



Health and Safety Policy

This policy sets out the Trust's general approach to health and safety in all workplace settings.

Version number	V4.0
Consultation groups	Trust Leadership Team, Head teachers, Office Managers, Trade Union JCG
Approved by	Board of Trustees
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Adopted by	See Table of Approval and Ratification – Page 7
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Implementation date	December 2024
Policy/document owner	Director of Operations/Head of Estates
Status	Statutory
Frequency of review	Annually for legislative changes – or 3 yearly
Next review date	July 2027
Applicable to	All schools and Trust workplace settings

Version	Version Date	Author	Summary of Changes
V1.1	3 May 2018	Louise Barber - Director of Operations	New policy prepared with the assistance of Leicestershire Traded Services, Health Safety and Wellbeing team.
V1.2	5 June 2018	Paul Stone - CEO	Added cluster board to responsibility area.
V1.3	19 June 2018	Helen Stockill – Head of Governance	Governance arrangements updated
V2.0 - Final	28 June 2018	Helen Stockill – Head of Governance	Approved by the Board
V2.1	01 May 2021	Director of Operations	New MAT H&S template policy based on the Leicestershire Traded Service approved template.
V2.2	24.6.21	Director of Operations	Updates following JCG meeting held 23.6.21 <ul style="list-style-type: none"> - 6.13 – added detail about PAT testing Bring Your Own Device (BYOD) equipment. 6.43 – added further detail about not smoking in cars parked on the school site.
V3.0 - Final	28.6.2021	Head of Governance	Approved by Board, version table updated.
V3.1	18.08.2021	Director of Operations	<ul style="list-style-type: none"> - added Headteacher signature on page 5 - added Chair of trustees signature on page 5 - added Chair of Trustees ratification & signature on page 7 - made reference to the Central Team in section page 16 - added word survey & LAMP on page 18 - made reference to the Stress Policy on page 23 - revised appendix 2- page 35-36
V3.2	November 24	Health & Safety Manager	FULL Review - New MAT H&S template policy based on the Leicestershire Traded Service approved template Responsibility & Role Changes from page 12 onwards & Change of layout from page 22 onwards -2.23-page 12 Final line added -3.4 EVERY added
V4.0 - Final	27 November 2024	Head of Governance	Approved by the Board but with the following changes: <ul style="list-style-type: none"> - Added further detail to annex – Wellbeing and Psychological Safety - Linked to Sexual Harassment Policy and Wellbeing Policy - Added further details to annex – Stress and linked to Stress policy

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1.Statement of Intent

- 1.1 As a responsible employer, Discovery Schools Trust which incorporates: Ash Field School, Badgerbrook Primary School, Braunstone Community Primary School, Captains Close Primary School, Danemill Primary School, Farndon Fields Primary School, Fossebrook Primary School, Greystoke Primary School, Keyham Lodge School, Kibworth CE Primary School, Leighfield Primary School, Merrydale Junior School, Millgate School, Mowmacre Hill Primary School, Parkland Primary School, Redlands Primary School, Wellington Place Primary School & Woolden Hill Primary School will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.
- 1.2 Discovery Schools Trust recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, students, visitors, and any persons affected by its activities so far as is reasonably practicable.
- 1.3 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken, and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.
- 1.4 Discovery Schools Trust is committed to the prevention of accidents and ill health.
- 1.5 Discovery Schools Trust will work towards continual health and safety improvement.
To achieve these objectives, we will:
- Conduct all our activities safely and in compliance with legislation and where possible, best practice.
 - Ensure the provision of safe working conditions and safe equipment.
 - Ensure a systematic approach to identify risks is developed and implemented and ensure sufficient resources are allocated to control them.
 - Ensure the provision of suitable information, instruction, training, and supervision.
 - Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety, and welfare.
 - Promote the principles of sensible risk management.
 - Monitor, review and modify this policy and any arrangements as required.
- 1.6 All Discovery Schools Trust employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

Signed:

Chair of the MAT Board

Date:

		Signatory	Sign:	Print:	Date:
Approved By	MAT Executive Lead	MAT CEO / Trust Lead			
Endorsed/ratified by	MAT Board	Chair of the MAT Board			
Adopted By:	School Advisory Board	Chair of Advisory Board			

2. Discovery Schools Trust Organisation – Roles and Responsibilities

Background & Context

2.1 The MAT is a charitable company operating under Articles of Association and Memorandum of Association signed by the Members.

Structure & Organisational Responsibilities

2.2 The Members have appointed Trustees who are to ensure that the charitable objectives of the Trust are carried out. The Board of Trustees is the corporate body accountable for the overall health and safety performance of all Schools within the Trust.

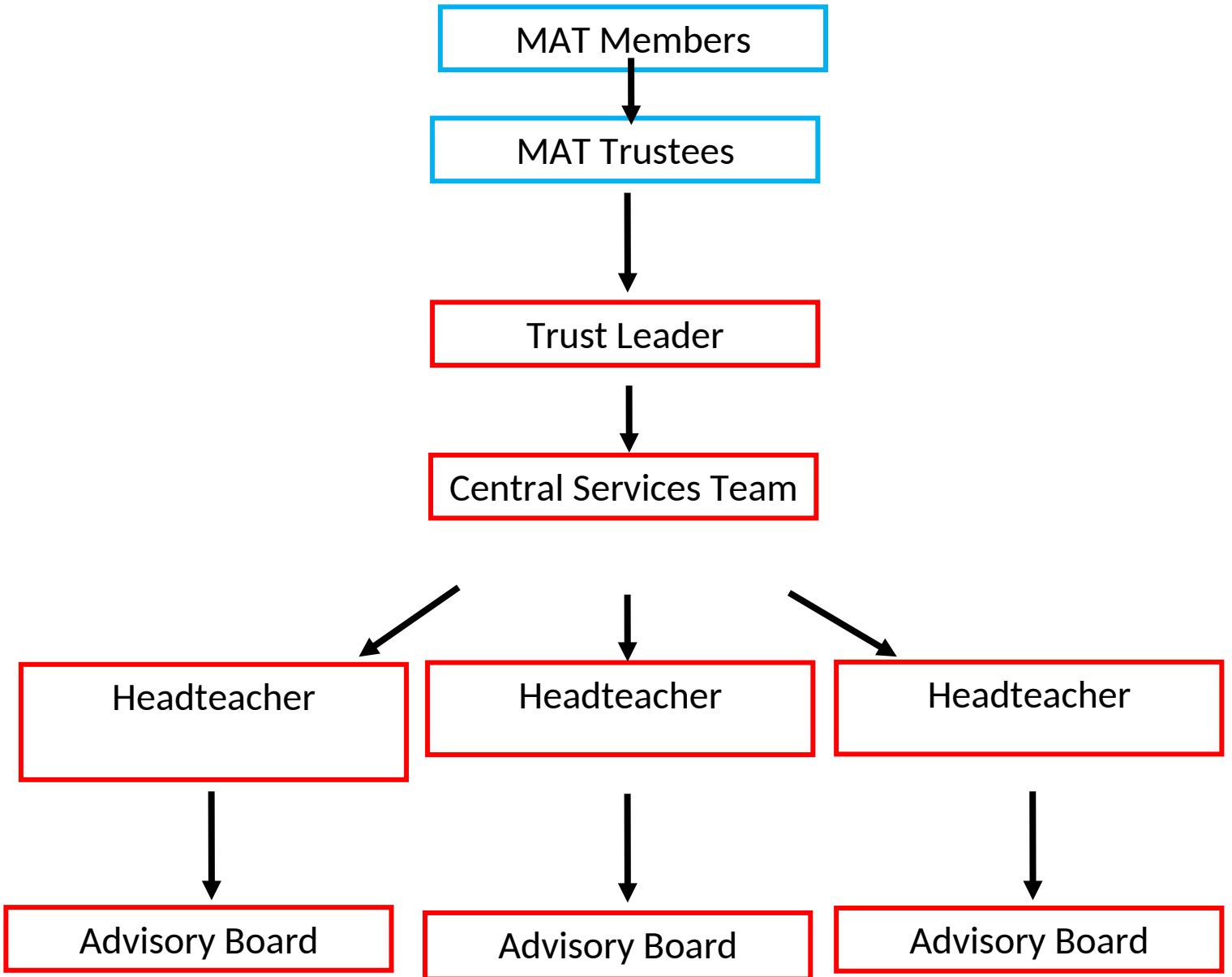
2.3 The Board has appointed the Trust Leader (TL) who has been delegated responsibility for the executive management and the performance of the Trust and all Schools. The Board will determine overarching H&S objectives for the organisation that are aligned to the vision and aims of the MAT.

2.4 The Responsibilities are delegated by the Board in line with the Articles of Association and are outlined in the Trust's Scheme of Delegation and Terms of Reference.

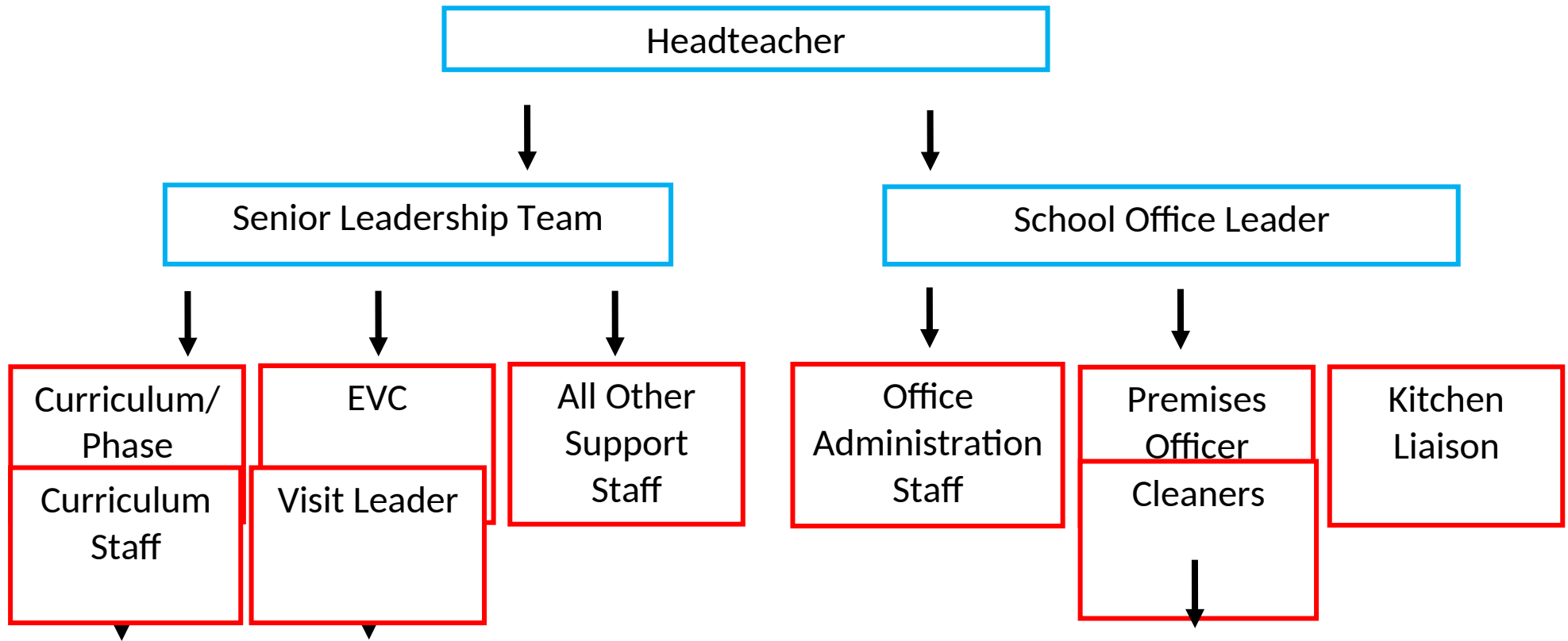
2.5 The TL leads the Trust Senior Leadership Team (SLT): the executive management team of the Trust, and will delegate executive management functions to the members of the SLT. The TL retains accountability to the Trust Board for the performance of the SLT.

2.6 The Advisory Board comprises of representation from senior members of the school staff and additional elected advisory board members, appointed independently by the school/parents. Each local school Advisory Board is responsible for adopting the policy; ensuring it reflects local arrangements.

MAT Organisational Structure



Local School Health & Safety Organisational Structure



Responsibility by Role or Team

2.8 Board of Trustees

- The Trust Board has delegated governance responsibility for holding each Head Teacher to account for Health and Safety management and operational matters relating to the academic work of each individual school (lesson risk assessments, trips, use of the building for teaching and learning, etc.) to the TL.
- The Trust Board has delegated governance responsibility for holding the TL (as defined in the organisational chart above) to account for Health and Safety management and operational matters relating to all non-academic matters across the Trust to the Finance and Risk committee. (of the Board)

The Trust Board is responsible for:

- Establishing clear lines of local accountability for health and safety.
- Periodically assessing the effectiveness of its implementation of the MAT policy and ensuring that the need for any necessary changes are communicated to the Board and SLT.
- Ensuring that responsible staff have access to competent health and safety advice.
- Ensuring the provision of an Emergency and Business Continuity and Senior Emergency Management Team) for each school within Discovery Schools Trust

2.9 The Local Advisory Board

- Is responsible for adopting the local school 's Health and Safety policy, ensuring policy reflects local arrangements.
- Monitoring the implementation of the Health and Safety policy (with regards to academic matters - where this is the case)

2.10 Trust Leader (TL)

The Trust Board has appointed the Trust Leader (TL) who has been delegated responsibility for the executive management and the performance of the Trust and all schools for health and safety. TL will be responsible for:

- Responsible and accountable for strategy, policy, monitoring, and compliance of Health and Safety.
- Setting clear health and safety values and standards throughout the MAT.
- Ensuring the provision of competent health and safety advice.
- Ensuring any health and safety shortcomings are identified and rectified in a timely manner.
- Ensure that risk assessments are undertaken by competent persons and that adequate control measures are implemented to reduce risks so far as is reasonably practicable.
- The Trust Lead may delegate specific responsibilities to other members of Central Services Team; however, the Trust Lead will still be accountable for ensuring the responsibilities are fulfilled.

2.11 Chief Finance and Operating Officer (CFOO)

- Have a strategic overview of the health and safety management across the MAT.
- Ensure an annual budget for health and safety is allocated for all schools within the Trust.
- Ensure the Health and Safety policy and arrangements are reviewed and implemented throughout the MAT.
- Ensure that risk assessments are undertaken by competent persons and that adequate control measures are implemented to reduce risks so far as is reasonably practicable.
- Ensuring the provision of competent health and safety advice.
- Ensure all accidents, incidents and near misses are investigated and reported to the SLT.
- Ensure the Health and Safety policy and arrangements are reviewed and implemented throughout the MAT.

2.12 Director of Estates (DoE)

The Director of Estates is delegated the responsibility of overseeing premises management and as it relates to the buildings and other assets, ensuring health and safety compliance across Discovery. They are responsible for:

- Producing annual health and safety budget reports and communicates them to the CFOO.
- Report any shortcomings in the health and safety budget to the CFOO.
- Establishing a system for the maintenance of the MAT assets both building and plant including premises compliance checks across the MAT.
- Devising, reviewing and communicating the MAT contractor management policy.
- Implementing the contractor management policy and ensuring systems are in place for implementing the policy.
- Work with the CFOO to implement an external health and safety audit program to ensure premises compliance.
- Establish a contractor procurement system that ensure contractors are competent to carry out their duties and carry out and record contractor inductions.
- Ensure that all plant and work equipment provided is selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations.
- Provide health and safety performance report to the Board of Trustees & SLT when required

2.13 Estates Manager

- Assist implementing a system for the maintenance of the MAT assets both building and plant including premises compliance checks across the MAT.
- Implementing the contractor management policy and ensuring systems are in place for implementing the policy.
- With the Director of Estates schedule works in for schools & keep key documents up to date.
- Contribute to facilitate a programme of works and ensure the upkeep of the Gantt chart.
- Establish a contractor procurement system that ensure contractors are competent to carry out their duties and carry out and record contractor inductions.
- With the Health and Safety Manager, ensure that all plant and work equipment provided is selected through a risk assessment process, suitable, properly maintained and subject to all necessary tests and examinations.

2.14 Health & Safety Manager

- Ensure that accidents and incidents (including near misses and violence and aggression) are properly reported and investigated, and the findings acted upon without delay and when required reported to the CFOO.
- Consult with staff, union representatives, safety committees and stakeholders on health and safety matters.
- Work with DoE to implement an internal health and safety auditing program to ensure premise compliance.
- Provide a termly health and safety performance report to the DoE.
- Undertake annual internal audits at local school level to determine H&S compliance, offer advice as appropriate and complete action plan for school to implement.
- Carry out and review relevant risk assessments as part of the annual audit process.
- Conducting, reviewing, implementing and communicating risk assessments in relation to the activities of staff under their control.
- Conduct health and safety spot checks as required.
- Monitoring health and safety shortcomings identified on school action plans/MIS system.
- Assist with external health and safety audits with the Trust competent person.
- Facilitate a training programme for Premises Officers & School Office leaders & where necessary Headteachers
- Induct Headteachers, School Office Leaders and Premises Officers in Health & Safety including the checklist for H&S, PO maintenance, EVERY & Key Documents, Risk Assessments, FLICK Training, LTS Competent Person Contact details
- Implement a system for retaining premises compliance documentation to ensure it is readily accessible
- Assist with the implementation of a contractor procurement system that ensures contractors are competent to carry out their duties and carry out and record contractor inductions.
- Attend School Operations meetings as required.
- Assist SLT with reviewing and updating policy & guidance procedures

2.15 MAT Director of People

- Ensure health and safety responsibilities are included in job descriptions.
- Assist where necessary in facilitating clear lines of communication between management and employees across the Trust.
- Ensure the MAT health and safety policy aligns with HR policies.
- Implement and maintain an occupational health and safety management system to comply with The Management of Health and Safety at Work Regulations 1999 and make recommendations in relation to Occupation Health referrals as required.

2.16 Head Teacher

The Head Teacher has been delegated the responsibility of the management of health and safety and implementation of this policy within their designated school. To help achieve this The Head Teacher will:

- The Head Teacher will ensure compliance with the local school Health and Safety policy.
- Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- Adhere to the occupational health and safety management procedures set out by the Trust to comply with The Management of Health and Safety at Work Regulations 1999
- Make themselves familiar with any documentation and/or instruction referring to the health and safety arrangements for staff, building maintenance or operation of the local school and maintain an up-to-date system of policies, procedures, and risk assessments.

- Co-operate and communicate with Central Service Teams, Trade Unions and employee health and safety representatives and ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties set out in appendix 1.
- In the event of any hazard or risk to health and safety of any persons under their control, take appropriate action to control the hazard/risk.
- Ensure the health and safety policy, procedures and risk management programme are implemented as an integral part of business operational planning and service delivery.
- Undertake regular monitoring and ensure the provision of adequate resources to achieve compliance.
- Ensure that Trust and local procedures for the selection and monitoring of contractors are in place.
- Take appropriate action under Discovery's disciplinary procedures against anyone under their control found not complying with health and safety policies and/or procedures.
- Ensure accidents and incidents are reported in line with Trust procedures.
- Facilitate health and safety audits.
- Ensure local staff attend regular scheduled H&S meetings

In addition to their statutory duties, the Head Teacher and teachers have a common law duty of care for pupils which stems from their position in law "in loco parentis".

Head Teachers may delegate various health and safety responsibilities through their respective hierarchies. However, where responsibility is delegated, sufficient resources and authority should be allocated to ensure that these responsibilities can be effectively and efficiently implemented. Specific duties and responsibilities in relation to specific job roles are set out in appendix 1 of this policy.

2.17 Senior Leadership Team (School)

The senior leadership team will:

- Make themselves familiar with and ensure the school complies with the Health and Safety policy.
- Monitor the effectiveness of this policy, identify any shortcomings within the policy and communicate them to the relevant Central Team leaders.
- Provide a documented process for reporting and investigating all incidents, accidents and near misses.
- Provide termly health and safety performance reports to The Headteacher

2.18 Heads of Faculties/Departments (Delete if not required)

Heads of faculty/departments will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Head Teacher. Any member of staff with departmental/faculty management responsibilities will: -

- Make themselves familiar with and ensure their department complies with this policy, including any procedures, instructions, and requirements for safe methods of work.
- The Science and Design Technology Heads of Department will ensure a departmental health and safety policy is devised and communicated to all staff concerned.
- Identify new and existing hazards, provide risk assessments, record significant findings, implement any necessary control measures, and review these to ensure that they remain relevant.

- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken.
- Working with wider SLT, provide information, instruction, training, and supervision as appropriate for their departmental staff.
- Complete a health and safety induction checklist for all new employees at the commencement of their employment.
- Report all accidents, incidents and near-miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence.
- Be responsible for all aspects of health and safety included in their job description.
- Science, Design and Technology and PE Heads of Department will ensure all servicing and maintenance and statutory inspections of machines and equipment within their department is undertaken and records maintained.
- Ensure that all statutory registers and records are retained and maintained.
- Report property defects within their department to the Premises Manager.
- Ensure the provision of adequate PPE free of charge for staff and pupils with their departments.
- Facilitate health and safety audits.

More specific duties for Heads of Design Technology, Science and PE will be set out in their departmental health and safety policies and within appendix 1 of this policy.

2.19 School Office Leaders (Business & Office Managers)

These colleagues support the senior leadership team ensuring the day-to-day operational requirements of the health and safety policy are implemented:

- Will be responsible for ensuring the day-to-day operational requirements of the health and safety policy are implemented.
- Will maintain an up-to-date copy of the Health and Safety policy together with all associated documentation relevant to the school involved
- Notify the Premises Teams and/or Head Teacher of any health and safety concerns and any financial implications identified by the risk assessment process.
- Liaise with and report directly to the Head Teacher and SLT on matters of Health and Safety and work with the appropriate Central Services Team as required.
- Ensure that all certification and statutory inspections are kept up to date.
- Assist the Premises Officer retain and maintain compliance and health and safety related documentation and ensuring this documentation is backed up digitally via EVERY.
- Ensure any health and safety shortcomings/issues identified on action plans/EVERY are rectified in a timely manner.
- To investigate accidents, dangerous occurrences and near misses, complete accident reports and liaise with the Trusts, Health & Safety Manager.
- Facilitate health and safety audits alongside the Premises Officer.
- Provide health and safety performance reports as required to the SLT and /or Central Service.
- Ensure the school has a Management of Medications Policy.
- Ensure the School has an Off-Sites Visits Policy and keep Evolve up to date with DSL and EVC details.
- Work with Central Services and ensuring resource is allocated to enable statutory inspections, risk assessments, property maintenance and equipment maintenance to take place at the correct intervals and when necessary.
- Work with Central Services, Estates & Health & Safety Services, ensuring there is a system in place for contractor procurement that identifies contractor competency. (via Teams)

- Work with Central Services, Estates & Health & Safety Services to establish a health and safety training plan and matrix to identify staff training needs and collaborate with Central Services to ensure training is up to date.
- Attend or facilitate H&S Meetings with the Premises Officer & or Headteacher

2.20 Premises Teams (Premises Officer / Site Manager)

The Premises Teams are responsible for day-to-day management of property maintenance and compliance checks. They are responsible for:

- The general responsibility for the application of the school's health and safety policy to their own area of work and are directly responsible to the Business Manager/Office Manager and Head Teacher.
- Establishing and maintaining safe working procedures including (referring to relevant legislation and guidance) arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g., chemicals, boiling water, and sharp instruments).
- Carrying out regular health and safety assessments of the activities for which they are responsible, and report to the Business Manager/SLT/Head Teacher any defects which need attention. Monitoring their effective implementation by staff under their control.
- Where appropriate, ensuring relevant advice and guidance on health and safety matters is sought from Central Services, Estates & Health & Safety Services, HSE, the school's competent person.
- Retain and maintain compliance and health and safety related documentation and ensuring this documentation is backed up digitally via EVERY.
- Arranging and facilitating all building and equipment maintenance, servicing visits by contractors. Arranging for the remedial actions to be completed, and keeping accurate and comprehensive servicing, maintenance, and inspection records.
- Ensuring statutory surveys, risk assessments and reports are organised with competent contractors and make sure completion dates are set within the time frame, so document dates do not expire.
- Advise the Office Manager/Business Manager on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment, or machinery.
- Carrying out compliance checks in accordance with Appendix 1 and job description.
- Liaise and co-operate with The Head Teacher and/or Office Manager/Business Manager in collaboration with Central Services, Estates & Health & Safety Services, on property related matters.
- Providing a termly health and safety report for the SLT/Head Teacher/Business Manager if requested.
- Ensuring statutory surveys, risk assessments and reports are organised with competent contractors and completing.
- Conducting contractor induction and recording the process.
- Reporting incidents, accidents, dangerous occurrences and near misses to the Business Manager/Office Manager.
- Undertaking any training identified by the Business Manager/Officer Manager, Headteacher or Health & Safety Manager to enable them to perform their duties at the level of responsibility allocated to them.
- Undertake work to resolve health and safety shortcomings/issues on action plans/EVERY in a timely manner
- Attend regular H&S Meetings with the Office Manager and/or Headteacher.
- Ensuring the provision of adequate PPE for staff that they are responsible for.

2.21 All Staff

All employees, agency, peripatetic workers, and contractors must comply with the school's health and safety policy and associated arrangements, in addition to any specific responsibilities which may be delegated to them. All staff are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or omissions.
- Cooperate with their line manager and senior management to work safely.
- Comply with health and safety instructions and information and undertake appropriate health and safety training as required.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare.
- Report to their manager any health and safety concerns, hazardous conditions or defects in the health and safety arrangements and/or workplace.
- Support the school in embedding a positive safety culture that extends to pupils and any visitors to the site.
- Undertake any training identified by the Office Manager/Business Manager/Head Teacher to enable them to perform their duties at the level of responsibility allocated to them.
- Co-operate with the employer in the discharge of its statutory obligations.

2.22 Pupils

All pupils are expected to behave in a manner that reflects the school's Behaviour Policy and in particular are expected to: -

- Take reasonable care for their own health and safety and of their peers, teachers, support staff and any other person that may be at the school.
- Cooperate with teaching and support staff and follow all health and safety instructions given.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare.
- Report to a teacher or other member of school staff any health and safety concerns that they may have.

2.23 Lettings

Each school has a local lettings policy. The policy covers procedures for fire evacuation, security arrangements, the requirements relating to accident, assault and near miss reporting and requirements for the provision of first aid.

People/Organisations letting the site must agree to:

- Co-operate and co-ordinate with the school on health and safety matters.
- Agree to the terms of the lettings policy in relation to health and safety arrangements.
- Provide information relating to any additional risks or procedures which will be new or unusual to those of the school that may arise from their activities.
- Produce and provide to the school risk assessments for the activities they are undertaking on the school site.

The school will ensure that:

- The premises are in a safe condition for the purpose of use.
- The health and safety arrangements detailed in the lettings policy are fully explained and communicated to all individuals or groups letting a space/area of the school premises.
- Adequate arrangements for emergency evacuation are in place and communicated.

3. Trust Organisational Arrangements for Health and Safety

The following arrangements will be adopted to ensure that all parties fulfil their responsibilities and provide the foundation for securing the health and safety of employees and all users of the Trust's sites.

3.1 Setting health and safety objectives

The Central Services will specifically review the progress of health and safety objectives at the termly meeting of the Central Services team. Where necessary health and safety improvements will be identified and included within local schools' estates' action plan and within EVERY.

The Trusts Competent Person – Health Safety & Wellbeing Service at Leicester Traded Service will liaise with the Trusts Health & Safety Manager regarding the annual Audit requirements based on Trusts H&S objectives.

3.2 Provision of effective health and safety training

The Headteacher will consider health and safety training on an annual basis in line with the Central Services health and safety training matrix focussing on mandatory training as a priority.

3.3 Provision of an effective joint consultative process

The Health and Safety Champion will meet at least once per term with members of the Central Services to review hand safety processes. Colleagues will report to the Trust and Headteachers, who will ensure that concerns are considered and addressed within a clear action plan, with identified responsibilities and target dates.

The Health and Safety policy is consulted on through the Trade Union Joint Consultation Group and any concerns are raised at this meeting.

3.4 Establishing adequate health and safety communication channels.

Communication channels will be established via Microsoft Teams & EVERY for the exchange of health and safety knowledge and information. Where viable, these communications will be recorded and include:

- Headteacher Briefings
- School Operation Meetings.
- Premises Officer Network Meetings
- Report to the Trustee Health & Safety Champion.
- Provision of information relating to safe systems of work and risk assessments.
- Training provided.
- Communications with relevant specialist advisors and bodies.
- Email bulletins.
- Staff noticeboards.
- Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

3.5 Financial resources

The Chief Finance Officer along with the Trust Lead will review local school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety management and control.

3.6 Specialist advice/support

Discovery will ensure that access to competent technical advice on health and safety matters is procured to assist the in complying with statutory duties and meeting health and safety objectives; Discovery will do this by:

- Accessing the services of a competent Health and Safety Advisor through Leicestershire County Council Health, Safety and Wellbeing Service
- The Central Services, Estates & Health & Safety Service act as the first port of contact for initial information and guidance.

3.7 Audit

Each school's health and safety management system will be audited by Leicestershire Traded Services Health, Safety and Wellbeing Service annually. The Discovery Schools Trust reviews this process as a positive assessment of our health and safety management system and takes appropriate action to continually improve health and safety within Discovery Schools Trust.

- External health and safety audit reports will be delivered to the DoO, DoE, each individual schools Headteacher, Office Managers & Premises Officers for review and action.
- Central Services will review audit reports termly to monitor work completed/outstanding in local school settings to ensure any actions are resolved.
- Central Services will report audit findings & themes to the Audit & Risk Committee

4. Local Organisational Arrangements (Please add your own arrangements in section 4 below)

(Please review these generic arrangements with key members of staff within the individual schools and amend to be site specific).

Instructions for use

1. Text in **Pink** text should be reviewed, amended as required and turned to black once the amendments have been made and accepted.
2. Text in **Black** should be reviewed, this reflects the processes already in place in the school.
3. Job titles should be amended to reflect the local school job titles.
4. The local school arrangements must be site specific and not include arrangements that do not apply to the site. **If the arrangement subject areas in column 1 are not applicable to the school, the specific area arrangement section/row must be deleted.**
5. Additional school specific activities and arrangements not included in these generic arrangements should be inserted in the applicable area or a new area added at the end of the applicable arrangements table section.
6. The responsibilities in column 3 must be completed with the name of the responsible member of staff.
7. This instruction page should be deleted when the arrangements have been reviewed, amended, and accepted.

Local School Organisational Arrangements

Local arrangements / procedures	How this is achieved	Responsibility of: Name / Title
Accident / Incident / Near Miss, Ill Health	<ul style="list-style-type: none"> All accidents recorded in the school/office 'accident book within 24 hours. All significant accidents/near misses will be reported on the AssessNET system. All accidents that fall under RIDDOR will be reported to the HSE in accordance with the Discovery Trust requirements and the HSE timescales. Relevant notifications made to parents/carers – e School notification / telephone call / accident slip form. The Headteacher is responsible for investigating all accidents to establish the root cause, and for taking any appropriate action necessary to prevent recurrences. Any relevant learning from investigations will be communicated to relevant staff, pupils etc. Relevant local policies, procedures and risk assessments will be reviewed and revised as required. All premises related issues will be addressed in a timely manner. Any relevant learning from investigations will be communicated to relevant staff, pupils etc. All accidents, assaults and near misses will be monitored each term by the Health & Safety Manager to provide the senior leadership team with and trends or patterns. Accident records will be retained for the following periods; Pupil's records will be retained for a period of Date of Birth + 25 years, employee records will be retained from the date of incident + 7 years and forms relating to work related ill health is current year + 10 years or longer (40 years where there has been potential exposure to asbestos; where radiation is the cause retention is last action + 50 years). Instances of occupational ill health reported will be investigated and appropriate measures and monitoring put in place. 	<ul style="list-style-type: none"> XXXXXXXXXX XXXXXXXXXX
Banking Cash	<ul style="list-style-type: none"> A risk assessment for banking cash will be completed and communicated to relevant staff. The date and time of the trip to bank cash will be restricted to a need-to-know basis. Cash will be banked on different days. Banking of cash will be undertaken by two members of staff. The route taken to the bank will be varied. Different branches of the bank will be used to bank cash. Cash collection service will be used for large amounts of cash, i.e., after an event. 	<ul style="list-style-type: none"> XXXXXXXXXX XXXXXXXXXX
Cleaning / Housekeeping Arrangements	<ul style="list-style-type: none"> The school will ensure there is suitable and sufficient internal and external waste bins which will be emptied regularly. The school will ensure all waste is disposed of in accordance with environmental legislation and will promote good recycling procedures. Premises Officers/Site Managers ensure external bins are secured to prevent the risk of arson. All spills will be cleared immediately to prevent slip trips and falls. All staff are responsible for maintaining a high level of housekeeping. General cleaning and Housekeeping on site are provided by school employed staff / or XXXXX contractor. 	<ul style="list-style-type: none"> XXXXXXXXXX XXXXXXXXXX

	<ul style="list-style-type: none"> The Site Manager/Premises Officer will monitor the standard of the housekeeping on site. 	
Communicating health and safety information.	<ul style="list-style-type: none"> A noticeboard is located in the staffroom with all up to date and relevant information available to staff. The Health and Safety Law poster is displayed in reception and the staffroom. Health and safety information is circulated as necessary throughout the year, through briefings, a school intranet system, emails, and newsletters etc. Health and Safety is an agenda item in staff meetings. Staff can raise any Health and Safety Issue or concern with the site responsible person (Headteacher) or the Office Manager or the Trusts Health & Safety Manager. Complaints regarding health and safety will be recorded and investigated by the Headteacher and a formal response regarding the outcome and actions taken will be given to the complainant. All health and safety documentation will be physically stored securely or electronically. 	<ul style="list-style-type: none"> XXXXXXXXXX XXXXXXXXXX
Contractors on-site	<ul style="list-style-type: none"> The school will comply with the Construction, Design and Management regulations (CDM) 2015 and the HSE guidance document HSG159. The school must ensure Trust Contractor management guidance is followed. Competent experienced contractors selected by the trust will be used. The school has in place a suitable procurement process in place including a competency and accreditation check. Competent and experienced contractors will only be used following the comprehensive selection process. Clear specifications of works are drawn up by a competent person to include phases of the work, duration, separation of building and school site, delivery times and locations, tapping into utilities, site security, fire and emergency coordination, fire escape routes, accident reporting etc. Pre-start meeting with the Site responsible Person (Headteacher) will take place to discuss and agree how works will be managed, responsibilities, codes of conduct, safety standards and practices and to assess new hazards that may be introduced to the site. Regular update meetings take place throughout any work/projects. All staff/ pupils and other users of site remain in a safe environment for the duration of the work. All contractors are given access to the asbestos register. All contractors to complete a contractor site induction sheet before work can proceed. The site responsible person (Headteacher), Site Manager/Premises Officer or School Business Manager attends Safe Management of Contractors training, periodically. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment and method statement of all their planned work. Where required a permit to work will be issued for defined high risk activities. Contractors working on site will be monitored to ensure they are complying with the safety control measures in the risk assessment and method statement and concerns will be reported immediately. Works are signed off and any associated certification and documentation is obtained. 	<ul style="list-style-type: none"> XXXXXXXXXX XXXXXXXXXX
COSHH	<ul style="list-style-type: none"> The school will comply with the HSE's approved code of practice Control of Substances Hazardous to 	<ul style="list-style-type: none"> XXXXXXXXXX

	<p>Health (COSHH) (L5) relating to the management and control of hazardous substances on site.</p> <ul style="list-style-type: none"> • A stock take of COSHH substances on site will be carried out annually and an inventory of hazardous substances maintained. • The use of a hazardous substance will be prevented where possible, or a less harmful substance used. • COSHH risk assessments are completed by the Premises Officer for all activities where a hazardous substance is used or where a hazardous by-product is created (dust/fumes). • Suitable control measures are put in place where the use of or production of a hazardous substance or by-product cannot be prevented. • COSHH risk assessments are available to all employees who work with the hazardous substances or by-product. • Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of control measures provided • Training records are maintained for those who receive training. • Information will also be given to others who may be affected, such as contractors, temporary staff, and visitors. • Only substances purchased through the school's central procurement process/systems can be used on site. • A review of The COSHH risk assessments and Safety Data Sheet (SDS) will be undertaken annually by the Premises Officers. • COSHH risk assessments are updated when new/different substances are introduced into school procedures. • Staff will also be provided with protective equipment, where necessary free of charge. Staff use and store hazardous products in accordance with instructions on the product label. • Hazardous substances will be stored securely in a locked cupboard with a hazard warning sign displayed. • Where possible, all hazardous products are kept in their original containers, with clear labelling and product information. Where products are decanted into dispensing bottles the bottles will be clearly labelled with product information. • Any hazardous products (including fluorescent tubes and dust) are disposed of in accordance with specific disposal procedures. • The COSHH records, emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used. i.e., cleaning cupboards and the premises office. • Staff should not bring substances onto site without prior permission. 	<ul style="list-style-type: none"> • XXXXXXXXXXXX
Driving for work	<ul style="list-style-type: none"> • The school follows the Trust's guidance for driving at work appropriate to the school's arrangements. • Staff who use school vehicles or use their private vehicles for school business, i.e., attending training, school events, complete a vehicle and driving document check (licence & insurance) monitoring should occur at least annually but preferably every 6 months. • A driving at work Risk Assessment to be carried out and communicated to staff. Guidance can be found in Risk assessment - Managing Workplace transport (hse.gov.uk) 	<ul style="list-style-type: none"> • XXXXXXXXXXXX • XXXXXXXXXXXX

	<ul style="list-style-type: none"> • Staff must hold appropriate full UK driving licence and business insurance for driving at work. • All school owned vehicles and private vehicles used for work purposes must be maintained in a road worthy condition. • School owned vehicles undergo a vehicle pre-use check and required maintenance and servicing. • All school owned vehicles have a valid MOT certificate where required. • Drivers of school owned vehicles will hold the appropriate licence for the vehicle being driven. • Drivers of school owned vehicles will undergo medicals where required. • Suitable levels of pupil supervision will be provided when transporting pupils on school owned or privately owned vehicles. • Where mileage can be claimed for work journeys, this must be agreed in advance with the Headteacher however, business insurance must be in place & verified. 	
DSE	<ul style="list-style-type: none"> • All static DSE workstations used by staff meet the minimum standards required. • All DSE equipment is maintained in good working condition. • Relevant employees (defined users) complete online training and DSE self-assessment. • DSE training and assessment is available via LTS Health Safety and Wellbeing Service. This can be accessed through the SHINE online system. https://go-shine.co.uk/login/index.php • Issue and concerns raised during the DSE Assessment will be followed up and actioned. • DSE assessments will be reviewed bi-annually or if there is a significant change in equipment layout or the individual's health. • All defined DSE users are entitled to free eye tests and corrective appliances (at an agreed level) for computer use. • 	<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX
Emergency Procedures	<ul style="list-style-type: none"> • A detailed school emergency plan is in place for all foreseeable situations such as intruder on site, bomb threat or when instructed by the emergency authorities. • A business continuity plan dealing with events that have the potential to cause major disruption is in place. • A Senior Emergency Management Team (Headteacher, Senior Leadership Team, School Office Leaders) is in place to deal with major emergency situations. • The business continuity plan will be reviewed annually, or when there has been a significant change to staff, business, or after an incident. • All key staff are fully briefed in the procedures to follow. • Emergency procedures will be tested periodically. 	<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX
First Aid, Supporting Pupils with a medical condition.	<ul style="list-style-type: none"> • A First Aid Needs Assessment is undertaken and reviewed annually. • First aid arrangements ensure a sufficient number of appropriately trained first aiders are available to cover annual leave and absences. • Staff are informed of first aid arrangements for school as part of their induction, teacher training days, staff meetings, and staff handbook where provided. • First aid arrangements are displayed outside the school office and in the staff room. • An Automated external defibrillator (AED) is located on the front wall of the school outside the school office. 	<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX

	<p>Access is coded and the code is stored by both the Ambulance Service and the school office.</p> <ul style="list-style-type: none"> • Sufficient First aid kits are provided within school and are checked weekly / termly to ensure they are fully replenished, and contents are in date. • A suitable area is provided to administer first aid. • First aid requirements are considered within risk assessments for lone workers, vehicles carrying passengers and school events. • The school follows guidance as set out by the DfE Supporting pupils with medical conditions at school guidance. • Specific training will be given to staff who are supporting a pupil at school with a medical condition including emergency situational response. • A medication policy is in place in accordance with the DfE guidance. • Medication stored on site will be stored securely. • A signed parental / guardian permission form is obtained every time administration of medication is required. • Two members of staff sign to witness the administration of medication. • Where first aid has been administered this is recorded in the first aid treatment book or for more serious accidents recorded on AssessNET • Correct reporting procedures are followed including those required under RIDDOR regulations. 	
Infection Prevention and Control	<ul style="list-style-type: none"> • In the event of an outbreak of a communicable infection/disease guidance will be sought from Public Health England (PHE) or the appropriate local authority department. • The school will engage with PHE and the DfE should there be an outbreak of a communicable infection/disease and follow any advice given. • The school will ensure a robust cleaning regime is followed and adequate ventilation is achieved at all times when the site is occupied. 	<ul style="list-style-type: none"> • XXXXXXXXXXXX • XXXXXXXXXXXX
Inspection and monitoring arrangements	<ul style="list-style-type: none"> • The Headteacher, School Office Leader & Premises Officer will undertake a recorded Health and Safety Workplace Inspection termly and remedial action and review. • Leicestershire Traded Services (LTS) Health and Safety Audit is carried out biannually. A comprehensive audit report incorporating and action plan with target completion dates is produced and incorporated into the school action plan. • The site responsible person or the School Office Lead attends Management of Health and Safety training. • Daily visual checks of the classrooms are carried out by the teachers and defects reported. • The Headteacher and the SLT will review the effectiveness of the school's health and safety policy, arrangements, procedures, and performance annually. • Health and Safety performance will be measured against pre-determined objectives and plans, and remedial action taken. • Accidents, incidents ill health and damaged will be reviewed to identify trends and patterns and implements corrective measure to rectify the failures and improve the health and safety performance. 	<ul style="list-style-type: none"> • XXXXXXXXXXXX • XXXXXXXXXXXX
Jewellery	<ul style="list-style-type: none"> • Please refer to the local school handbook for all matters relating to the wearing of jewellery. • Students/pupils will be requested to remove inappropriate or dangerous jewellery. 	<ul style="list-style-type: none"> • XXXXXXXXXXXX • XXXXXXXXXXXX
Manual handling	<ul style="list-style-type: none"> • The school will comply with the HSE's approved code of practice 'Manual Handling. Manual Handling 	<ul style="list-style-type: none"> • XXXXXXXXXXXX

	<p>Operations Regulations 1992 (as amended). Guidance on Regulations (L23).</p> <ul style="list-style-type: none"> • Manual handling will be avoided wherever possible. • Where manual handling is unavoidable, manual handling activities are risk assessed. • If a significant manual handling activity was necessary a specific risk assessment, safe system of work and method statement would be implemented. • A specific individual risk assessment will be completed for identified medical condition and a new and expectant mother before any manual handling is undertaken. • Where highlighted by the risk assessment, appropriate lifting procedures will be put in place including multiple persons lifting techniques, breaking down the loads and reducing the distance travelled. • Handling equipment will be provided, maintained, and used wherever possible. • Defective manual handling equipment will be taken out of use and reported through the school's defect reporting system and replaced or repaired immediately. • The area of the manual handling activity or route to be taken during the manual handling activity will be assessed to ensure no additional hazards are present i.e., clear of obstruction, floors in good condition, no steps, lighting adequate. • Storage areas on site will be tidy and organised to reduce the hazard and risk of manual handling. • Appropriate manual handling training will be given to staff and records of training maintained. • Appropriate footwear and clothing will be worn when undertaking moving and handling tasks; safety footwear provided where required. • Accidents involving manual handling will be investigated to identify the root cause and implement additional corrective or preventative controls. 	<ul style="list-style-type: none"> • XXXXXXXXXX
Noise	<ul style="list-style-type: none"> • The school will make arrangements for the assessment of risk, protection, and other control measures where the noise levels reach the action values as detailed within the Control of Noise at Work Regulations 2005. 	<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX
Personal safety – lone Working	<ul style="list-style-type: none"> • Lone working will be discouraged where possible and kept to a minimum. • Staff aware of and follow trust's guidance on Personal Safety and lone working. • A lone working Risk Assessment will be completed for all lone working activities, implemented, and communicated with relevant staff. • Lone working may only take place with the authorisation of the Site Responsible Person. (Headteacher) • Hazardous activities or activities with significant risk will not be undertaken by staff lone working, i.e., working at height and use of power tools. • Suitable and appropriate communication procedures / systems will be put in place for those who are lone working. • Appropriate communication equipment will be issued to staff for whom lone working is an inherent part of their role. • A procedure for checking in with overdue staff will be documented put in place. • A key holding company will be appointed to cover alarm call outs. • Where possible two members of staff will be present when opening up and locking up. 	<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX

<p>Personal safety - managing violence & aggression</p>	<ul style="list-style-type: none"> • Personal safety is a shared responsibility between a school and its staff. • Staff aware of and follow the Trust's/school's personal safety guidance. • Staff should avoid confrontation if possible and withdraw from an escalating situation. • Staff must comply with the school's behavioural code of conduct. • Staff must report all potential conflict scenarios or situations developing. • Aggressive persons will not be allowed on site and if required the police will be called. • Where possible, home visits will not be conducted alone, where unavoidable, appropriate risk assessment and control measures will be put in place. • Meetings with parents at school will be held during the school day where possible. • Meetings with parents will be planned in advance wherever possible. • Meetings with the potential for violence and aggression will be conducted by 2 members of staff and with other staff in the vicinity. • Appropriate training for dealing with violence and aggression will be provided for the SLT and relevant members of staff. • All incidents involving violence and aggression will be investigated by the Headteacher in line with school policy. • All incidents involving violence and aggression will be reported to XXXXXXXX and where required the police. 	<ul style="list-style-type: none"> • XXXXXXXXX • XXXXXXXXX
<p>PPE</p>	<ul style="list-style-type: none"> • PPE required by staff to undertake a task safely will be provided free of charge. • Staff in receipt of PPE will store it appropriately and check its condition regularly and before use. 	<ul style="list-style-type: none"> • XXXXXXXXX • XXXXXXXXX
<p>Physical Intervention</p>	<ul style="list-style-type: none"> • The school follows advice as set out by the DfE and LA as appropriate regarding use of reasonable force. • Appropriate staff are trained in the Positive Handling approach for managing challenging behaviour and the use of reasonable force. 	<ul style="list-style-type: none"> • XXXXXXXXX • XXXXXXXXX
<p>Risk Assessment</p>	<ul style="list-style-type: none"> • Risk assessments are carried out and recorded for all activities where a risk has been identified or where there is a known foreseeable risk of injury or ill health. • Risk assessments are carried out by trained and competent members of staff who will consult staff involved with the activity. • The risk assessment will be signed by the assessor and the staff involved in the activity. • Risk assessments are kept up to date and reviewed at least annually or after an incident or significant change in an activity. • All completed and signed risk assessments are stored in a central file, together with an inventory xxx or signed copies kept electronically XXXX • Risk assessments are readily available for applicable members of staff, hard copy or electronically. • All staff responsible for completing risk assessments undertake risk assessment training periodically. • Risk assessments are carried out and recorded for specialist curriculum areas where appropriate. • Specific individual risk assessments will be completed for a young person before they commence work or a new and expectant mother as soon as the school is informed by the employee of their condition. 	<ul style="list-style-type: none"> • XXXXXXXXX • XXXXXXXXX
<p>Stress</p>	<ul style="list-style-type: none"> • The school will follow the principles of the HSE guidance 'Managing the causes of work-related stress' (HSG 	<ul style="list-style-type: none"> • XXXXXXXXX

<p>- See also Stress Policy</p>	<p>218).</p> <ul style="list-style-type: none"> • Creating a working environment where potential work-related stressors as far as practicable are avoided, minimised or mitigated through good management practices, effective HR policies and employee development. • Increasing line managers' and employees' awareness of the causes and effects of stress. • Promoting self-care through the Employees Assistance Programme. • Providing a route for clinician support in cases where employees are signed unfit to work due to stress related absence. • Developing a culture that is open and supportive of people experiencing stress or other forms of mental ill-health. • Developing the competence of managers through the Knowledge, Skills and Behaviours framework, so that they manage individuals effectively and fairly. • Engaging with employees to create constructive and effective working partnerships both within Schools and across the organisation. • Encouraging staff to take responsibility for their own work and effectiveness as a means of reducing their own stress and that of their colleagues. • Conducting stress risk assessments at the earliest opportunity where deemed appropriate by stress indicators: Identification of hazards, deciding who might be affected; evaluating the risks and frequency and recording your findings and proposed actions. • Regular meetings will be held with staff members to monitor health issues and stress. 	<ul style="list-style-type: none"> • XXXXXXXXX
<p>Training</p>	<ul style="list-style-type: none"> • All staff will receive Health and Safety induction upon appointment. • Health and Safety training will be given to staff applicable to their role, position, or duties. • Health and Safety, Fire Safety and Security briefings are carried out annually. • A central record of training (matrix) is maintained and reviewed to ensure all staff receive applicable training and refresher training. 	<ul style="list-style-type: none"> • XXXXXXXXX • XXXXXXXXX
<p>Visitors</p>	<ul style="list-style-type: none"> • All visitors will be required to sign in at reception upon arrival. • All visitors will be issued with the Health and Safety rules upon arrival. • All visitors will be DBS checked before arrival on site or be accompanied by a member of staff while on site. • Violent and aggressive visitors will be refused entry onto site and police called if required. 	<ul style="list-style-type: none"> • XXXXXXXXX • XXXXXXXXX
<p>Wellbeing and Psychological Safety</p> <p>- See also Wellbeing Policy</p>	<ul style="list-style-type: none"> • The school will follow the principles of the HSE guidance '<i>Managing the causes of work-related stress</i>' (HSG 218). The following arrangements are in place to locally manage staff health issues: • School promotes the importance of health and wellbeing. • Support will be given to staff members to discuss health issues. • The school has ensured provision of occupational health services through the Discovery People Services. • The school actively refers to occupational health wherever appropriate for advice or counselling and with the assistance of guidance from The Trusts People Advisers. • Support is available to union members from their union. • All staff have access to the trust's employee wellbeing support service. • Schools (and Trust) create an ethos, policies and behaviours that support mental health and resilience that 	<ul style="list-style-type: none"> • XXXXXXXXX • XXXXXXXXX

	<p>everyone understands.</p> <ul style="list-style-type: none"> • helps colleagues understand work responsibilities have a good understanding of how their role fits into the wider organization to help keep a healthy work-life balance • ensures colleagues feel valued and see mistakes as a learning opportunity, something to be openly shared and spoken about. • recognizes and promotes the importance of a happy team • involves colleagues in decision making • takes account of equality implication • tackle bullying and workplace harassment through education and policy • provides leaders with guidance and support to better assist their direct reports • create an open and trusting work environment • celebrates and promotes a positive culture to work in • Key staff are trained in Mental Health First Aid for staff and pupils. • 	
<p>Work Equipment, Plant or Machinery including PUWER & LOLER arrangements.</p>	<ul style="list-style-type: none"> • All work equipment provided for use within the school will be serviced/maintained as specified. • Operation manuals for work equipment will be kept for access when required. • Work equipment will undergo statutory inspections where required. • Staff will receive training in the safe operation of the specific work equipment via FLICK Learning. 	<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX
<p>Working at Height</p>	<ul style="list-style-type: none"> • The school will follow the principles of the HSE guidance 'The Work at Height Regulations 2005 (as amended) A brief guide' (INDG401). • Working at height is avoided wherever possible. • All ladders / access equipment will be stored securely to prevent unauthorised access. • A working at height Risk Assessments has been completed by the school and communicated to staff. • New and expectant mothers will not work at height. • Staff working at height as an inherent part of their job will receive appropriate working at height training and records of training retained. • Basic guidance for working at height is given to staff by the Premiss Officer. • Sufficient access equipment is provided to reduce the need for staff to stand on furniture. • Staff must not stand on furniture to work at height. • The Premises Officer retains ladders for working at height records. • Pupils are prohibited from using ladders. • Staff will wear appropriate footwear and clothing when using ladders. • Contractors are expected to provide their own ladders for working at height. • Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety. • Access to high levels, such as roofs, is only permitted by trained persons and only with the permission of the site responsible person (Headteacher) • Access equipment provided to work at height will be serviced / maintained in accordance with statutory requirements. An annual inspection of access equipment will be carried out by a competent person, and a register of ladders and inspections kept. 	<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX

	<ul style="list-style-type: none"> • A monthly check of ladders will be carried out by the Premises Officer. • All access equipment with a defect will be removed from use until disposed of. • Any working at height accidents will be investigated to identify the root cause and implement additional corrective and preventative controls required. 	
Work Experience	<ul style="list-style-type: none"> • When providing work experience placements, the Trust's Volunteer and Visitors policy is followed. • A work experience risk assessment is completed prior to the work experience commencing. 	<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX
School specific Arrangements		<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX
Premises related	How this is achieved	Responsibility of: Name / Title
Adverse Weather	<ul style="list-style-type: none"> • Suitable adverse weather procedures are in place including gritting in icy weather and restricted play times during adverse weather condition. • Outdoor play equipment will be taken out of use during adverse weather conditions. • The Headteacher under guidance from the Trust will decide on closure for heavy snow days prior to the school opening time. • Suitable arrangements will be made for the clearing of snow as part of winter preparedness 	<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX
Air Conditioning & Ventilation	<ul style="list-style-type: none"> • A competent contractor will carry out a 6-month service to air conditioning units for systems over 12kW and annual service to air handling units. • A TM44 inspection to be carried out every 5 years for Air Conditioning if required. • Premises staff to ensure the A/C units remain free from dust build up at a local level during internal visual checks & termly workplace inspections • A guide to air conditioning inspections in buildings - GOV.UK (www.gov.uk) • 	<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX
Asbestos Management	<ul style="list-style-type: none"> • The school will comply with the HSE's approved code of practice 'Managing and working with asbestos, Control of Asbestos Regulations 2012, Approved Code of Practice & Guidance (L143). • An asbestos management survey will be carried out by a competent contractor periodically and within no less than every 5 years. Remedial actions within the survey will be completed and the record of rectification maintained. • A refurbishment / demolition Asbestos survey will be carried out prior to any intrusive work undertaken in areas where Asbestos may be located. • Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it. • A Local Asbestos Management Plan (LAMP) is in place, including a site plan detailing the location of asbestos 	<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX

	<p>and reviewed annually.</p> <ul style="list-style-type: none"> • A local termly visual of all asbestos containing material is undertaken and recorded in the LAMP, any concerns are reported to the Site responsible person (Headteacher). • The Asbestos register within the Lamp must be kept up to date. • All work on site is carried out in accordance with the LAMP. • Where possible, work undertaken likely to disturb asbestos will be planned to avoid disturbance (re-routed) • Work to remove asbestos or likely to disturb the Asbestos will only be undertaken by licensed and competent contractors following a demolition and refurbishment survey. • Contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. • Contractors will sign to confirm they are aware of the location of Asbestos on site. 	
Building Maintenance / Defect Reporting	<ul style="list-style-type: none"> • All servicing, maintenance and inspections are completed in accordance with regulatory/statutory requirements. • Planned preventative maintenance is managed by the Premises Officers • Records of servicing, maintenance, inspections, and testing undertaken can be retained and stored in a central file the preferred process is to upload electronically on EVERY. • The school will store all health and safety related documentation on (Please insert storage place here). • All maintenance concerns or damaged equipment should be reported through the school defect reporting system. • Defective equipment is labelled and taken out of use, disposed of, or repaired by a competent person. • A dynamic assessment will be made to decide if an area should be isolated or cordoned off whilst further investigation takes place, or a repair undertaken. 	<ul style="list-style-type: none"> • XXXXXXXXXXX • XXXXXXXXXXX
Display Energy Certificates	<ul style="list-style-type: none"> • A competent person will carry out a DEC energy performance certificate on an annual basis and if necessary, a DEC 7 year. • All certificates of servicing to be displayed as required & saved electronically 	<ul style="list-style-type: none"> • XXXXXXXXXXX • XXXXXXXXXXX
Electrical Safety	<ul style="list-style-type: none"> • A fixed electrical inspection is carried out every 5 years and remedial actions completed, records of the inspections and remedial actions are retained. • Portables appliance testing is carried out annually or in line with the HSE guidance INDG236 by a competent contractor and records are maintained. • Portable electrical appliances are not brought on site from home without permission from the Headteacher. • Electrical meter cupboards and switch gear cupboards are kept locked and clear of combustible material. • Faulty electrical equipment will immediately be removed from service and repaired or disposed of. • Electrical sockets will not be overloaded. • Device cables such as lap top charges, phone chargers should not be left unattended when plugged in. • The use of extension cables will be kept to a minimum and daisy chaining of extension cables must not be undertaken. • All electrical equipment is visually inspected before use and all defected equipment is taken out of use and reported through the school's defect reporting system. 	<ul style="list-style-type: none"> • XXXXXXXXXXX • XXXXXXXXXXX

<p>Fire Safety Management.</p>	<ul style="list-style-type: none"> • The Responsible person (Headteacher) on site is responsible for Fire Safety. • The school maintains a high standard of fire safety management throughout the buildings and premises. • The fire loading within the school (displays, storage, hazardous substances is kept to a minimum and controlled. • A structural fire risk assessment is in place to identify fire hazards and evaluate the risks for all areas of the school. This is reviewed annually and then subject to a formal 5 yearly review by a competent person / contractor. • Remedial actions within the structural fire risk assessment will be completed and records of rectification maintained. • An occupier's fire risk assessment is completed by the school annually between the structural fire risk assessments. • The school Emergency and Evacuation Plan detailing responsibilities, and evacuation procedures is in place and reviewed annually. • Fire Safety Awareness training for staff is carried out on appointment and then annually thereafter. • Fire drills are conducted at a minimum once a term, one of which must be unannounced, and evidence recorded for inspection. • Fire safety systems and equipment are adequately inspected, maintained, and tested and records are retained on site within the fire logbook for inspection. • Fire safety signage is displayed around the school to assist safe evacuation in an emergency. • All instances of fire and near misses are reported to HSE under the RIDDOR regulations. • The fire safety logbook is maintained and kept up to date with all relevant records. • A Personal Emergency Evacuation Plan (PEEP) will be prepared for any member of staff or pupil where appropriate. • Procedures for visitors with visible mobility issues or known psychological conditions requiring assistance to evacuate the building are in place. • Fire Wardens receive additional fire safety training. 	<ul style="list-style-type: none"> • XXXXXXXXX • XXXXXXXXX
<p>Gas</p>	<ul style="list-style-type: none"> • A competent contractor carries out a boiler inspection/service on an annual basis. • A Gas tightness test as a minimum of 3 yearly conducted by a competent contractor • Premises Staff visually check of boilers at local level particularly during the winter months • Floorplan are provided at local level demonstrating gas shut off points • Consideration for CO2 monitors in gas boiler areas. 	<ul style="list-style-type: none"> • XXXXXXXXX • XXXXXXXXX
<p>Glazing</p>	<ul style="list-style-type: none"> • The school will comply with the Workplace (Health, Safety and Welfare) Regulations 1992 and the Approved Code of Practice L24 as it relates to glass and glazing. • A glazing survey will be undertaken, and remedial action taken where noted in the survey. Records of remedial action taken will be retained. 	<ul style="list-style-type: none"> • XXXXXXXXX • XXXXXXXXX

High Risk Areas	<ul style="list-style-type: none"> • Entry into high-risk areas, including boiler houses/plant rooms, electric cupboards, kitchenettes and staffrooms will be restricted to authorised members of staff, accompanied visitors and contractors. • Automatic Fire Detection (AFD) will be provided in high-risk areas. • Appropriate firefighting equipment will be provided in the high-risk areas. 	<ul style="list-style-type: none"> • XXXXXXXXXXXX • XXXXXXXXXXXX
Legionella Management	<ul style="list-style-type: none"> • The school will comply with the HSE approved code of practice 'Legionnaires' disease - The control of legionella bacteria in water systems' (L8). • A Water Hygiene risk assessment will be carried out by a competent contractor every 2 years and remedial action/recommendations completed. Records of the rectification will be maintained. • A new Water hygiene risk assessment would be undertaken sooner than 2 years if there has been a significant change in the building, in water usage, change of use for a building, change in the water system, control measures not being affective or a case of legionella. • The Premises Officer is responsible for ensuring that the identified operational controls are conducted and recorded in the school's water hygiene logbook. • The premises officer is the Site Competent Person and undertakes weekly flushing and temperature check duties and records the actions in the water hygiene logbook. • A competent contractor will be engaged to undertake water sampling routine cleaning, descaling, and disinfecting of the water system, and servicing of TMV's. • The Premises Officer attends suitable water hygiene training every 3 years. 	<ul style="list-style-type: none"> • XXXXXXXXXXXX • XXXXXXXXXXXX
PE and Outdoor play equipment	<ul style="list-style-type: none"> • PE Equipment and outdoor play equipment is inspected annually by a competent person (contractor). • An outdoor play equipment pre use check (recorded) will be completed by the premises officer • A pre-use check of PE equipment will be completed by PE staff. • Defect equipment will be taken out of use until removed or repaired. 	<ul style="list-style-type: none"> • XXXXXXXXXXXX • XXXXXXXXXXXX
Playgrounds, Paving and General Site	<ul style="list-style-type: none"> • The Premises Officer undertakes daily and weekly checks of the playground, paving and general site. • The Premises Officer undertakes regular checks of the outdoor play equipment. • The Premises Officer and grounds maintenance contractor schedule ensures regular clearance of falling leaves. • In poor weather the school follows the Safe Gritting Procedure. • Finger trap hazards are risk assessed internally and externally. 	<ul style="list-style-type: none"> • XXXXXXXXXXXX • XXXXXXXXXXXX
Powered and Automatic Gates and Doors	<ul style="list-style-type: none"> • The school follows the appropriate Health and Safety Guidance for Powered (Automatic) Gates and Doors. • A nominated person at school has responsibility for the operation, management, and general maintenance of the powered (automatic) gates and doors. • The automatic gates and doors will be serviced, maintained in line with manufacturer's recommendations, (normally 6 monthly), defects and recommendations will be completed, and records of rectification maintained. • Recorded safety checks of powered (automatic) gates and doors are completed by the nominated person to the required frequency. • Emergency procedures for the powered (automatic) gates and doors are in place and communicated to relevant staff. 	<ul style="list-style-type: none"> • XXXXXXXXXXXX • XXXXXXXXXXXX • XXXXXXXXXXXX • XXXXXXXXXXXX
Slips, trips & falls	<ul style="list-style-type: none"> • All staff have a responsibility to ensure spillages are reported and dealt with immediately. 	<ul style="list-style-type: none"> • XXXXXXXXXXXX

	<ul style="list-style-type: none"> Wet floor signs are widely available to alert staff and pupils to areas that may not be safe. Hazards likely to cause trips and fall should be reported through the defect reporting system and will be rectified immediately or controlled until rectified. Information is available for all staff on steps that they can take to reduce slips and trips in school in the staff room. Storage areas will be kept organised and tidy to reduce the likelihood of slip, trips, and falls. All school staff receive annual online training for slips trips & falls. 	<ul style="list-style-type: none"> XXXXXXXXXX
School kitchens	<ul style="list-style-type: none"> The school will maintain all catering equipment including all service, maintenance, and inspections as required. Kitchen extraction systems will be serviced including deep clean annually. Fire shutters will be tested on a weekly basis. Entry into the kitchen will be controlled to prevent unauthorised access and access by pupils to prevent injury by harmful equipment. Appropriate firefighting equipment is provided. Risk assessments will be completed for all activities within the kitchen undertaken by the provider for the kitchen staff. All kitchen staff hold appropriate levels of training The school kitchen provider staff will adhere to all dietary requirements as directed by the school. 	<ul style="list-style-type: none"> XXXXXXXXXX XXXXXXXXXX
School security	<ul style="list-style-type: none"> The Site Responsible person (Headteacher) is responsible for the security of the school site in and out of school hours. Safe access and egress will be maintained balancing the need for security and safe evacuation. The Site Manager/Premises Officer is responsible for the day to the security day to day operational procedures including visual inspections of the site, and for the intruder and fire alarm systems. An inner fencing and gating system is installed to restrict unauthorised access around the school site. All gates not required to access the school entrance are secured during the pupil day. Entry into the school ground and school building is controlled by the school office. Entry into high-risk areas and storerooms will be restricted to authorised staff or personnel. To reduce risks to employees attending the alarm call outs, the school has appointed a key holding company to attend alarm call outs. The Headteacher and Site Manager/Premises Officer are key holders and will respond to an emergency when called. 	<ul style="list-style-type: none"> XXXXXXXXXX XXXXXXXXXX
Smoking	<ul style="list-style-type: none"> The school complies with UK law on smoking in both indoor and external spaces. The school has a no smoking policy which extends to the limits of the curtilage of the site. The policy extends to the use of substitute inhalers and all types of vaping devices including e-cigarettes. No smoking signage has been provided on site and persons seen smoking onsite are instructed not to do so. 	<ul style="list-style-type: none"> XXXXXXXXXX XXXXXXXXXX
Tree safety	<ul style="list-style-type: none"> Regular visual checks on trees are made, especially after adverse or severe weather. Damage or concerns are reported to Headteacher, H&S Manager or in an emergency to Martin Piggins 	<ul style="list-style-type: none"> XXXXXXXXXX XXXXXXXXXX

	<ul style="list-style-type: none"> • A tree survey is completed 3 Yearly by Leicestershire County Council Forestry Department or when any development, hard surface or installation is proposed. • Trees identified on the Tree Survey where remedial works have not been carried out will be monitored and monitoring recorded. 	
Vehicles on site	<ul style="list-style-type: none"> • Vehicle movements are controlled on site at peak times of the day when pupils are entering and exiting the school premises. • School Vehicle gates are kept shut, but not locked, during the school day. • Parking bays are clearly marked. • Vehicles and pedestrian movements are separated where possible. • Where vehicle and pupil segregation is not possible, a risk assessment will be completed. • Deliveries are not accepted at times of the day when pupils are entering and exiting the school premises. • The school car park is restricted to staff and visitors and disabled parking. 	<ul style="list-style-type: none"> • XXXXXXXXX • XXXXXXXXX
School specific Arrangements	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • XXXXXXXXX • XXXXXXXXX
Curriculum related	How this is achieved	Responsibility of: Name / Title
Educational off-site trips and visits	<ul style="list-style-type: none"> • The school follows Outdoor Education Advisors Panel (OEAP) guidance for planning and executing educational off-site trips and visits. • The trained Educational Visits Coordinators (EVC) in school are members of the Senior leadership team and supported by colleagues in the school office. • The Offsite Educational Visits policy outlines all detailed procedures for the health and safety of educational visits to be followed by the EVC and educational visit leaders. • Parental consent will be obtained before a pupil is allowed to attend an offsite educational visit. • The EVC will ensure the Educational Visit Lead (this will sometimes be venue staff) holds the applicable qualification and / or experience for the activities being undertaken on the trip. • High risk/hybrid activities will be led by qualified and competent instructors from the offsite activity provider or the offsite educational visit site. • Risk assessments will be completed for off-site visits and activities by trained visit leaders. • All risk assessments will be reviewed by the EVC and uploaded to EVOLVE. • All approvals for off-site visits will be done by the Head Teacher or designated and trained deputy. (insert name of deputy(s) here) • All offsite educational visits will be logged onto the Evolve system for advice from the Leicestershire Traded Services (LTS) health and safety team. • EVOLVE - Discovery Schools Academy Trust https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=LeicestershireCountyCouncil This link takes you directly to the Discovery EVOLVE website. All residential and adventurous activity trips must have final sign off by the Trust Phase Leaders through the EVOLVE portal. • All off-site visits are appropriately staffed. 	<ul style="list-style-type: none"> • XXXXXXXXX • XXXXXXXXX

	<ul style="list-style-type: none"> • Staff will take a school mobile phone, a portable first aid kit, and information about the specific medical needs of pupils along with the parents' contact details. • There will always be appropriate levels of trained first aiders on school trips and visits. • For trips and visits with pupils in the Early Years Foundation Stage, there will always be an appropriate level of trained first aiders with a current pediatric first aid certificate. • Local Advisory Board will be made aware of all offsite educational visits. 	
Food Technology and Design Technology	<ul style="list-style-type: none"> • The Design and Technology department (D&T) will have a departmental Health and Safety Policy. • The relevant CLEAPPs guidance and risk assessments for Design and Technology (D&T) and food technology will be followed. • Staff involved in food handling have completed a Level 2 Certificate in Food Safety & Hygiene or briefed in the Food Standards Agency '4Cs'. • Equipment used in food technology and D&T such as knives, saws, hand tools and scissors will be kept securely when not in use to prevent unauthorised access and use. • D&T and Food technology prep rooms and classrooms will be kept secure to prevent unauthorised access. • All machines within the D&T department are locked off when not in use. • All machines within the D&T department are serviced and maintained. • Pre use safety checks are carried out on all machines within the D&T department. • All Local Exhaust Ventilation systems will be subject to the statutory checks and regular internal checks. • All equipment within the food technology area is shut off or stored securely to prevent unauthorised use. • Risk assessments are completed for all non-curriculum activities within D&T and Food Technology. 	<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX
Forest School	<ul style="list-style-type: none"> • The school follows the procedures as set out in the forest school handbook. • A Forest School Risk Assessment is completed and communicated to relevant staff. • The forest school area is checked before each session. • Staff are briefed on forest school emergency procedures. 	<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX
Physical Education (PE)	<ul style="list-style-type: none"> • The school follows the Association for Physical Education (afPE). Guidance. • The Safe Practice in Physical Education and Sports Book is available to all relevant staff and is located in the add location. • PE staff undertake training. • Pre-use checks of PE equipment is carried out by staff each day before the start of each lesson and again at the end of the day. • External companies/providers employed by the school follow the schools Health and Safety Arrangements for PE. • PE equipment is inspected annually by an approved contractor and recommendations implemented. 	<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX
Ponds & Areas of Water	<ul style="list-style-type: none"> • The school has developed and implemented a pond safety procedure. • Pond school pond is within a fenced and gated area kept locked when not in use. 	<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX

	<ul style="list-style-type: none"> • A general pond safety and pond activities risk assessment completed and circulated to all staff who undertake activities in the pond area. • Emergency plans in place, so staff are aware of what to do in case of emergencies occurring when the pond is in use. • The pond area is checked monthly by the Premises Officer. • The pond area is maintained by the ground's maintenance contractor. • The pond area is subject to a pre-use check by staff conducting an activity in the pond area. • Safety devices and first aid kits are provided when the pond area is in use. • Clear safety instructions are given to pupils before each activity undertaken in the pond area. • Suitable and sufficient supervision of pupils during the activities within the pond area is maintained including a trained first aider. 	
Science	<ul style="list-style-type: none"> • The Science department will have a departmental Health and Safety Policy. • The science department follows applicable science guidance as set out in publications by the Association for Science Education and/or CLEAPSS. • Science guidance is available to all staff and is located in the science department or main office. • All Science staff and Technicians receive regular CLEAPSS updates. • Science prep rooms and classrooms will be kept secure to prevent unauthorised access. • All science equipment is kept secure when not in use. • All hazardous substances are stored correctly and kept secure when not in use. • All radioactive products are stored and used in accordance with the CLEAPSS Managing Ionising Radiation and Radioactive Substances in Schools and colleges guidance L93. • All Local Exhaust Ventilation systems will be subject to the statutory checks minimum 14 months and regular internal checks. • All gas taps/appliances are shut off when not in use to prevent unauthorised use. 	<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX
Swimming Pool	<ul style="list-style-type: none"> • The school have a documented Normal Operating procedures (NOP) and emergency plans for the swimming pool. • Staff responsible for the swimming pool will receive adequate training in this subject as described in the in the School's NOP. • Pool plant will be maintained in accordance with the manufacturer's/installer's recommendations and records of service and maintenance will be retained by the Site Manager/Premises Officer and is readily available. • An annual inspection of the pool plant equipment will be undertaken by a competent contractor. • Water testing and bacteria sampling is undertaken, and records kept in the pool water testing logbook. 	<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX
School specific Arrangements	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • XXXXXXXXXX • XXXXXXXXXX

5.0 Appendix 1: Table of Delegation of Specific Duties

Please insert the relevant job role(s) next to each responsibility, we have put in suggestions. Please note the frequencies of some responsibilities may need to be changed when making this document specific to your school. Some responsibilities may not be applicable to your school, therefore may need to be removed. Please remove this text when this table is completed

Responsibility	Frequency	Delegated to Job Role	Signed
Reviewing Health and Safety Policy	Annually	Health & Safety Manager at Trust Level for legislation changes & insert name of person locally in school	
Digitally Backing up Compliance and Safety Documents	When Created or Received	The H&S & Estates Services at Trust Level & Office Managers & PO at local level	
Allocating Budget for Health and Safety	Annually	CFOO	
Display Energy Certificate Renewal	As Instructed on Current Certificate	Premises Officer	
Organising Type 2 Fire Risk Assessment	Every 5 Years	Premises Officer	
Conducting and reviewing Type 1 Fire Risk Assessment	Annually	Office Manager & Premises Officer if they have had training & are competent - LTS if assistance required.	
Internal Checking of the Fire Alarm Panel	Daily	Premises Officer	
Internal Fire Evacuation Drill Organisation	Termly	Premises Officer	
Internal Manual Call Point Checks	Weekly on Rotation	Premises Officer	
Internal Emergency Lighting Checks	Monthly	Premises Officer	
Internal Extinguisher Checks	Monthly	Premises Officer	
Internal Sprinkler System Checks	Weekly	Premises Officer	
Internal Fire Door Checks	Monthly	Premises Officer	
Organising Service of The Fire Alarm System	Six Monthly	Premises Officer	

Organising Service of Fire Extinguishers	Annually	Premises Officer	
Organising Service and Maintenance to the Sprinkler System	Manufacturer Stipulated (Please Insert Frequency)	Premises Officer	
Organising Service and Maintenance of Emergency Lighting	6 Monthly	Premises Officer	
Organising Service and Maintenance of Air Conditioning Units	6 Monthly	Premises Officer	
Organising Service and Maintenance of Air Handling Units	Annually	Premises Officer	
Reviewing the Emergency Evacuation Plan	Annually or after staff changes/new starters	Office Manager & Headteacher	
Creating and Reviewing PEEP (Personal Emergency Evacuation Plans)	When Necessary	Office Manager & Headteacher	
Creating and Reviewing the Winter Gritting Plan	Annually	Premises Officer & Office Manager	
Winter Gritting Pavements and Carparks	Consult Weather Forecast	Premises Officer - assistance may be required	
Reviewing the Business Continuity Plan and Emergency Procedures	Annually	Office Manager & Headteacher	
Reviewing the LAMP (Local Asbestos Management Plan)	Annually	Premises Officer & Office Manager signed off by Headteacher	
Organising Asbestos Management Surveys	5 Yearly	Premises Officer	
Monitoring the Condition of Asbestos on the Premises	Termly	Premises Officer	
Organising Water Hygiene Surveys	(2) Yearly	Premises Officer	
Flushing of Little Used Outlets	Weekly	Premises Officer	
Organising Service of TMV	Annually	Premises Officer	
Organising Water Tank Cleans	When Necessary	Premises Officer	
Water Temperature Monitoring	Monthly	Premises Officer	
Signing Off Water Temperature Monitoring	Monthly	Headteacher	
Organising Water Heater Service and Maintenance	Annually	Premises Officer	
Organising Water Tank Inspections	Annually	Premises Officer	
Organising Electrical Installations Condition Reports	5 Yearly	Premises Officer	
Organising PAT (Portable Appliance Testing)	Annually	Premises Officer	
Organising Service of Stage Lighting	Annually	Premises Officer	
Organising Servicing of Gas Boilers	Annually	Premises Officer	
Organising Gas Tightness Test	3 Yearly	Premises Officer	
Conducting Workplace Inspections	Weekly	Premises Officer	

Conducting Workplace Inspections	Termly	Headteacher/Office Manager & Premises Officer	
Organising Building Condition Surveys	5 Yearly	Director of Estates	Nathan Odom
Internal Inspections of Playing Fields and Playground Equipment	Weekly	Premises Officer	
Organising RPII Inspections of Outdoor Play Equipment	Annually	Premises Officer	
Inspecting PE Equipment	Before Use	Sports Coach/PE staff	
Organising External Inspections of PE Equipment	Annually	Premises Officer	
Organising Glazing Surveys	10 Yearly	Premises Officer	
Procuring and Commissioning Contractors	When Necessary	H&S & Estates Services for the Trust or minor works/ppm the Premises Officer with Headteachers permission	
Managing and Supervising Contractors	When Necessary	H&S & Estates Services for the Trust or minor works/Premises Officers at a local level	
Contractor Inductions	When Necessary	Premises Officer	
Internal Inspection of Passenger Lifts and Hoists	Monthly	Premises Officer	
Organising Service and Maintenance of Lifts and Hoists used for carrying people	6 Monthly	Premises Officer	
Organising the Service and Maintenance of Local Extract Ventilation (LEV) Systems e.g., fume cupboards, dust extraction in D&T	14 months	Premises Officer	
Organising the Service and Maintenance of Work Equipment	Follow Manufacturer's Instructions	Premises Officer	
Organising the Service and Maintenance of The Kitchen Equipment	Follow Manufacturer's Instructions	Premises Officer	
Organising a Thorough Clean of The School Kitchen	Annually	DOLCE	
Creating and Reviewing Classroom Risk Assessments	Annually	Headteacher/Teacher/Office Manager & signed off by Headteacher	
Creating and Reviewing Premises Related Risk Assessments	Annually	Premises Officer & Office Manager signed off by Headteacher	
Creating and Reviewing PE Risk Assessments	Annually	Sports Coach/PE Staff & Headteacher signed off by Headteacher	

Creating and Reviewing Design Technology Risk Assessments	Annually	Class Teacher/Phase Lead/Headteacher & signed off by Headteacher	
Creating and Reviewing Science Risk Assessments	Annually	Class Teacher/Phase Lead/Headteacher signed off by Headteacher	
Creating and Reviewing Other Risk Assessments	Annually	Headteacher – Nominated People – please insert & signed off by Headteacher	
Conducting Pregnancy Risk Assessments	When Necessary	Office Manager & Headteacher with input from pregnant person & signed off by Headteacher	
Conducting Return to Work Risk Assessments	When Necessary	Office Manager or Nominated person insert	
Selecting Staff Health and Safety Training	Review Termly	Headteacher/Office Manager & H&S Manager for the Trust	
Recording Staff Health and Safety Training in a Central Record	When Necessary	Office Manager	
Creating and Reviewing COSHH Risk Assessments for Premises	Annually	Premises Officer	
Creating and Reviewing COSHH Risk Assessments for Substances Used in Classrooms and Offices.	When Necessary	Premises Officer	
Creating and Reviewing COSHH Risk Assessments for Substances Used by Cleaning Staff	Annually	Premises Officer	
Logging Accidents onto the AssessNet system	When Necessary	Office Manager – insert other nominated people	
Reporting RIDDOR	When Necessary	Office Manager – insert other nominated people	
Reviewing Accident Statistics	Termly	Health & Safety Manager	
Reviewing the Management of Medications Policy	Annually	Operations Director	
Reviewing the First Aid Needs Assessment	Annually	Office Manager	
Checking First Aid Kit Contents	Monthly	Insert Name	
Checking the Condition of First Aid Facilities	Weekly	Cleaning Staff or Nominated person	
Reviewing Pupil Individual Care Plans	When Necessary	SENCO/Headteacher	
Reviewing Individual Behaviour Plans	When Necessary	SENCO/Headteacher	
Creating and Reviewing Off-Site Visit Risk Assessments	When Necessary	EVC/Headteacher	
Approving Off-Site Visits	When Necessary	Headteacher then Trust Level	

Communicating Emergency Procedures to Lettings	When Necessary	Office Manager	
Emergency Contact during Lettings	When Necessary	Insert Nominated Person	
Work Experience Co-ordination	When Necessary	Insert Nominated Person	
Organising Service of The School Minibus(es)	XXXX Miles or annually	Premises Officer	
Pre-Use/Daily Minibus Driver Checks	Daily / Before Use	Premises Officer	
Driving for Work Drivers Licence and Insurance Checks	6 Monthly	Insert Nominated Person	
Organising Tree Surveys	3 Yearly	Premises Officer	
Organising Service/Inspection of The Lightening Protection Rod	11 Monthly	Premises Officer	
Organising Servicing Inspection of Automatic Gates	6 Monthly	Premises Officer	
Completing Internal Inspection of Automatic Gates	Weekly	Premises Officer	
Organising Servicing Inspection of Automatic Doors	Annually	Premises Officer	
Completing Internal Inspection of Automatic Doors	Weekly	Premises Officer	

Swimming Pool Management Responsibilities:

Creating and Reviewing Normal Operating Procedures for The Swimming Pool	Annually	Insert Nominated Person	
Creating and Reviewing Swimming Pool Risk Assessments	Annually	Insert Nominated Person	
Ensuring Water Samples are Submitted for Bacteria Testing	Monthly	Premises Officer	
Conducting Water PH Testing	3 Times a Day	Premises Officer	
Conducting Deep Cleans of The Swimming Pool Area and Changing Rooms	Termly	Premises Officer	
Organising Service and Maintenance of Pool Plant	Annually	Premises Officer	
Creating and Reviewing an Emergency Action Plan for the Pool	Annually	Premises Officer	

This list is not

exhaustive, when personalising this document, you need to consider all relevant activities and who is responsible. For any further information please contact Discovery Estates, Health & Safety Services or your dedicated LTS Health Safety and Wellbeing Advisor.

