line manager on an annual basis to confirm that they have a valid driving license. To do this, the driver must log into the DVLA website to generate a code (using the link below) that they should supply to their line manager with the last 8 numbers of the driving license number. Please note that the code is only valid for 21 days.

<https://www.gov.uk/view-driving-licence>

Managers checking driving licenses should use the code and driving license number to check the license using the link below. They will need to do this within 21 days of the code being generated to confirm the staff members right to drive within the UK and document this. Copies of licenses and driving documents should not be kept, but a record of the check being completed should be logged on the driver checking form that is saved centrally for use throughout the academic year.

<https://www.gov.uk/check-driving-information>

Staff who drive for work must do so in accordance with the rules of the road and should always comply with the Highway Code.

Any fines or endorsements received whilst driving for work remain the responsibility of the driver and will not be paid or defended by the School or the Trust. Staff who drive for work must notify their line manager of any endorsements/disqualification to their driving license as soon as they are made aware of them.

They must ensure that their eyesight is sufficient, and they are fit to drive, and must notify their line manager if they have a medical condition or are taking medication that would impair their ability to drive. Staff are encouraged to notify the DVLA of any medical conditions that impact on their ability to drive, a link is provided below to the list of medical conditions that must be notified to the DVLA

<https://www.gov.uk/driving-medical-conditions>

Staff must not drive for work under the influence of alcohol or drugs.

Staff who drive for work whether driving their own vehicle or a school vehicle, must ensure that their vehicle is maintained in a roadworthy condition. They should complete a basic visual inspection before making a journey.

Journey planning is essential to ensure that sufficient rest breaks are planned to prevent driver fatigue. It is advised that the driver of a vehicle takes a break from driving every 2 hours or sooner if tired.

It is essential that drivers follow UK law for mobile phone use whilst driving, and should not use the phone if they must hold the mobile device.

Satellite navigation systems should be set prior to starting the vehicle and should not be adjusted whilst driving. If adjustments are required, the vehicle should be stopped in a safe location to update the system.

All drivers for work must report any road traffic accidents that occur whilst driving for work. These should be reported using the online accident database.

Line Managers are required to ensure that the driving for work procedures set out within these arrangements are followed by their staff.

Grey Fleet (staff driving their own vehicle for work purpose, but not their daily commute)

Staff who routinely drive for work will provide a driving license code (using the information above) their driving license, MOT certificate (where appropriate) and insurance documents (confirming that their insurance cover includes driving for work) to their line manager on an annual basis. As previously mentioned, these documents should not be copied, but a record of the check being completed should be logged on the driver checking form that is saved centrally for use throughout the academic year.

A driving for work risk assessment has been documented and is held centrally. Staff who drive for work should refer to this risk assessment and adhere to the control measures detailed within it. Should they feel that the risk assessment does not cover their specific driving activities, or they have a medical condition that would require further consideration they should notify their line manager.

School Minibuses

The minibus driver must complete an inspection of the vehicle to ensure that it is roadworthy prior to driving the vehicle and this must be completed before each journey. This is a requirement of the section 19 permit and is the responsibility of the driver. The check should be documented in a form and handed back to the Premises staff who will file these.

Risk assessments for the use of the minibus to transport students must be completed prior to journey and subject to review as per the requirements of the risk assessment section of this document. This would normally be included as part of the trip risk assessment.

Staff driving a minibus must hold a valid D1 entitlement and will also complete MIDAS style training to ensure that they are competent to drive a school minibus. They must also confirm that they have no health conditions that would affect their ability to drive a minibus and meet the requirements for eyesight.

The driver of school minibuses must be made familiar with the specific vehicle. This should be done by a member of staff who is familiar with the operation of the vehicle and should include driving the vehicle without passengers other than the staff member who is demonstrating the vehicle. The date of this training should be documented as evidence of completion.

For minibus drivers who are employed solely as a minibus driver, there are additional requirements. Please speak to the Estates Compliance Manager for additional information.

Where a section 19 permit is required, this will need to be displayed within the vehicle and will need to be reapplied for every 5 years. Minibuses operated under the section 19 permit will be subject to 13-week garage inspections. The frequency of these checks should be increased based on the age and usage of the minibuses but must not exceed 13 weeks. These checks are scheduled in the Parago system, and safety report documents will be loaded against this check. In addition to these checks, monthly inspections completed by the Premises team using checks also located within the Parago system.

Forms: Driving for work risk assessment, Driver document checking form

12. Electrical Safety

Each school will complete the required maintenance for the electrical systems/equipment that they operate. Works on electrical systems will be completed by a competent person.

Electrical system testing and maintenance is detailed within the compliance checks within Parago, and evidence of these inspections will be saved on the system by the Premises team.

Testing	Inspection programme (unless stated otherwise in the equipment operation manual)
Fixed wire electrical testing	5 years
Portable appliances	Based on risk assessment in addition to a visual inspection by user
Lightning protection systems	12 months
Emergency lighting	Monthly flick testing and annual duration testing (drain down)

Any faults highlighted within the inspection reports of the above electrical systems will be managed by the school Premises team. Documentation evidencing repair of the system should be saved with the original inspection report on the Parago system.

No staff member will work on the electrical systems within the building. Premises staff may complete minor tasks, such as replacing a plug on portable equipment if they are competent to do so.

The location of electrical intakes and switch cupboards will be identified on the school hazard map located at reception for use by the Emergency Services.

13. Fabric of the Building

Where equipment is secured into the building fabric, this must be subject to regular inspection. Example of this type of equipment include (this is not an exhaustive list):

- Lighting rigging systems,
- Audio visual mounting equipment into wall or ceiling,
- Hanging signs,
- Sports equipment mounted into a wall of ceiling,
- Sun canopies/awnings.

This equipment should be subject to regular inspection from the Premises team and periodic inspection from structural expert. These checks will be built into the Parago system and evidence of checks will be saved electronically against the compliance check by the Premises team or School Business Manager.

Any faults highlighted within the inspection reports will be managed by the Premises team. Documentation evidencing repair of system should be saved with the original inspection report on the Parago system.

14. Fire Safety

A fire evacuation procedure will be documented for every school. This should be shared with all staff, pupils, visitors and contractors working at the school. Schools will display the action to be taken in the event of a fire at key points across the school, but they should be displayed at call points as a minimum.

Curriculum areas or other departments that have equipment, machinery, gases etc that need to be isolated as part of the fire evacuation procedures should document a procedure for the isolation of services and ensure that staff are trained to complete this task. It will be the responsibility of the Head of department to ensure that procedures are documented, shared and adhered too during fire evacuations. They should also address any issues highlighted with the procedure or application of the procedure with staff in their department and document what action has been taken to address this.

During holiday periods, when there is reduced occupancy, updated fire plans should be shared with staff to ensure that they know any changes to available fire escape doors or the location of the assembly point.

The fire evacuation procedure will remain under review. Fire drills are an opportunity to practice the school evacuation procedure and will be completed on at least twice a year, with one being completed within the first term of the academic year. The fire drill will be managed by the School Business Manager, and the Premises team will document the date of the evacuation within the Parago system. Any issues highlighted during fire drill practices, should be noted in the fire drill report and suitable action taken to prevent a re-occurrence, and the fire evacuation procedure updated to reflect these changes.

Personal emergency evacuation plans (PEEP) will be completed for any person within the building who has reduced mobility or has a sensory impairment, either temporary or permanent that would impact on their ability to evacuate the building in an emergency. This document should be completed in conjunction with the person who requires the PEEP, and where possible should allow them to self-evacuate during an emergency evacuation drill.

Staff may be required to lone/remote work at the school. Where this is the case, a lone working procedure will be completed by the school and shared with staff to ensure that they know that control measures in place when working alone. Lone working procedures may be required during the holiday period and should include details of the procedure for coming into school such as emailing to advise that you are in, signing in procedures, updates to the fire and emergency procedures and first aid measures.

Fire risk assessments will be completed by a competent person every five years unless a different frequency is recommended by the fire risk assessor. Where one of the following occurs, a new fire risk assessment will need to be completed:

- Change to the premises,
- Change of fire safety procedures or safety systems,
- There has been a fire or evidence of smouldering,
- A significant increase in the number of building occupants or the needs of those occupants,
- It is believed by the School Business Manager, Local Governing Committee or Estates Compliance Manager that the content of the fire risk assessment is no longer suitable and sufficient.

The completed fire risk assessment will be saved on Parago, but a working document should be used to record action taken to resolve concerns identified in the original fire risk assessment. This action plan should remain under regular review to ensure that progress is being made on any outstanding actions.

An internal risk assessment review will be completed by the Premises lead or School Business Manager and Estates Compliance Manger every year between external fire risk assessments. The annual reviews will be prompted by Parago and saved against this check as evidence that the internal review has been completed. The outcome of this review will be shared with the Headteacher to enable them to update the Local Governing Committee.

A suitable number of fire wardens will be appointed and will receive training to undertake this role. This training should be supplemented with school specific briefing delivered by the Chief Fire Warden to share the school specific fire evacuation plan and the role that the fire warden plays within that procedure.

Fire safety systems will be managed by the Premises team and School Business Manager and the required maintenance and servicing regime has been built into the Parago system. Evidence of servicing and maintenance will be saved electronically against the relevant check on Parago.

Any faults highlighted within the inspection reports will be managed by the school Premises team. Documentation evidencing repair of the system should be saved with the original inspection report on the Parago system.

There should be a contingency plan in place for the action to take in the event of a failure of the fire alarm system. Fire alarm system are normally equipped with a battery backup, but a procedure should be documented within the building continuity plan as to the steps to be taken in the event of a full fire alarm detection and warning system failure.

Testing	Inspection programme (unless stated otherwise in the equipment operation manual)
Fire alarm system	Weekly call point testing (using a different call point each week) Service of the whole system within the year
Fire extinguishers	Monthly visual inspection Annual service
Fire doors	Six monthly documented inspection, reviewed during escape route checks completed monthly
Fire escape routes (including external escape routes)	Daily visual inspection (not documented) Monthly formal inspection (documented)
Other fire safety systems (dry/wet risers, dampers, shutters, fusible links, suppression systems, early warning systems)	As per the operation manual

Fire safety information packs will be held at reception for use by the fire and rescue service. This will collate key safety information helpful in the event of a fire.

Where there is a permanent agreement to let part of the school premises to another business, the two businesses must share Responsible Person details including contact details. Both businesses will share the finding of their fire risk assessments and will co-operate on fire safety matters. Responsibilities for the maintenance of fire safety passive and active systems must be set and where one system impacts on the other area, maintenance and testing information must be shared.

Forms: Fire risk assessment review form

15. First Aid

A first aid needs assessment will be completed to decide the level of first aid cover that is required at each school. First aiders will be provided with training every three years. The records of first aid training are held by the School Business Manager or where appointed School Nurse.

First aid boxes will be provided at key points across the school and will be provided in all higher risk areas. The risk assessments for curriculum and work areas will identify if specific hazard related first aid items are required. A basic list of content for first aid kits is listed below:

- A leaflet with general guidance on first aid
- Individual wrapped sterile plasters of assorted sizes
- Sterile eye pads
- Individually wrapped triangular bandages, preferable sterile
- Safety pins (where appropriate)
- Large and medium sized sterile, individual wrapped, unmedicated wound dressings
- Disposable gloves.

The Headteacher will ensure that there is a process in place at their school to check that there is sufficient content and that it is in date for all first aid kits on at least a 3 monthly basis. Evidence of checking will be loaded onto the Parago system either by the Headteacher or on their behalf.

Where defibrillators are provided, these should be located in a central location and staff made aware of this. The defibrillator will be subject to regular inspection where the battery and pad expiry date is checked. Evidence of check will also need to be loaded on the Parago system.

Any specific first aid equipment provided within curriculum areas (eye irrigation systems etc) will be monitored by the curriculum department.

Forms: First aid needs assessment

16. Gas Safety

Where mains gas is supplied, this will be subject to annual gas safety inspection by a qualified Gas Safe engineer.

Gas systems will be managed by the Business Manager/Premises team and the required maintenance and servicing regime has been built into the Parago system and evidence of this inspection will be saved electronically against the relevant check on the Parago system.

Any faults highlighted within the inspection reports will be managed by the school Premises team. Documentation evidencing repair of the system should be saved with the original inspection report on the Parago system.

The location of gas intake for the school will be documented on the school hazard map located at reception for use by the Emergency Services.

The use and storage of compressed gas cylinders must be well managed and are subject to the requirements of the Dangerous Substances and Explosive Atmospheres Regulations, even if the gas contained within the cylinder is not flammable.

The use and storage of compressed gas cylinders must be risk assessed and meet legal requirements. Due to the complex nature of the content of compressed gas cylinders, it is not possible to provide

specific detail of how to comply with regulations. Information should be obtained from the Health and Safety Executive website or the British Compressed Gas Association.

All requirements in relation to the management of the compressed gas cylinders will be met by the department that controls the equipment. This will include requirements for maintenance, testing, risk assessment, safe systems of work, daily checks and training. Evidence of these checks must be stored centrally. The department who controls the equipment will also be responsible for the documentation and sharing of emergency procedures in relation to it.

It is necessary that there are in department experts in the gases that are in use and that key information is shared with the school where the equipment is located.

Where equipment is managed by a curriculum area, they are responsible for leaving the equipment in a safe condition at the end of each day, this is especially important at the end of term. It is imperative that key information is shared with the Premises teams/School Leadership team to enable them to manage an emergency situation when curriculum staff are not at the school.

17. Heating, Ventilation and Cooling

Where air conditioning systems are installed, required inspections will be completed where systems have an overall output of over 12kW.

Any faults highlighted within the inspection reports will be managed by the school Premises team. Documentation evidencing repair of the system should be saved with the original inspection report on the Parago system.

F-Gas registers of leak checks will be completed as per the frequency required based on type of gas used and the amount of gas. This can be checked using the link below.

[Checking F gas equipment for leaks - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/checking-f-gas-equipment-for-leaks)

18. Legionella and Water Quality

Legionella risk assessments will be completed by a competent person every five years. Where one of the following occurs, a new legionella risk assessment will need to be completed:

- Significant change to the water systems within the premises,
- Significant change of water system management within the premises,
- It is believed that the content of the legionella risk assessment is no longer suitable and sufficient.

Internal risk assessment reviews will be completed by the Premises lead or the School Business Manager and Estates Compliance Manger in the years between the external legionella assessments.

The completed risk assessment will be saved on Parago, but a working document should be used to record action taken to resolve concerns identified in the legionella risk assessment. This action plan should remain under regular review to ensure that progress is being made on any outstanding actions.

A written scheme of control should be completed for each school detailing how the school will manage the risk of legionella bacteria in their water systems. There is a template that is available that can be used as the starting point. Alternatively, your legionella risk assessor may have completed this for you.

The written scheme of control should be reviewed at least annually or in the event of a legionella detection within your water systems.

Regular water hygiene tasks will be completed by the Premises team/appointed contractors and may consist of:

- Descaling of spray outlets and taps,
- Equipment inspection,
- Flushing of infrequently used outlets,
- Servicing and testing of thermostatic mixer valves (TMVs),
- Temperature testing,
- Other activities as detailed in the legionella risk assessment.

These hygiene tasks will be documented within the Parago system and are used to demonstrate that we are managing our water systems. In cases where temperatures are recorded outside of accepted parameters (cold water above 20°C and hot water below 50°C) this must be documented in the remedials log stating what action has been taken to resolve the out of parameter record.

Water systems will be managed by the Premises team and the required maintenance and servicing regime has been built into the Parago system. Evidence of servicing and maintenance will be saved electronically against the relevant check on Parago by the Premises team or the School Business Manager.

Staff completing water hygiene tasks and those staff who have responsibility within the written scheme of control, will receive legionella awareness training. This should be completed on appointment and then repeated every 2 years. External providers completing water hygiene tasks on behalf of the school should provide evidence that they have completed legionella awareness training within the last 2 years.

Forms: Legionella written scheme of control

19. Lettings (health and safety procedures)

Hirers who use school must share information with the school as part of the hirer's agreement. This procedure covers the management of safety aspects of lettings and does not cover aspects of insurance or other internal procedures.

Hirers must provide a copy of the risk assessment for the task that they are completing on our premises. This should be reviewed to ensure that their activities will not impact on the school activities or equipment.

The school should share key information with the hirer that will include action to be taken in the event of an emergency. It is best practice to have a staff member on site during lettings to take the lead in the event of an emergency and to assist if there are any issues. Where a staff member is not available, plans will need to be agreed as to how an emergency situation or building issue will be managed.

There is a separate lettings policy that is available centrally that covers aspects outside of the health and safety.

Where there is a permanent agreement to let part of the school premises to another business, the two businesses must share Responsible Person details including contact details. Both businesses will share the findings of their fire risk assessments and will co-operate on fire safety matters.

Responsibilities for the maintenance of fire safety passive and active systems must be set and where one system impacts on the other area, maintenance and testing information must be shared.

20. Lifting Equipment

Where lifting equipment is in place at the school it will be subject to regular statutory inspection. The frequency of this inspection depends on the load moved and will be completed on a 6 monthly basis, where equipment lifts or supports the load of a person, or on a 12 monthly basis where it lifts or supports goods only. Flagpoles, wires, shackles, pole carrier and slings must also be inspected against the Lifting Operations and Lifting Equipment regulations and should be inspected as part of the statutory inspection programme on a 6 monthly basis.

In the event that a new passenger lift, platform lift or lifting equipment (such as a dumbwaiter, vehicle inspection lift etc) is installed at a school, the Estates Compliance Manager should be contracted to ensure that the new equipment is added to the Parago system and to add the equipment to the statutory inspection programme.

In addition to the statutory inspection, there will be a maintenance contract in place to ensure that the equipment remains in good working order.

Testing and maintenance regimes are built into the Parago system and are managed by the Premises team. Evidence of testing and maintenance will be saved electronically against the relevant check on Parago by the Premises team or the School Business Manager.

Any faults highlighted within the inspection reports will be managed by the school Premises team/School Business Manager, ensuring that any serious defects that have been highlighted are acted upon, taking suitable action to make the equipment safe. Documentation evidencing repair of the system should be saved with the original inspection report on the Parago system.

Where lifting equipment is located within curriculum departments, the statutory inspection requirements of this equipment will be managed by the curriculum technician within the area. The associated statutory inspection regime has been built into the Parago system and evidence of testing will be saved electronically by the curriculum technician against the relevant check on Parago. Any serious defects being highlighted to the Head of Department immediately and suitable action taken to make the equipment safe.

The maintenance and regular cleaning/upkeep of lifting equipment will be managed by the department who operates the equipment. The evidence of this maintenance will be saved against the relevant check on the Parago system.

None of the lifts available within the schools can be used in a fire situation, and they should not be considered as part of the evacuation plan for occupants who have reduced mobility or sensory impairments.

21. Local Exhaust Ventilation (LEV)

Where local exhaust ventilation systems are in place at the school, they must be subject to regular statutory inspection on a 14 monthly basis.

Where extraction systems are located within curriculum departments, the statutory inspection requirements of this equipment will be managed by the curriculum technician. The associated statutory inspection regime has been built into the Parago system and evidence of testing will be saved electronically by the curriculum technician, against the relevant check on Parago.

Any faults highlighted within the inspection reports will be managed by the department who manages the equipment, and documentation evidencing repair of the system should be saved with the original inspection report on the Parago system.

The maintenance and regular cleaning/upkeep of the extraction equipment will be managed by the department who operates the equipment. The evidence of these activities will be saved on the Parago system against the relevant check.

22. Lone Working

Staff may be required to lone/remote work at the school. Where this is the case, a lone working procedure will be completed by the school and shared with staff to ensure that they know that control measures in place when working alone.

Lone working procedures may be required during the holiday period and should include details of the procedure for coming into school such as emailing to advise that you are in, signing in procedures, updates to the fire and emergency procedures and first aid measures.

No high-risk tasks may be completed when lone working, these include (this is not an exhaustive list):

- Working at height (or adjacent to an excavation)
- Working near water
- Working with hazardous machinery
- Working with hazardous substances
- Working in a confined space

Staff working alone should ensure that they have told another staff member where they are working and should have a communication device with them to contact help if needed.

Lone working risk assessments should be completed for any staff who lone work, and these should be saved (removing personal information) within the risk assessment section of the Parago system.

23. Manual Handling

Risk assessments will be completed for all significant manual handling tasks and should consider the individual who is completing the task. The risk assessment should be completed with the person who undertakes the task and once completed the assessment should be shared with them. The HSE manual handling risk assessment chart will be used to complete these risk assessments, the link to this form is included below.

[Manual handling assessment charts \(the MAC tool\) \(hse.gov.uk\)](https://www.hse.gov.uk/manual-handling-assessment-charts-the-mac-tool/)

Manual handling risk assessments (those that contain no personal information) should be stored on Parago in the risk assessment section of the system. Manual handling risk assessments should be reviewed annually, or when the assessment is believed to be no longer suitable, following an accident or when HSE or industry guidance is updated.

Staff who complete regular significant manual handling will be provided with manual handling training. This will be completed at appointment and then repeated every 2 years.

Where manual handling aids are available, the user of the equipment should complete a visual inspection of before use. If they notice a defect, the item should be marked as damaged, and the Premises team notified.

24. Maternity Risk Assessments/New and Expectant Mothers

When a staff member notifies their line manager that they are pregnant, are breastfeeding or have had a baby in the last 6 months, a new and expectant mother risk assessment must be completed. This will document any enhanced health and safety risks that may be present due to their pregnancy or new mother status.

The risk assessment should;

- Review the existing risk management and controls for the pregnant workers and new mothers,
- Consider any conditions or circumstances with their pregnancy that could affect their work,
- Consider any concerns that they may have about how their work could affect their pregnancy,
- Consult with their safety representative or trade union if they have one.
- Take account of any medical recommendations provided by their doctor or midwife.

A copy of the risk assessment should be held on the new and expectant mother's personnel file. The risk assessment should be reviewed regularly throughout their pregnancy/return to work by their line manager.

Forms: New and expectant mother risk assessment

25. Personal Protective Equipment (PPE)

Where personal protective equipment has been identified within the risk assessment, this shall be provided to staff free of charge. It must be suitable for the identified hazard; this is particularly important in relation to the provision of respiratory protection.

Personal protective equipment must be maintained in good condition and correctly stored to prevent it becoming contaminated. Staff who identify that PPE provided in their department needs replacing should notify their line manager.

Staff and students must be instructed in the correct use of the personal protective equipment and should provide an alternative if staff find it to be uncomfortable. Staff in control of a lesson where PPE is provided and must be worn will be responsible for ensuring that students wear the PPE that is provided.

26. Play Equipment (Internal and External)

All play equipment will be subject to regular visual inspection by the Premises team and an external check will be completed on at least an annual basis.

Staff supervising children using play equipment should stop children using the equipment and notify the Premises team or School Business Manager immediately of any concerns or defects that they notice on play equipment.

Play equipment inspections are included within the compliance checks within Parago system and evidence of this check should be saved on the system electronically by the Premises team or School Business Manager.

Any faults highlighted within the inspection reports will be managed by the school Premises team/School Business Manager. Documentation evidencing repair of the system should be saved with the original inspection report on the Parago system.

27. Pressure Systems

Where pressure systems are in place at the school, they must be subject to regular statutory inspection. The frequency of the inspection depends on a number of factors and will be detailed within the written scheme of examination that is associated with each piece of equipment.

Written schemes of examination should be saved against the asset on the Parago system. Testing and servicing regimes are built into Parago and are managed by the Business Manager/Premises team and evidence of testing and servicing will be saved electronically against the relevant check on Parago.

Where there are new pressure systems are installed at a school, the Estates Compliance Manager should be contracted to add the equipment to the inspection programme.

Where this equipment is located within curriculum departments, the statutory inspection requirements of this equipment will be managed by the curriculum technician. The associated statutory inspection regime has been built into the Parago system and evidence of testing will be saved electronically by the curriculum technician against the relevant check on Parago.

Any faults highlighted within the inspection reports will be managed by the department who manages the equipment, with serious defects being highlighted to the Head of Department immediately and suitable action taken to make the equipment safe. Documentation evidencing repair of the system should be saved with the original inspection report on the Parago system.

The maintenance and regular cleaning of this equipment will be managed by the department who operates the equipment. The evidence of this maintenance will be saved on Parago against the relevant compliance check.

28. Permit to Work (including hot works)

When higher risk tasks are completed at the school, such as working at height or hot works, these will be managed under the permit to work system. **The permit to work system is not a substitute for completing risk assessments and method statements but is an additional risk control measure.**

This system will be managed by the School Business Manager/Premises team. Permits will be issued at the start of works and detail the controls that are in place to ensure that the hazards associated with the task are reduced/removed.

The permit will be closed at the end of the job if completed before the end of the day, or at the end of each day. No permits should be left open at the end of the day. Hot work permits are not fully completed when the work finish, but remain open for fire watch purposes, with checks completed by the Premises team or School Business Manager at 60 minutes after work was completed, followed by further checks being made at regular intervals, of no more than 20 minutes, up to 120 minutes after cessation of hot work and then signed off by the Premises team or School Business Manager.

Forms: Permit to work form

29. Radioactive sources

Any radioactive sources that are held at the schools will have suitable controls in place to ensure that they are safe to use. This will include (but not limited too) them being kept secure, registered with the Health and Safety Executive and being marked with suitable signage and identified on the school hazard map.

All documents and evidence of implementation of management measures should be held centrally within the Parago system.

All schools who use radioactive sources will have a trained Radiation Protection Supervisor (RPS) who will complete a risk assessment for the use and storage of the radioactive sources. They will be responsible for the management of the radioactive sources on a day-to-day basis, with the assistance of the Head of Science.

The school should also appoint a Radiation Protection Advisor (RPA) who will give additional support to the RPS and Head of Science as required. They will normally complete an annual inspection of the radioactive sources and provide feedback to the school. It is the responsibility of the RPS and Head of Science to manage any action plans for improvement provided from the RPA.

30. Risk Assessments/Safe Systems of Work

Risk assessments should be completed for all activities/tasks/equipment that pose a significant foreseeable risk. These risk assessments should be documented to provide evidence that the hazards and risks have been considered and that suitable control measures are in place to reduce the risk of harm as far as reasonably practicable. There should be a number of controls in place to reduce risk and all should be documented within the risk assessment.

Curriculum risk assessments will be completed and should consider the hazards present to the pupils and staff undertaking the lesson. Additional risk assessments should be completed that consider the hazards for activities undertaken by staff/technicians who set up, clear away and complete maintenance/cleaning tasks on equipment. These risk assessments should also consider the infrequently completed tasks, such as displaying work, taking deliveries, setting up exhibitions etc. Curriculum risk assessments will be held within the curriculum department shared files.

Completed premises risk assessments (those that contain no personal information) should be stored on Parago in the risk assessment section of the system and should be shared with the staff who complete the task/activity or use the equipment. Staff should confirm that they have read and understood these risk assessments, and this can be done by signing the risk assessment directly or confirming via email to their line manager that they have read and understood the risk assessment.

All risk assessments (curriculum and premises) should be subject to regular review, either on an annual basis, or when the assessment is believed to be no longer suitable, following an accident or when HSE or industry guidance is updated.

Risk assessment training can be provided to any staff member who is required to complete risk assessments. A guidance sheet is also available that provides an overview of the risk assessment process.

Forms: Risk assessment template, Safe system of work template

31. School Site Hazards

Risk assessments should be completed for the use of the school and for its activities. This should include the significant hazards use of school facilities and any specific hazards that are present at the school, such as ponds, roadways and public footpaths etc. The risk assessment should detail the controls that are in place to manage the risk as far as reasonably practicable.

This risk assessment can be completed as a suite of individual risk assessments or as a whole school risk assessment.

This document should be saved in the risk assessment area on Parago and should be subject to regular review and update as per the requirements set out in the risk assessment section of this document.

Forms: Generic whole school risk assessment (to be updated and made site specific)

32. Swimming Pools

Where schools are provided with swimming pools, suitable controls are required to ensure that it is operated in a safe manner. The person(s) in charge of the pool will be required to document Normal Operating Procedures (NOPs) and Emergency Operating Procedures (EOPs) that are displayed at the pool and shared with all staff who use the pool and people who hire the pool.

Suitable swimming pool safety equipment, including rescue equipment must be provided. Measures to call for assistance should be in place and where an emergency alarm is fitted this should be tested on a weekly basis. This check will be built into the compliance checks within Parago.

Swimming pool risk assessments must be completed for the use of this area. This should include assessing the use of any pool cover, plant areas and chemical dosing.

Staff who manage the pool chemical dosing equipment must have received Pool Plant Operator training and this will be refreshed every 3 years.

Water quality and temperature records will be kept at the pool in the pool operation folder. The swimming pool will need to be considered within the legionella risk assessment.

Children partaking in swimming activities at the school must complete a swim consent form that confirms the level of competence for the child.

33. Traffic Management

Where schools have complex roadway systems it may be necessary for a traffic management plan to be completed. This will document the way in which vehicles and pedestrians are routed through the school site and identify areas where there may be conflict so that suitable controls can be identified and implemented.

The majority of primary school sites will not require a traffic management plan due to the small size of the carpark area and minimal roadways. The risks associated with traffic management will still need to be considered within the whole school risk assessment for both schools with and without a traffic management plan.

Forms: Traffic management plan template

34. Training and Induction

All new staff will be provided with a school induction that provides them with the key health and safety information that they require. In addition, they will be provided with the training that they require to complete their role.

A training matrix standardises the health and safety training that is required for new starters/staff moving role. Curriculum departments will determine what additional training is required for their staff and should document this within a department training matrix.

If staff believe that they require additional training to complete their role, they should approach their line manager to discuss this.

Pupils working within higher risk curriculum areas will be provided with a health and safety induction when they start term that will confirm acceptable behaviour when in the workshop/laboratory etc. Safety rules should be displayed within these areas to remind the pupils of acceptable behaviour and period reminders provided in practical sessions.

Form: New starter induction, training matrix

35. Trees and Grounds

All trees within the grounds of our schools are considered to be zone 1 trees eg. trees that are approached by the general public (pupils) on a daily basis. Because of this, proactive monitoring is required for the trees within our site. This proactive monitoring will be a combination of informal monitoring, completed by the in-house premises staff and formal inspections completed by a competent person. More detailed inspections will be commissioned when concerns are raised in informal or formal inspections.

Trees and areas of woodland should be considered within school and task based risk assessments and detail the controls that are in place for their use.

Informal checks will be conducted on a termly basis as prompted by Parago. This check considers the condition of trees within the school site. Immediate action should be taken to remove people from the area where the condition of a tree is felt to be hazardous. Subsequent action, in the form of a more detailed inspection should be completed to assess the condition of the tree(s).

Additional informal checks will be completed on trees following adverse weather conditions. These will be prompted by the Premises staff and will include a check for damage to the base, trunk and branches of trees. Children will not be permitted to enter the vicinity of trees until these checks have been completed.

Formal inspections will be completed on a three yearly basis (type 3) with a lighter informal inspection completed annually in the year between detailed inspections (type 1). Any action required will be managed by the School Business Manager in conjunction with the Premises staff who will appoint competent contractors to complete the required works. The records of these inspections will be saved on the Parago system.

More detailed inspections will be commissioned for specific tree(s) if they are showing a high priority concern.

Issues highlighted within any of the above inspections will be managed between the School Business Manager and the Premises staff.

No tree works using chainsaws will be completed by the Premises staff unless they hold the correct competency certificates, risk assessments have been completed and suitable controls (including personal protective equipment) are in place. This type of work must be approved by the Trust before it can be completed.

Grounds tasks can be completed by the Premises staff if they are competent to do so. A risk assessment must be completed, which must detail the specific equipment being used and identify appropriate control measures.

36. Vibration

Equipment that exposes staff to significant levels of vibration emissions will have this hazard considered within the risk assessment for the use of the equipment.

It is unlikely that Premises staff will be exposed to high levels of vibration emissions, but should equipment be used for prolonged periods (in excess of 30 minutes) vibrations emission calculations will be completed for the equipment with the assistance of the Estates Compliance Manager. This information will be included within the equipment risk assessment and control measures implemented as required.

Premises staff will receive basic training in the hazards associated with vibrating equipment and the signs and symptoms to look for. This training will either be provided via e-learning or face to face in the form of a toolbox talk.

37. Visitors

All visitors will be booked in at reception and should comply with safeguarding rules set out by the Safeguarding team. These rules sit outside of this procedure and the visitor host should confirm the specific requirements by checking school specific Safeguarding procedures.

They must all be provided with basic health and safety information, fire evacuation routes, accident reporting procedures, areas that they must not access etc before they are passed to their host. This can be achieved providing the information as a leaflet, via the online logging in process or via a face-to-face discussion.

It is the responsibility of the host to remain with their visitor, to ensure that they participate in the evacuation/invacuation procedure in the event of an emergency at the school.

38. Waste management

Waste management is important to ensure that schools do not breach environmental laws. Detailed information about waste management can be found at <https://www.gov.uk/dispose-business-commercial-waste>

We are required to:

- Keep waste to a minimum by doing everything reasonable to prevent, reuse, recycle or recover waste,
- Sort and store waste safely and securely, considering the arson risk associated with waste storage,
- Obtain a waste transfer note for each load of waste that leaves the school,
- Confirm that the waste carrier is registered to dispose of waste,
- Not allow waste carriers to dispose of waste illegally.

When siting waste bins, ensure that they are not located under building eaves or in areas where they could be used to access the building or roof areas. Where possible, bins should be secured to prevent unauthorised users accessing bin content. This will help to prevent non-school waste being disposed, people accessing information on disposed items within the bin and bins being used for arson purposes.

When disposing of hazardous waste, there are enhanced responsibilities. Hazardous waste includes:

- Asbestos
- Chemicals, such as print toners
- Batteries
- Solvents
- Oils (other than edible ones)

- Equipment containing ozone depleting substances (like fridges),
- Hazardous waste containers.

When disposing of hazardous waste, you must ensure that you keep the following documents.

- Consignment notes
- Consignee returns (from the business that receives your waste)
- Other documents such as carrier schedules (where more than one waste carrier is used) and rejected loads documents.

Documents relating to waste management should be saved on Parago. There are waste transfer note compliance checks built into the system where documents should be loaded. When removing asbestos containing materials, waste removal documentation must be loaded against the asbestos asset being removed.

All other waste removal documentation should be stored on the Parago system within the document section, clearly stating the waste item and date of disposal.

39. Wellbeing

An organisation wide stress risk assessment will be drafted that considers the risk of work-related stress within the Trust. This is a specific requirement from the Health and Safety Executive and will be held centrally on the Trust SharePoint page.

The findings of the risk assessment will be communicated to staff, any safety control measures implemented, and the risk assessment kept under review.

Procedures for managing a work-related stress incident sits within HR procedures.

40. Work Equipment

All work equipment will be subject to regular visual inspection. The responsibility for this depends on who manages the equipment, either Curriculum or Premises. Where required, an external check will be completed, and this will be arranged by whoever is responsible for the operation and management of the equipment.

Staff using work equipment should notify the person who manages the equipment, Curriculum leads/technician or the Premises team/School Business Manager of any concerns or defects in relation to the equipment without delay. They must also mark the equipment as not safe for use.

Visual inspection of premises equipment is included within the compliance checks within Parago system and evidence of this check should be saved on the system electronically by the Premises team or School Business Manager. Any faults highlighted within these inspection reports will be managed by the Premises team for equipment within their control. Documentation evidencing repair of equipment should be saved with the original inspection report on the Parago system.

Similar procedures for visual inspection of equipment should be in place for the management of equipment within curriculum departments. These checks can be built into the Parago system for the department, and this request should be made to the Estates Compliance Manager.

41. Working at Height

Any working at height tasks will be risk assessed as it is a higher risk activity. The premises staff risk assessment covers basic hazards and control measures for working at height. Where working at

height activities will take longer than 30 minutes, a separate task related risk assessment must be completed. For this reason, staff should not complete working at height activities whilst lone working.

All equipment provided for working at height (ladders, step ladders, scaffolding and hop ups) should be inspected on a 3 monthly basis. This check is built into the Parago system, and the checks will be recorded on this system.

Any scaffolding or fixed ladders that can be accessed by children within a school will be removed/locked off to prevent children/trespassers accessing this equipment. Scaffolding should be inspected by a competent person every 7 days or after alterations or extreme weather conditions.

Perimeter guard rails and walls should be inspected on an annual basis. This check is built into the Parago system, and the checks will be recorded on this system.

Any latch way systems or anchor points will be inspected on a 6 monthly basis by a competent contractor, and compliance checks for this are built into the Parago system and evidence of this check should be saved on the system electronically by the Premises team or School Business Manager.

Staff who complete working at height tasks will be provided with appropriate training for the task or equipment that they are using. This should be provided at appointment, and this will be refreshed every 2 years, or at the frequency set by the training provider for specialist training.